

Course Outline  
HUMS 131  
The Business of Job Coaching  
The Community College of Baltimore County

Description

The Business of Job Coaching

Provides an introduction to the business culture of the 21st century and its relationship to job coaching and supported employment; emphasizes organizational structure and management functions as they apply to business.

Prerequisite: ENGL 052, RDNG 052

Overall Course Objectives

1. Apply knowledge of today's business culture;
2. illustrate the advantages of hiring those with disabilities;
3. examine national and local labor market data as it applies to supported employment;
4. identify and recognize terms, contracts, and legal realities of the workplace;
5. distinguish between the different supported employment models;
6. demonstrate knowledge of marketing skills and how they can be vehicles in the community to increase awareness and participation in supported employment;
7. describe the strategies that will assist clients in the workplace;
8. explain the current public policy concerning supported employment;
9. demonstrate an understanding of the Americans with Disabilities Act; and
10. develop an Affirmative Action plan.

Major Topics

- I. Career Assessments
- II. Changes in the workplace
- III. Labor market and demographic trends
- IV. Hiring people with disabilities
- V. Legal issues
- VI. ADA
- VII. Marketing
- VIII. Career theories
- IX. Client centered plans
- X. Job analysis
- XI. Time studies and natural supports
- XII. Resumes/Interviews
- XIII. Business partnerships
- XIV. Networking

Course Requirements

Each instructor will determine specific course requirements and assignments, and all will require at least:

1. Mid-term and comprehensive final examination
2. One term paper and/or research project
3. One Affirmative Action plan