

SYLLABUS FOR CERTIFICATE COURSE IN GUIDANCE AND COUNSELLING (CCGC)

PAPER	I	APPROACHES TO GUIDANCE AND COUNSELLING
PAPER	II	PERSONALITY DEVELOPMENT
PAPER	III	PRACTICAL – EXPERIMENTAL PSYCHOLOGY

PAPER I - APPROACHES TO GUIDANCE AND COUNSELLING

OBJECTIVES

At the end of this course the participants will be able to

- ✓ Understand the concepts and differences between guidance and counseling
- ✓ Develop an ethical approach in counseling
- ✓ To collect information from the clients and can formulate diagnosis
- ✓ Recognize the behavioural patterns of clients during examination

Unit – I GUIDANCE AND COUNSELLING

Guidance: Definition, Objectives, and principles; Areas of Guidance: Education, vocation, Avocation, social, Health, moral and personal. Counselling: Definition, Objectives, goals, scope, need, characteristics, Principles and functions; Difference between guidance and counselling.

Unit - II: STAGES OF COUNSELLING

The Six stages of Counseling Process – Relationship building (Micro skills in counseling), Assessment & diagnosis, Formulation of counseling goals, Intervention & Problem solving, Termination & Follow up – Overview, Ethics and Confidentiality. Principles of guidance – Self development, Universal, individual differences, continuous process and other principles

Unit - III : SKILLS IN COUNSELING

Skills in Counseling: Macro skills: Communication, Training, Human Assessment/ Diagnostic, Motivation, Ability to identify problems & solution, Training in Administration of Psychological Tests/ Scales and Evaluation Micro skills: Eye-contact, Attending Behavior, Meta-Communication, Paralinguistic, Non-Verbal Communication and Rapport, Questioning, Observational Skills, Basic Listening Sequence, Interpretation and Reframing

Unit - IV : HISTORY TAKING & MENTAL STATE EXAMINATION

History taking, Identifying data, Chief complaint, History of present illness, past illness, Family history, Personal history - prenatal & perinatal, early childhood (birth through age), Middle childhood, Late childhood, Adulthood, Sexual history, Fantasies & dreams, Values

Unit - V : INTERVIEWING OF PATIENTS

Insight & Symptom-oriented Interviewing, The Four Components, The Multiphasic Approach, Disorder Specific Interviewing, and Common Interview Techniques

REFERENCE :

1. Antony John D (1992) - “Dynamics of Counselling” Nagerkoil, Anugraha Publications
2. Aileen Milne (2006) -“Teach yourself Counselling” Nagerkovil, Anugraha publications.

3. Narayan Rao, (1991), "Counselling and Guidance" Hopdler Headline UK.
4. Sharma R. A. - "Fundamental of Counselling and Guidance" Meerut, Surya Publication.

PAPER – II PERSONALITY DEVELOPMENT

OBJECTIVE

At the end of this course the participants will be able to

- ✓ Understand the personality of an individual
- ✓ Identify the way he handles the stress
- ✓ Change the pattern of his / her thinking style
- ✓ Improve the confidence of client in various areas of life

Unit – I : PERSONALITY DEVELOPMENT

Personality: Meaning and Nature, Definitions and Characteristics, Determinants of Personality: Nature vs. Nurture, Different approaches to Personality - Types, Trait, Developmental Approach, Social Learning theory – Self Image, Self Constraints, Physical Changes, and Major Area of Adjustments

Unit – II : EDUCATIONAL GUIDANCE AND COUNSELING

Career Development in High School and Higher Secondary- Characteristics, Need, Differences, Work Values, Goals for Career Guidance at High and Higher Secondary School, Time for early School Leaving and Transition to Work, Assistance in Selection, Self-Assessment, Understanding the World of Work, Decision Making, Meeting the Unique Needs, Sequencing Career Guidance Experiences, Implications for the Practice of Career Development

Unit – III : STRESS MANAGEMENT

Stress: Meaning Causes, Impact and Management. Conflict: Introduction, Types, Causes and Management, Impact on Interpersonal Relationship

Unit – IV : THINKING SKILLS

Creative Thinking: Definition, Causes, Stages, Implications – Critical Thinking : Definition, Causes, Stages, Implications – Decision Making : Definition, Causes, Stages, Implications – Problems Solving : Definition, Causes, Stages, Implications – Assertiveness : Definition, Causes, Stages, Implications

Unit – V : IMPROVING SELF ESTEEM

Self-Esteem : Definition, Causes, Stages, Implications – Analyzing strength and Weakness, Changes in Thinking Style, Reframing of Thoughts, Building Self Confidence

REFERENCE :

1. M.C Martin - Personality psychology.

2. Hogan.R. Johnson & Briggs - Hand book of personality psychology.
3. MischeL. W - Introduction to personality, New York, McGraw Hill companies, Inc.

PAPER - III PRACTICAL – I

OBJECTIVE:

A Student is supposed to fulfill the following requirements:

- Case Records-5
- Group Counselling - 2

Tests:

1. Aptitude tests
 2. Draw-A-Person Test (DAP)
 3. Thurston Interest Scale
 4. Hamilton Rating Scale - Depression (HRS - D)
 5. Hamilton Rating Scale - Anxiety (HRS - A)
 6. Standard Progressive Matrices (SPM)
 7. Thomas-Kilman Conflict Mode Inventory (CMI)
 8. Depression Anxiety Stress Scale (DASS)
- A Jacobson's Progressive Muscular Relaxation (JPMR)

The suggested areas for Field work:

- Counseling the Students / Colleges
- Counselling the adolescence / youth / aged
- Counselling the Suicidal