

# ADAPTIVE LEARNING: TRANSITION TO WORK (ALTW)

## ALTW 201 • BASIC ENGLISH FOR STUDENTS WITH LEARNING DIFFERENCES

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Advisory:</b>	Not open to students with credit in ALTW 105.
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

This basic English class emphasis is grammar, sentence and paragraph structure with practical applications related to business, public and/or non-profit settings.

## ALTW 202 • BASIC MATH FOR STUDENTS WITH LEARNING DIFFERENCES

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Emphasis on functional math concepts that include skill building for money handling exchanges, budget planning for independent living, comparison shopping strategies and other related practical math applications.

## ALTW 203 • LEARNING STYLES & STRATEGIES

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

This course enables students to explore and identify their learning styles, values, personality traits and develop a personal profile that helps them with their vocational choices.

## ALTW 204 • COMMUNICATION SKILLS IN THE WORKPLACE

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Focuses on proper communication skills in written business formats, verbal presentations, and appropriate body language styles in order for students to be able to communicate effectively in competitive employment settings.

## ALTW 206 • BEGINNING WORD PROCESSING

<b>Units:</b>	3
<b>Hours:</b>	3 lecture per week (36 total per quarter)
<b>Advisory:</b>	Not open to students with credit in ALTW 112.
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Introduction to the word processing computer application, Microsoft Office Suites and Google Chrome. Beginning level word processing to be used in private, nonprofit and government work environments.

## ALTW 207 • RESOURCES IN THE COMMUNITY FOR STUDENTS WITH LEARNING DIFFERENCES

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Overview of community and campus resources for students with disabilities.

## **ALTW 208 • JOB TRAINING/INTERNSHIP FOR STUDENTS WITH LEARNING DIFFERENCES**

<b>Units:</b>	1.5
<b>Hours:</b>	4.5 laboratory per week (54 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Credit Course Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Practical skills needed for successful employment. Emphasis on on-the-job training experiences, to learn workplace standards. Preparation for work-readiness through hands-on work duties on and off campus settings. Discussion and evaluation of work performance.

## **ALTW 209 • SOCIAL SKILLS**

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Credit Course Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Focuses on the etiquette of appropriate interaction in the general public, educational settings, community involvement and employment arenas. Emphasis on building self-esteem and socialization skills in order to increase confidence in personal and social interactions.

## **ALTW 211 • INTRODUCTION TO EXCEL**

<b>Units:</b>	3
<b>Hours:</b>	3 lecture per week (36 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Credit Course Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Introduction to spreadsheet computer application. Beginning level of spreadsheet database tool, emphasis on spreadsheets, charts and tables.

## **ALTW 212 • JOB SEARCH SKILLS: THE RESUME**

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Credit Course Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Focuses on successful resume writing techniques including the creation and completion of a resume. In addition, understanding online electronic processes for submission of resume, hidden job market, and types of resumes. Development of a master application that will be used in the job search processes.

## **ALTW 213 • WORK ATTITUDES & BEHAVIORS ON THE JOB**

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Credit Course Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Will assist the student to develop appropriate work behavior and attitudes. Learn conflict management and pro-active problem solving skills in an entry level job environment.

## **ALTW 214 • JOB SEARCH SKILLS: INTERVIEW PREPARATION**

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Credit Course Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Focuses on interviewing techniques and the special problems faced by people with disabilities when seeking employment. Interview preparation, mock interviews, behavioral interviewing techniques will be explored through lectures and role-play and feedback. Constructive feedback will be given to students in order to enhance their interviewing techniques.

**ALTW 216 • DISABILITY & THE LAW**

<b>Units:</b>	3
<b>Hours:</b>	3 lecture per week (36 total per quarter)
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Understanding basic citizens' rights and responsibilities. Emphasis on the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973, IDEA, and other laws related to people with disabilities. Understanding the meaning of accommodation and applying it to work and school settings.

**ALTW 217 • INTERMEDIATE COMPUTER APPLICATIONS FOR STUDENTS WITH LEARNING DIFFERENCES**

<b>Units:</b>	3
<b>Hours:</b>	3 lecture per week (36 total per quarter)
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Students will learn to combine Microsoft Word, Microsoft Excel and Microsoft PowerPoint to produce intermediate documents to be used in academic, non-profit, government and/or business environment.

**ALTW 218 • CURRENT EVENTS FOR STUDENTS WITH LEARNING DIFFERENCES**

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Exploration of global, national and community topics through a variety of media sources. Discussion on the pro's and con's of different news media formats and perspectives.

**ALTW 219 • USING THE INTERNET**

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

This is a hands-on introduction to the use of internet tools, such as Google Docs, cloud applications, apps, internet research, and social media applications.

**ALTW 223 • INDEPENDENT LIVING SKILLS: FINANCIAL LITERACY**

<b>Units:</b>	4
<b>Hours:</b>	4 lecture per week (48 total per quarter)
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Basic banking and personal saving concepts with emphasis placed upon establishing credit and responsible credit card use, personal budgeting, connecting employment choices to financial outcomes, and making responsible financial choices. Intended for students with disabilities enrolled in the Transition to Work Program.

**ALTW 229 • HEALTHY RELATIONSHIPS**

<b>Units:</b>	3
<b>Hours:</b>	3 lecture per week (36 total per quarter)
<b>Degree and Credit</b>	Non-Degree-Applicable Credit Course
<b>Status:</b>	
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Development of understanding of personal boundaries and making positive choices in relationships. Emphasis placed upon increasing self-esteem, developing appropriate personal rules for intimate, personal, professional and general relationships, and recognizing and effectively handling personal safety issues. Provides students with disabilities tools to effectively communicate and make good relationship choices. Intended for students with disabilities enrolled in the Transition to Work program.

## **ALTW 230 • INTRODUCTION TO VOCATIONAL MICRO-BUSINESS**

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade Only
<b>Repeatability:</b>	May be taken three times for credit

Introduction to functions of micro-businesses for entrepreneurs with disabilities. Creating, managing and profiting from a micro-business. Finding and seeking funding sources including grants, micro loans and private sources. Establishing and implementing a marketing plan. Basic day-to-day accounting and book-keeping for a micro-business. Challenges and opportunities for entrepreneurs with disabilities.

## **ALTW 231 • INTRODUCTION TO PRESENTATION SKILLS**

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade Only
<b>Repeatability:</b>	May be taken three times for credit

Introduction to appropriate skills and behaviors necessary for making successful presentations, for students with disabilities. Students will learn how to create and present a project or a speech.

## **ALTW 232 • SOCIAL MEDIA & DIGITAL CITIZENSHIP**

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade Only
<b>Repeatability:</b>	May be taken three times for credit

Students will learn how to appropriately utilize information technology in order to engage in online social interaction. This course will give students basic instruction regarding how to use different social media and communication applications (e.g., set up profiles, interact with others, learn the capabilities of each application, etc.). In addition, students will learn the norms of appropriate, responsible behavior in regard to the use of the applications. This course will teach students specific skills for maintaining appropriate behavior and being safe while using the internet and social media applications, such as Facebook, Instagram, Twitter, Reddit, Snapchat, YouTube, LinkedIn, and email.

## **ALTW 233 • HEALTHY LIVING FOR STUDENTS WITH LEARNING DIFFERENCES**

<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

Focuses on assisting individuals with learning differences in leading healthy lifestyles, in regards to both physical and mental health. Aspects of physical health that will be explored include: physical activity and exercise, nutrition, hygiene, sleep, disease prevention, obesity, substance abuse, reproductive health, and safety. Aspects of mental health that will be covered include: stress management, relaxation techniques, negative thinking traps, optimism, and resilience. The course will address strategies for helping students with learning differences make healthy life choices on their path to becoming more independent adults.

## **ALTW 430 • VOCATIONAL MICRO-BUSINESS PRACTICUM**

<b>Units:</b>	0
<b>Hours:</b>	48 lecture per quarter (48 total per quarter)
<b>Prerequisite:</b>	ALTW 230.
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Non-Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Non-Credit Course (Receives no Grade)
<b>Repeatability:</b>	Unlimited Repeatability

Hands-on practice of running a micro-business, including implementation of sales techniques, effective customer services, communication and professional behavior. Training and instruction in simple accounting and use of spreadsheets to organize day-to-day financial data, such as cash flow. Manage and operate a micro-business.

## **ALTW 431 • PUBLIC TRANSIT SKILLS**

<b>Units:</b>	0
<b>Hours:</b>	72 lecture per quarter (72 total per quarter)
<b>Degree and Credit Status:</b>	Non-Degree-Applicable Non-Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Non-Credit Course (Receives no Grade)
<b>Repeatability:</b>	Unlimited Repeatability

Introduction and practice of essential travel skills, such as reading bus/train schedules and maps, paying fares, boarding and exiting public transit, making transfers between the same or different modes of public transportation. Students will learn how to make judgments in various travel disruptions, use appropriate social and communication skills.