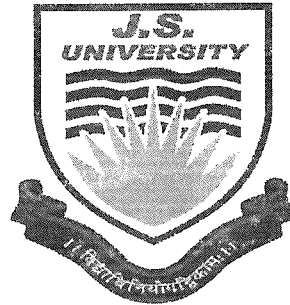


J.S. University, Shikohabad

Established by UP Govt. Act No. 07 of 2015


Recognized by U.G.C. under section 2 (f) of Act-1956



Value Added Course

(CAREER COUNSELLING AND GUIDANCE)

Faculty of Management

| | | |
|---|--|--------------------|
|  | J.S. University, Shikohabad Faculty of MANAGEMENT | Value Added Course |
| | | AY: 2018 -19 |

CAREER COUNSELLING AND GUIDANCE

Learning Outcome:


This course develop the concept of carrier and interview skill for a job.

Duration: 30 Hours.

Course Outcomes: -

After completion of the course the student shall be able to:-

1. Student will able to understand the guidance
2. Student will able to solve the problem with peoples , how maintain relationship in organization .
3. Student will able to understand the concept of communication in general life and carrier related.
4. Student will be able to understand the concept of life goals according to different age stages.
5. Student can able to learn interview skill.

| | | |
|---|--|--------------------|
|  | J.S. University, Shikohabad Faculty of MANAGEMENT | Value Added Course |
| | | AY: 2018 -19 |

Syllabus Outline

MODULE - 1

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 counseling.

MODULE - 2

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

MODULE - 3

Skills in Counseling:

Macro skills: Communication, Training, Human Assessment/ Diagnostic, Meta-Communication, Paralinguistic, Non-Verbal Communication and Rapport, Questioning, Observational Skills, Basic Listening Sequence, Interpretation and Reframing

MODULE - 4

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

MODULE - 5

Interviewing of Patients:

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

| | | |
|---|---|--------------------|
|  | J.S. University, Shikohabad Faculty of MANAGMENT | Value Added Course |
| | | AY: 2018 -19 |

References:-

1. Introduction to Career Counselling & Coaching **By:** Hazel Reid
Publisher: SAGE Publications Ltd **Publication year:** 2016
2. Jayasinghe, Migel. *Counselling in careers guidance*. Buckingham: Open University, 2001.
3. Nathan, Robert. *Career counselling*. London. Sage Publications, 1992.


(Name of Faculty)

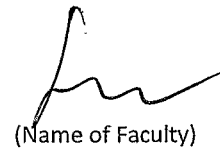
Course Coordinator

Dr. Surbhi Mishra


(Name of Faculty)

Dean Academics

Dr. P. P. Singh


(Name of Faculty)

Director/Principle/Dean of
Faculty/Department

Dr. Prasad Babu J