

Certificate Course in Guidance and Counselling
(Syllabus)

2018-19



SCHOOL OF SOCIAL SCIENCES (SOSS)

Devi Ahilya Vishwavidyalaya, Indore

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School of Social Sciences, Davv, Indore
Certificate Course in Guidance and Counselling
(Syllabus) 2018-19

Semester – 1			
Paper	Code	Title of paper	Credits
Core	CCGC 101	Principles & Procedures. Of Guidance and counselling	3
Core	CCGC 102	Human Adjustment & Career Development	3
Core	CCGC 103	Practical (Techniques) & Practical Record (internal assessment)	3
Soft skill	CCGC 104	Social Communication and Personality Development	2
	CCGC 105	Assignment....two minor projects	3
	CCGC 106	Comprehensive viva-voce	4
	Total		18

Scheme of Examination :-

This Course carries both internal and external assessment which carries 40% internal and 60% External marks. Internal assessment has 3 test scheme out of which student score calculation is done for best of two whereas External Examination carries 60% marks, this include different structure including short question, Long Question and Application based, Case studies etc.

S. D. D. / V. H. S.

School of Social Sciences, DAVV., Indore(M.P.)

Certificate Course in Guidance and Counselling

CCGC-101: Principles and Procedures in Guidance and Counselling

Objective: - To know the Principles and Procedures in Guidance and Counselling.

Learning Outcomes: - By studying this paper learners will know about the Concept and need for guidance, Concept of counselling, Guidance and classroom learning, Counselling skills & techniques, Organizing and evaluation the guidance service.

Unit -I

Concept and need for guidance, objectives of educational guidance personal social guidance and vocational guidance

Unit-II

Concept of counselling. the counselling process and relationship; approaches - directive nomadic nondirective, behavioural, rational-emotive and related approaches

Unit III

Guidance and classroom learning; effective study habits, diagnosing learning problem's and facilitating learning

Unit IV

Counselling skills & techniques; techniques of guidance observation. Interview questionnaire & cumulative record

Unit V

Organizing and evaluation the guidance service: setting up a guidance centre: roles of the teacher, counsellor and administrator

Assignment for Course 1.....

A project for educational guidance - improving study techniques, guidance for memory techniques. Diagnosing and counselling for learning problems.

CCGC -102 : Guidance human adjustment & mental health

Objective: - To know about Guidance human adjustment & mental health.

Learning Outcomes :- By studying this paper learners will know about Concept of adjustments, Concept of stress and coping, Guidance of special groups, Developmental stages and counselling, Health counselling.

Unit I

Concept of adjustments, maladaptive patterns of adjustment, defences anxiety psychosomatic patterns, characteristics of mentally healthy persons.

Unit II

Concept of stress and coping: models of stress: stress management techniques, consequences of stress.

Unit III

Guidance of special groups the mentally handicapped, behaviour problems, drug-addicts, the gifted child; the case-study techniques.

Unit IV

Developmental stages and counselling for problems of pre-adolescence, adolescence and old age.

Unit V

Health counselling: models of health; psychological aspects of cardiac problems, cancer & diabetes and related counselling.

Assignment for Course 2 : A case-study of a client with a personal or educational problems with appropriate diagnostic testing (25 marks)

CCGC-103 : Practical's (Techniques)....

Objective: - To know about the Practical Techniques.

Learning Out Comes :- By studying this paper student will know about Planning and conducting educational guidance, Preparing case studies, Report of counselling, Non standardized techniques, Diagnostic testing.

Unit I

Planning and conducting educational guidance projects schools, evaluating the techniques. Non standardized techniques

Unit II

Preparing case studies - diagnosing the problem (tests and nonstandardized techniques): collecting information and giving suggestions for the problem

Unit III

Report of counselling for a personal, health or educational problem; stress - management strategies.

Unit IV

Non standardized techniques; interviewing, preparing questionnaires, preparing rating scales for observation; analysing autobiographies.

Unit V

Diagnostic testing - intelligence testing, study habits inventory, sentence completion test, adjustment inventories. Problem check-lists.

CCGC- 104 : COMMUNICATION & PERSONALITY DEVELOPMENT (SOFT SKILLS)

Objective: By reading this paper the student will be able to develop understanding in the enhancement of communication skills and exercises to boost their personality development.

Learning Outcomes :- After reading this paper learner can be able to communicate among in their professional settings, Defining Communication, types and Essentials of effective listening, Definition & how to articulate, Effective presentation skills, Spoken exercises listen & repeat and tongue twister.

Unit-I: Framework to Business Communication:

Defining Communication, Process of communication, and Principles of effective communication, importance and objectives of business communication, Physical, Mechanical and Psychological barriers to communication.

Unit-II: Channels, Types and Forms of Communication:

Channels, Verbal, Non-verbal, Formal, Informal, Internal, External and communication networks, Effective listening – types and Essentials of effective listening, Development of intrapersonal and interpersonal skills for Personal effectiveness.

Unit-III: Articulation and Drafting:

Definition & how to articulate, techniques for better articulation, Speak clearly & distinctly, Basic patterns of Business Letters & its drafting, notices , Resumes, Sales letter writing, letters of bank correspondence, complaint letters & project reports, Dealing with print and electronic media, writing a press release.

Unit-IV: Enhancement Skills / Employability Skills:

Effective presentation skills: body language, eye contact, gesticulation, use of audio visual aids, Handling audience, conduct during presentation Interview skills: types of interview, preparing for an interview, how to handle stress interview, attire for an interview, learn how to say No, positive thinking tips & tricks, have an effective brain storming session.

Unit-V: Practical Exercises:

Spoken exercises listen & repeat and tongue twister, Group discussions, Mock meetings & interviews, Presentations on a technical topic, role plays, Confidence building exercises, and submission of reports prepared. Note: At least five cases should be discussed in the class.

Required readings:

1. Business Communication – K.K.Sinha, Galgotia Publishing Company, Latest Edition
2. Business Communication – Chhabra.T.N. , Sun India Publication, 2005
3. Business Communication – ParagDiwan, Excel Books, Latest Edition
4. Essentials of Business Communication – Rajendra Pal, Sultanchand Publication, 2000
5. Business Communication-- R.K.Madhurkar, Vikas Publishing House Pvt. Limited, Latest