

**Certificate Course**  
**in**  
**Guidance and Counselling**

**(6 Months Course)**

**Course Curriculum**



**Kanyashree University**

Krishnagar Government College Campus, Krishnagar,

Dist-Nadia, Pin-741101

West Bengal, India

## Learning Objectives of the Course

- To impart knowledge of basics of Guidance and Counselling.
- To familiarize the students with applied and positive perspectives of Guidance and Counselling.
- To provide practical training in psychological assessment, conducting guidance and counseling programs/sessions and hands on training in work settings.
- To prepare the students as guidance and counselling professionals.

## Learning Outcomes of the Course

- Students would gain knowledge about theoretical principles and practical processes in Guidance and Counselling and would be able to apply these in research and professional areas.
- Students would gain understanding of the applied and positive perspectives of Guidance and Counselling.
- Students would gain proficiency in undertaking and reporting of psychological assessment and conducting guidance and counseling programs/sessions.
- Students would gain the requisite competencies and skills for providing Guidance and Counselling in varied spheres.

## Course at a Glance

**Criteria for Admission:** The minimum qualification for admission to the programme shall be Bachelor's (3 years) degree in any discipline of any UGC recognized university.

**Mode of Selection:** Merit List will be prepared on the basis of the following:

Madhyamik or Secondary	10
Higher Secondary (H.S.)	10
Graduation (3 years)	30
Total	50

**Age:** No Bar

**Intake Capacity:** 30 (Approx.)

**Course Fees:** 5,000.00

**Female only**

# Course Structure

Course Code	Title of the Course	Credits	Hours	Marks
<b>Theory Paper</b>				
CCGC-01	Introduction to Guidance & Counselling	4	4×15 = 60	100
CCGC-02	Educational and Vocational Guidance & Counselling	4	4×15 = 60	100
CCGC-03	Developmental Psychology for Counselling	4	4×15 = 60	100
CCGC-04	Psychological Assessment in Guidance & Counselling.	4	4×15 = 60	100
<b>Practicum</b>				
CCGC-05	Case History Report	2	2×15 = 30	50
	Psychological Assessment	2	2×15 = 30	50
<b>Total</b>		<b>20</b>	<b>300</b>	<b>500</b>

## CCGC-01: Introduction to Guidance & Counselling

Total Credits : 4	Full Marks : 100
Each Credit : 15 hours	Assignment : 20 Marks
Examination Duration : 3 hours	Theory : 80 Marks

### Objectives:

At the end of this course the students will be able to:

- Develop an understanding of the concepts of guidance and Counselling
- Acquire the skills necessary for Counselling
- Know about different areas of Counselling
- Know about the basic needs of guidance services
- Develop the knowledge about different fields of Guidance & Counselling
- Know about the necessity of Career Guidance & Counselling

### Unit 1: Concept of Guidance & Counselling

- Meaning, Definition, Nature, Scope, Functions, Importance & Types of Guidance and Counselling.
- Difference between Guidance, Counselling Psychotherapy.

### Unit 2: Skills of Counselling

- Basic knowledge of Psychology & ability to make rapport, communication skills, observational power and empathy. Probing skill; through questioning and organizing facts
- Sensitivity & practicing ethical issues
- Listening skills & patience. Honesty & confidentiality.
- Crisis management, facilitating self-disclosure & problem-solving, Ice breaking, monitoring and closure.

### Unit 3: Areas of Counselling

- Educational & Vocational (School and College), and Occupational Counselling (during service)
- Health, Marital, Family, Group and Gerontological Counselling.
- Current forms of e-Counselling and Tele- Counselling and their applications in areas of rehabilitation
- Trauma Counselling, Intra-personal & Inter-personal Counselling, Crisis intervention, Counselling for the patients suffering from chronic diseases (Like Cancer and AIDS).

#### **Unit 4: Career Guidance & Counselling**

- Sources of Information, Method of Collecting Information, Filing & Dissemination of Information, Guiding for Career Selection.
- Career talk, Occupational Information Fair, career or vocational options.
- Career stages, organizational perspective on careers, matching process, career mentoring programs.
- Career Guidance activities in school: Concept & set- up of Career Hub (Career awareness Camp, Career Club formation, Club activities & Career Day)

#### **Suggested Readings:**

- Aggarwal, J.C. (1998). *Career Information in Career Guidance: Theory and Practice*, Doaba House, Delhi.
- Bond, Tim (2010). *Standards and Ethics for Counselling in Action*, SAGE Publications.
- Burnard, Philip (2002). *Counselling Skills Training (A Sourcebook of Activities for Trainers)*, Viva Books Private Limited.
- Cochran, Larry (1997). *Career Counselling :A Narrative Approach*, SAGE Publications
- Crow, Lester D. & Crow, Alice (1962). *An Introduction to Guidance: basic principles and practices*, Eurasia publishing House (p) LTD, New Delhi.
- Dev, Kapil (2006). *Educational Counselling*, Pragun Publications, New Delhi
- Gibson, Robert L. & Mitchell, Marianne H. (2012). *Introduction to Guidance and Counselling*, Prentice Hall of India, New Delhi.
- Gupta, Manju (2003). *Effective Guidance & Counselling modern Methods and Techniques*, Mangal Deep Publications, India.
- Kinra, Asha K. (2012). *Guidance and Counselling*, Pearson Publication.
- Kochhar, S.K. (2010). *Educational and Vocational Guidance in Secondary Schools*, Sterling Publishers, New Delhi.
- Kottler, Jeffery A. & Shepard, David S. (2009). *Counselling Theories and Practices*, CENGAGE Learning.
- McLeod, John (2008). *An Introduction to Counselling*, Rawat Publications.
- Nag, Dr. Subir & Pandey, P. (2019). *Guidance & Counselling*, Rita Publication, Kolkata.

## CCGC-02: Educational and Vocational Guidance & Counselling

Total Credits : 4	Full Marks : 100
Each Credit : 15 hours	Assignment : 20 Marks
Examination Duration : 3 hours	Theory : 80 Marks

### Objectives:

At the end of this course the students will be able to:

- recognize differences among students
- identify educational problems of students at different stages
- administer and interpret different types of tests
- help students with learning difficulties and social/emotional problems

### Unit 1: Vocational Guidance and Counselling

- Definition of Vocational Guidance – Nature
- Need for Vocational Guidance→The Socio-economic and Cultural Context
- Concept of Vocational Development and Factors Contributing to Vocational Development
- Theories of Vocational Development→Donald Super’s Self-actualization→Ginzberg’s – Occupational Choice)

### Unit 2: Preparation for the world of work

- Discovering Individual Abilities/Interests
- Studying Occupations and Job Requirements
- Training for Interviews
- Developing a Work Ethic
- Developing Professionalism
- Psychology of Entrepreneurship

### Unit 3: Techniques and Skills in Guidance

- Understanding the Individual
- Enabling the Individual to Understand Self
- Case Study and Case Conference
- Cumulative Records
- Anecdotal Record
- Interviews & Follow-up

#### **Unit 4: Counselling in Special Areas**

- Counselling in Industrial Settings
- Medical and Health Counselling
- Counselling in Community Centres(NGOs)

#### **Suggested Readings:**

- Aggarwal, J.C. (1998). *Career Information in Career Guidance: Theory and Practice*, Doaba House, Delhi.
- Bond, Tim (2010). *Standards and Ethics for Counselling in Action*, SAGE Publications.
- Burnard, Philip (2002). *Counselling Skills Training (A Sourcebook of Activities for Trainers)*, Viva Books Private Limited.
- Cochran, Larry (1997). *Career Counselling :A Narrative Approach*, SAGE Publications
- Crow, Lester D. & Crow, Alice (1962). *An Introduction to Guidance: basic principles and practices*, Eurasia publishing House (p) LTD, New Delhi.
- Dev, Kapil (2006). *Educational Counselling*, Pragun Publications, New Delhi
- Gibson, Robert L. & Mitchell, Marianne H. (2012). *Introduction to Guidance and Counselling*, Prentice Hall of India, New Delhi.
- Gupta, Manju (2003). *Effective Guidance & Counselling modern Methods and Techniques*, Mangal Deep Publications, India.
- Kinra, Asha K. (2012). *Guidance and Counselling*, Pearson Publication.
- Kochhar, S.K. (2010). *Educational and Vocational Guidance in Secondary Schools*, Sterling Publishers, New Delhi.
- Kottler, Jeffery A. & Shepard, David S. (2009). *Counselling Theories and Practices*, CENGAGE Learning.
- Lakshmi, K. S. (2006). *Encyclopaedia of Guidance and Counselling (Part – I: Strategies for Guidance and Counselling / Part – II: Educational Guidance and Counselling / Part – III: Social Guidance and Counselling / Part – IV: Personal and Vocational Counselling)*, A Mittal Publications, New Delhi.
- McLeod, John (2008). *An Introduction to Counselling*, Rawat Publications.
- McLeod, John (2013). *Person - Centred Counselling in Action*, SAGE Publications.
- Nag, Dr. Subir & Pandey, P. (2019). *Guidance & Counselling*, Rita Publication, Kolkata.

## CCGC-03: Developmental Psychology for Counselling

Total Credits : 4	Full Marks : 100
Each Credit : 15 hours	Assignment : 20 Marks
Examination Duration : 3 hours	Theory : 80 Marks

### Objectives:

At the end of this course the students will be able to:

- Know about Indian Psychology and its contribution in the field of Modern Psychology.
- Develop an understanding of the concepts of Basic Psychology.
- Identify the different types of problems at different stages of developmental psychology.
- Understand different factors associated with Psychological Development.
- Know about different theories of personality and their implication in Guidance & Counselling.

### Unit 1: Basic Psychology as Related to Counselling

- Psychology: Meaning, Definition, Characteristics, Branches and Methods
- Sensation, Perception, Emotion, Motivation, Memory & Intelligence, Attitude, Aptitude, Creativity, Attention, Interest
- Schools of Psychology as related to Counselling.

### Unit 2: Stages & Factors of Psychological Development

- Developmental task of different stages of development – Prenatal development, Birth and Infancy, Early childhood, Middle childhood, Adolescence, Adulthood & Old age.
- Fulfillment and Frustration of Motives, conflict, anxiety and defence mechanisms at different stages of life.
- Psychodynamics of Adjustment – Adjustment problems, Cause of Maladjustment, Problems of Maladjustment.
- Family and Parenting, Peers, Media, Schooling, Socio-cultural context, Religious context and morality.

### Unit 3: Developmental Theories

- Cognitive Development- Piaget's Theory and its educational implications.
- Psycho-sexual Development – Freud's Theory and its educational implications.
- Psycho social Development – Erikson's Theory and its educational implications.



- Moral and Pro-social Development- Kohlberg's Theory and its educational implications.
- Self Concept Development – Karl Roger's Theory and its educational implications.

#### **Unit 4: Impact of Theories of Personality in Guidance and Counselling**

- Personality: Meaning, Definition, Nature, Characteristics, Trait and Types
- Freudian Viewpoint
- Neo-Freudian Viewpoint (Erikson's, Adlerian, Meyer's and C. G .Jung's Viewpoint)
- Measurement of Personality

#### **Suggested Readings:**

- Abhedananda Swami (1954). *True Psychology*, Ramakrishna Vedanta Math, Calcutta.
- Aggarwal, J. C. (2009) *Essentials of Educational Psychology*, Vikas Publishing House Ltd.
- Berk, Laura E. (2001), *Child Development*, PHI Learning Private Limited. New Delhi.
- Butterworth, George (2014). *Principles of Developmental Psychology: An Introduction*, Psychology Press, New York
- Colman, Andrew M. (2015). *Oxford Dictionary of Psychology*, Oxford Reference.
- Fordham, Frieda (1959). *An Introduction to Jung's Psychology*, Penguin Books.
- Gerow, Josh R. (1993). *Essentials of Psychology (Concepts and Applications)*, Harper Collins College Publishers.
- Hothersall, David. (1985). *Psychology*, Charles E. Merrill Publishing Company.
- Hurlock, Elizabeth B. (2003). *Developmental Psychology (A Life – Span Approach)*, Tata McGraw-Hill.
- Lomas, Heffron & Ivztan (2014). *Applied Positive Psychology*, Sage Publication.
- Narramore, Clyde M. (1960). *Psychology of Counselling*, Zondervan Publishing House, Michigan.
- Platania, Jon (2007). *Jung for Beginners* Oriented Longman Pvt. Ltd.
- Rathus, Spencer A. & Nevid, Jeffrey S. (1999). *Adjustment and Growth (The Challenges of Life)*, Harcourt Basic College Publishers.
- Reber, Arthur S. & Allen, Rhianon (2009). *Penguin Dictionary of Psychology*, Penguin Reference Library.
- Shaffer, David, Kipp, Belmont, Katherine CA (2013). *Developmental Psychology: Childhood and Adolescence*, USA Wadsworth Cengage Learning.
- Sharma, Neeraja. (1999). *Understanding Adolescence*, National Book Trust, India.

## CCGC-04: Psychological Assessment in Guidance & Counselling

Total Credits : 4	Full Marks : 100
Each Credit : 15 hours	Assignment : 20 Marks
Examination Duration : 3 hours	Theory : 80 Marks

### Objectives:

At the end of this course the students will be able to:

- Know about the nature, needs and types of Psychological Assessment
- Develop an understanding about the concept of tools & techniques.
- Know about the different types of Tests in Guidance & Counselling.
- Administer and interpret different types of Observational Instruments.
- Develop the knowledge about basic statistics for Guidance & Counselling.

### Unit 1: Introduction to Psychological Assessment

- Concept, Nature and goals of Psychological Assessment
- Difference between Assessment and Evaluation
- Logistics of Psychological Assessment
- Approaches and Methods of Assessment of children, adolescents, and elderly.

### Unit 2: Basic Ideas of Tools & Techniques

- Concept, Tools and Techniques for student appraisal. Types & characteristics of Psychological Tests and their limitations.
- Psychological test-administration, scoring, analyzing and interpretation. Recording and reporting test results.

### Unit 3: Different Tests in Guidance & Counselling

- Assessment of intellectual and cognitive abilities: Attention, memory and intelligence, Anger, Attitude, & Aptitude.
- Career related Assessment: Aptitude and vocational interest; Career search self- efficacy; MBTI and Holland's Vocational Preference Inventory.
- Mental health and Personality Assessment: Psychosocial adjustment; Anxiety, Stress, Depression, and Somatic Complaints.
- Personality assessment: Projective and psychometric tests.

#### **Unit 4: Observation Instruments**

- Sociometric Appraisal of Students and Sociometric Techniques.
- Interview – types, procedure and limitations. Case Study - Chronological and Cross-sectional.
- Cumulative Record Card (CRC).
- Anecdotal Record Card (ARC).
- Diary & Questionnaire, Rating Scale, Projective and Semi-Projective type of tests; Paper-Pencil test, Speed and Power test.
- Self reporting techniques: Self expression, Essays, Self description, Self awareness exercises.

#### **Suggested Readings:**

- Anastasi, Anne & Urbina, Susana (2007). *Psychological Testing*, PHI Learning Private Limited. New Delhi
- Chauhan, S. S. (2009). *Principles and Techniques of Guidance*, UP: Vikas Publishing House Pvt Ltd.
- Freeman, Frank S. (1962). *Theory and Practice of Psychological Testing*, Oxford and IBH Publishing.
- Gregory, Robert J. (2014). *Psychological Testing (History, Principals and Applications)*, Pearson Education.
- James, C.H. (1992). *Counselling process and procedures*, New York: McMillan Co.
- Mangal, S. K. (2002). *Statistics in Psychology and Education*, PHI Learning Pvt. Ltd
- Traxler, Arthur E. (1957). *Techniques of Guidance*, New York, Harper & brothers
- Warters, Jane (2006). *Techniques of counselling*, McGraw-Hill Education
- Williamson, Edmund G. and Schneider, Gwendolen G. (2006). *Students Guidance Techniques*, Donald G. Paterson, Cosmo Publications, New Delhi.

## CCGC--05: Practicum

### Case History Report

Total Credits : 2	Full Marks : 50
Each Credit : 15 hours	Practicum: 50 Marks

Make a Case History Report on Different Types of Disorder.

(Personality Disorder, Dementia, Schizophrenia, Delusional Disorder, Substance- induced Psychotic Disorder, Bipolar Disorder)

### Psychological Assessment

Total Credits : 2	Full Marks : 50
Each Credit : 15 hours	Practicum: 50 Marks

- Test of Creativity
- Aptitude Test
- Intelligence Test
- Stress Measurement Test
- Anxiety Test
- Depression Test (BDI)
- Test of Aggression