



5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: GUID 601 **DIVISION:** 60 **ALSO LISTED AS:**

TERM EFFECTIVE: Summer 2025

CURRICULUM APPROVAL DATE: 06/10/2025

SHORT TITLE: ADV JOB COACHING

LONG TITLE: Advanced Job Coaching

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
0	18	Lecture:	.5	9
		Lab:	0	0
		Other:	0	0
		Total:	.5	9

Out of Class Hrs: 18.00

Total Learning Hrs: 27.00

COURSE DESCRIPTION:

This course provides advanced implementation of job coach techniques and strategies for individuals with disabilities in an employment setting. This course is intended for individuals who are employed or have previous experience as a job coach in the vocational and rehabilitative fields. ADVISORY: GUID 600

CREDIT STATUS: N - Non Credit

GRADING MODES

N - Non Credit

REPEATABILITY: R - Course may be repeated

Maximum of 99 times

SCHEDULE TYPES:

02 - Lecture and/or discussion

05 - Hybrid

71 - Dist. Ed Internet Simultaneous

72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Employ advanced job coaching techniques to support individual with disabilities in employment settings.
2. Demonstrate appropriate observation and documentation skills regarding case notes and report writing.
3. Evaluate the role of a job coach when recognizing natural and existing supports and connecting individuals to their support networks.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Evaluate job coaching strategies and techniques.
2. Identify a wide range of workplace supports and accommodations while learning how to customize them for the individual whom they are assigned.
3. Learn to utilize proper documentation techniques and gain an understanding of how to interpret this data to make sound decisions about effectiveness.
4. Prepare a report, compose a case note, and complete several forms regarding workplace behaviors.
5. Identify a potentially volatile situation and learn to intervene in an appropriate and effective manner to minimize any negative consequences.
6. List or identify social skills that are valued by employers.
7. Choose prompts in order from most assistance to minimal assistance needed on the job. Certification and Potential Career Pathways in the Field.
8. Recognize potential career pathways for a Job Coach as well as additional certifications that may help them decide which career pathways works best for them individually.

COURSE CONTENT:

Curriculum Approval Date: 06/10/2025

2-4 hours CONTENT: Course outline review; Review of Job Coaching Techniques. CONTENT: Worksite Supports and Customization for the Consumer.

2-4 hours CONTENT: Utilizing Effective Data Collecting Methods to Document Effectiveness of Workplace Supports. CONTENT: Report Writing and Case Notes Documentation.

2-4 hours CONTENT: Diffusing Difficult Situations and Providing Appropriate Intervention. Social Skills on the Job.

2-4 hours CONTENT: Overview of Course, Creating Independence on the Job.

2 FINAL EXAM

METHODS OF INSTRUCTION:

Audio/Visual, Collaborative Learning, Demonstrations, Guided Discussions, Guided Practice, In-Class Activities and Exercises, Presentations, Small Group Discussion

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours 18

Assignment Description

1. Written report of job coaching experience outlining the most effective strategies.
2. Concept quizzes
3. Video tutorials
4. Preparation of oral report to include gathering data and behavioral scenarios.
5. Completion of Career Pathways portfolio to include certification criteria.

METHODS OF EVALUATION:

Problem-solving assignments

Evaluation Percent 40

Evaluation Description

Homework Problems, In Class Assignments, Situational Problem Solving

Objective examinations

Evaluation Percent 20

Evaluation Description

Quizzes, Periodic Examinations, Final Exam

Other methods of evaluation

Evaluation Percent 40

Evaluation Description

Class Participation, Oral Presentation, Written Report

REPRESENTATIVE TEXTBOOKS:

None.

ARTICULATION and CERTIFICATE INFORMATION

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: J

Noncredit Category: J

Cooperative Education: N

Program Status: 1 Program Applicable

Special Class Status: N

Prior to College Level: Y

Non Credit Enhanced Funding: Y

Funding Agency Code: A

In-Service: N

Occupational Course: E

Course Control Number: CCC000609330

Sports/Physical Education Course: N

Taxonomy of Program: 493012