



MIER COLLEGE OF EDUCATION (AUTONOMOUS)

College with Potential for Excellence Status by the UGC

Recognized by the J&K Govt. & Permanently Affiliated to the University of Jammu

Accredited by the NAAC with 'A+' Grade

SYLLABUS OF CERTIFICATE COURSE IN GUIDANCE AND COUNSELLING

COURSE (101)

UNIT- I

- 1.1. Meaning, Definition, Need and Scope of Guidance and Counseling
- 1.2. Bases of Guidance:
 - Philosophical,
 - Sociological,
 - Pedagogical,
 - Psychological.

UNIT- II

- 2.1. Types of Guidance and Counseling
 - Educational,
 - Vocational/Career
 - Personal
 - Social/community
 - Moral
 - Special needs counseling
- 2.2. Individual and group guidance and counseling: Concept, Advantages and Disadvantages

UNIT-III

- 3.1. Basic counseling and guidance ethics and skills
- 3.2. Understanding individual differences and client centered approach

COURSE (102)

UNIT-1

- 1.1. Individual guidance and counseling techniques: Observation and interviews
- 1.2. Group guidance and counseling techniques: Class talk, career talk, orientation talk, Group discussion, career conference, Career corner, bulletin board, role play Steps and skills in group counseling process.

UNIT-II

- 2.1. Salient features of Counseling Process Stages of the counseling Process:
- 2.2. Initial disclosure/ establishing rapport In-depth exploration
 - Commitment to action and follow up

UNIT-III

- 3.1. Counseling Skills: Micro skills, body language & movement, non-verbal communication, listening and understanding skills, negotiation and influencing skills.
- 3.2. Qualities of an effective Counselor

COURSE (103)

UNIT-I

- 1.1. Concept, meaning and principles of assessment in guidance and counseling.
- 1.2. Introduction to assessment tools used for diagnosis of various disorders

UNIT-II

- 2.1. Concept of testing and non-testing techniques and characteristics of a good psychological test
- 2.2. understand the practical use and limitations of the psychological tests

UNIT- III

- 3.1. Concept, nature and assessment of intelligence ,
- 3.2. An overview of assessment of personality, aptitude and interest