



MAHATMA GANDHI UNIVERSITY
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION
CERTIFICATE COURSE IN COUNSELLING

Duration -120 hrs (20 Saturdays)

Eligibility-A pass in Plus Two or Equivalent

Total Marks -200 (Written Examination -100, Practical -100)

SYLLABUS

Introduction

Counselling aims at helping the clients understand and accept themselves “as they are”, and counselling is to help the student to help himself. The main objective of counselling is to bring about a voluntary change in the client. For this purpose the counsellor provides facilities to help achieve the desired change or make the suitable choice.

This is a 20 days introduction to the theory and practice of counselling. It assumes no previous knowledge or experience. Three strands run through the programme: theory, skills and self-awareness. Theory will include the difference between counselling and other helping skills; an overview of person centred and psychodynamic models, the ethical framework of counselling practice.

Skills practiced will include basic listening and responding skills and the development of an empathetic and non-judgmental approach. Participants will be encouraged to use their own experience, but will not be prompted to discuss painful personal issues.

Through the theory and skills practice, participants are encouraged to reflect on their personal learning in order to gain self-awareness.

This is not training in counselling, but provides an opportunity for students to discover whether or not they want to progress to more advanced counselling training.

Objectives

1. To understand the principles and methods of counselling approaches.
2. To impart knowledge about change of beliefs and attitudes in helping profession.
3. To acquire basic knowledge of mental health and management of mental disorders.
4. To help the participant work out a plan for solving his difficulties.
5. To help the participant know himself better-his interests, abilities, aptitudes, and opportunities.
6. To encourage and develop special abilities and right attitudes.
7. To inspire successful endeavor toward attainment.
8. To Improve Personal Effectiveness

Duration	: 120hrs (100 hours class in 20 Saturdays and 20 hrs Practical spread over 6 months)
Eligibility	: A pass in Plus Two or Equivalent
Course fee	: 5000/-
Fee for Application form	: 100/-
Medium of Instruction	: Malayalam /English

The whole course is divided into 5 modules

◆ **Module I-Introduction to Counselling**

Counselling-Meaning & Definition, Need & Development,

The terms: Guidance, Counselling, Psychiatry, Psychology and Psychotherapy.

Stages in Counselling, Counselling skills & Techniques, Characteristics of effective counselling, types of counselling, Ethics & Challenges in Counselling.

◆ **Module II - Introduction to Psychopathology**

Introduction to Psychiatry, Definition, Types of Psychiatry, (ICD&DSM).

Major psychiatric disorders: Adult Psychiatric Disorders: (Schizophrenia, Affective Disorders, Anxiety Disorders, and Alcohol Dependent Syndrome).

Childhood Disorders: (Conduct Disorders, Autism, Mentally/ Differently Abled)

◆ **Module III- Counselling in Family and Schools**

Areas of Counselling: School Counselling and Behavior Modification,

Pre-Marital & Marital Counselling, Crisis Counselling, Career Counselling, and Parental Counselling.

Introduction to Mental Health: definition of Mental Health.

Mental Health Problems in children & adolescents: Adolescent sexuality & Learning Disability.

Theories of Personality (Sigmund Freud, Alfred Adler, Abraham Maslow).

◆ **Module IV - Counselling Approaches**

Reality Therapy, Rogerian Psychotherapy, Rational Emotive Therapy, Group Psychotherapy, Transactional Analysis, Family Therapy, T.C.I. Approach to Counselling, Geriatric Counselling & Reminiscence Therapy, Person Centered Approaches (PCA).

Module V- Practicum

Assessments:

Psychological test- IQ,

Case History Taking (Mental Status Examination)

Visit to different institutions and preparation of reports

One Assignment

Instructions

1. Attendance will be marked at the beginning and end of each session
2. There will be a written examination and viva –voce at the end of the course. A minimum of 75% attendance (15 days) is required for the candidate to be eligible to appear for the exam. The candidates have to pay Rs. 100 as exam fee.
3. All leave must be with prior permission from the department with written request.
4. In case of emergency leave a written explanation for the same signed by the candidate should be brought in on the first day of return.
5. A candidate who is absent without permission for leave for more than 5 consecutive class days will be removed from the rolls.
6. There will be a total of 4 group field visits, one in each month. Also a candidate has to go for a personal Agency Visit during the period of course for case history preparation.
7. Candidates have to submit at least one case study, one assignment and the report of group agency visit, at the time of viva-voce.
8. Candidate has to submit their rough record before the end of the class and the original record book has to be submitted before the viva -voce.(It includes at least one case study or maximum three, one assignment and the report of group agency visit)
9. Total mark will be two hundred. Theory -100, practicum -100 (Case study & Agency report=15, Viva=15, Internal =10 (Internal mark,(7.5) Attendance & Class performance(2.5).
10. You will have an internal examination on the last day of the class.

Recommended books

1. Carroll, Michael., (1996). *Workplace Counseling: A systematic Approach to Employee Care*. London : Sage Publications
2. Fuster, J. M., (2002). *Personal Counselling*. Mumbai : Better Yourself Books
3. Nelson-Jones, R., (2000). *Practical Counselling and Helping Skills*. Mumbai : Better Yourself Books
4. Patri, V.R., (2005). *Counselling Psychology*. New Delhi : Authors Press
5. Rao, S.N., (2002). *Counselling and Guidance*. New Delhi : Tata Mc Graw Hill Publishing Company Ltd
6. Yeo, Anthony, (1993). *Counselling a Problem Solving Approach*. Boa Vista : APECA publications in India
7. Guidance and counselling, Narayana Rao,
8. Career Counseling ,Srivastava, Sushil Kumar, 2007, SAUJANYA BOOKS : 165-E, Kamla Nagar, Delhi - 110007 (INDIA)
9. Counseling Modalities ,Sharma, M.K.,2011, SAUJANYA BOOKS : 165-E, Kamla Nagar, Delhi - 110007 (INDIA)
10. Counselling Psychology, Sharma, A.S., 2008SAUJANYA BOOKS : 165-E, Kamla Nagar, Delhi - 110007 (INDIA)
11. Counselling and Therapy Techniques, Theory & Practice, Augustine Meier Micheline Boivin © 2011 SAGE Publications Ltd
12. The SAGE Handbook of Counselling and Psychotherapy, THIRD EDITION, Colin Feltham ,Jan Horton ,2012 | 736 pages | SAGE Publications Ltd
13. An Introduction to Counselling and Psychotherapy, From Theory to Practice Andrew Reeves - December 2012 SAGE Publications Ltd.