

# SYLLABUS

UNDER  
SKILL DEVELOPMENT CENTRE

**CERTIFICATE COURSE**

**IN**

**PSYCHOLOGICAL COUNSELLING  
AND GUIDANCE**

**DURATION- 6 MONTHS**

**Effective from the Academic Session 2021**

**SIDHO-KANHO-BIRSHA UNIVERSITY  
PURULIA, WEST BENGAL**

Sidho-Kanho-Birsha University, Purulia has been aware and responsive to different psychosocial needs arising out of the current social scenario. It is very much observed that individuals and communities are experiencing complex mental processes threatening the existence of us and disruption of community and family life due to industrial civilization, the rapid development of technology and the lack of appropriate awareness and application of psychosocial intervention. These factors convinced many that guidance and counselling experts should be trained to handle problems of individual adjustment.

The department of Psychology has taken the initiative to introduce the Certificate Course in Psychological counselling and Guidance, recognized by SKBU in the year 2021 under the advisory of the Skill Development Centre, SKBU, Purulia.

The objective of the course is to impart professional education and training to the students to enable them to apply their psychological knowledge to the application of counselling psychology in handling their stress and eliminating all the negativities. Moreover, to promote the efficient and happy lives of individuals by helping them to manage stress and adjust to social realities. Our future goal is to provide advanced knowledge and skills of counselling and build compassionate and empathetic individuals who while leading a productive life by utilizing their knowledge and skills for a value-added contribution to the development of a peaceful, inclusive, healthy environment in their personal life and professional domains.

By the end of the course, the student will be able to understand the Purpose, Nature, Scope, Theories, and Process of counselling as a 'helping' profession, Practice the basic counselling skills of observation, attending, active listening, empathy, appropriate questioning, paraphrasing, a reflection of feeling and thought, summarization, confrontation and constructive use of silence and learn to maintain the ethical limits of the counselling relationship and safeguard the confidentiality of clients.

## **PSYCHOLOGICAL COUNSELLING AND GUIDANCE**

### **SCPCGT101: FOUNDATIONS OF GUIDANCE AND COUNSELING**

#### **OBJECTIVES:**

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

- ✧ Develop an understanding of basic concepts, processes, and techniques of Counselling.
- ✧ Understand human behaviour at different stages - recognize behavioural problems and examine strategies for positive behaviour management.
- ✧ Identify different types of issues relate to counselling theory and counselling
- ✧ Understand ethical approaches to counselling

## **UNIT 1: NATURE AND SCOPE OF GUIDANCE**

- a) Meaning and aims/objectives
- b) Basic principles of guidance, Essential guidance services
- c) Steps involved in guidance
- d) Areas of Guidance: Personal, educational, vocational and in medical set up
- e) Group guidance & Individual guidance

## **UNIT 2: INTRODUCTION AND GOAL OF COUNSELLING**

- a) Meaning and goals
- b) Counselling as a profession: Training, skills and ethics
- c) The effective counsellor: Personality and self of the counsellor
- d) Counselling process and relationship

## **UNIT 3: TECHNIQUES OF COUNSELLING**

- a) Psychoanalytic techniques
- b) Humanistic techniques
- c) Behavioral techniques
- d) Cognitive techniques
- e) Eclectic technique

## **UNIT 4: APPLICATIONS OF COUNSELLING**

- a) Child Counselling
- b) Family Counselling
- c) Career Counselling
- d) Crisis intervention: Suicide, grief and sexual abuse
- e) Counselling for special cases: Destitute and Orphans -ADHD children - Delinquents - Drop-outs - AIDS / Cancer Patients - Drug Addicts and Alcoholics

## **UNIT 5: CONTEMPRARY TRENDS**

- a) Indian approaches: Yoga and meditation
- b) Counselling and technology
- c) Expressive techniques: Art, music, dance.

## **READINGS:**

- Aguilera, D.C. (1998). *Crisis intervention: Theory and methodology* (8<sup>th</sup>Ed.) Philadelphia: Mosby
- Belkin, G. S. (1998). *Introduction to counselling* (3<sup>rd</sup> Ed.) Iowa: W. C. Brown.
- Burnard, P. (2009). *Counseling skills training: Book of activities*. New Delhi: Viva Books.
- Capuzzi, D. & Gross, D. R. (2007). *Counselling and psychotherapy: Theories and Interventions* (4<sup>th</sup>Ed.) New Delhi. Pearson.
- Corey, G. (2009) *Counselling and psychotherapy; Theory and practice*. (7th Ed.) NewDelhi: Cengage Learning.
- Corey, G. (2009) *Theory and practice of counseling and psychotherapy* (8th ed.) Belmont, CA: Brooks /Cole.

- Friedlander, M.L. & Diamond, G.M. (2012). Couple and family therapy. In E. M. Altmaier and J.C. Hansen (Eds.) *The Oxford handbook of counselling psychology*. New York: Oxford University Press.
- Geldard, K. & Geldard, D. (2011). *Counselling children: A practical introduction* (3<sup>rd</sup> Ed.) New Delhi: Sage.
- Gibson, R. L. & Mitchell, M. H. (2012). *Introduction to counselling and guidance* (7<sup>th</sup> Ed.) New Delhi: Pearson.
- Gladding, S. T. (2012). *Counselling: A comprehensive profession*. (7<sup>th</sup> Ed) New Delhi: Pearson.
- Hackney, H.L. & Bernard, J. M. (2017). *The professional counselor: A process guide to helping* (8<sup>th</sup> Ed.). New Delhi: Pearson.
- Hansen, J.C. (2012). Contemporary counselling psychology. In E. M. Altmaier and J.C. Hansen (Eds) *The Oxford handbook of counselling psychology*. New York: Oxford University Press.
- Nelson-Jones, R. (2015). *Basic counseling skills: A helper's manual* (4<sup>th</sup> Ed.). New York: Sage.

## **SCPCGT102: STRESS AND CONFLICT MANAGEMENT**

**Full Marks: 50**

### **OBJECTIVES:**

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

- ✧ Understand the concept of stress and stressors
- ✧ Learn techniques for managing conflict and stress
- ✧ Understand the concept of coping and various coping mechanism
- ✧ Learn various Self-Management Techniques

### **UNIT- I: UNDERSTANDING STRESS**

Concept of stress, crisis and burnout, Life events and stress, Consequences of stress, Stressors- Definition and classification -Internal and external Stressors - Effects of stress on cognition, behaviour and physiology -The effects of acute and chronic stress

### **UNIT-2: UNDERSTANDING ORGANIZATIONAL CONFLICT**

Conflict: Concept and sources, Dimensions and manifestations of conflict, Functional and dysfunctional conflict, Levels of conflict – individual, inter and intra-group, causes of organizational conflict, strategies of conflict resolution.

### **UNIT-3: COPING WITH STRESS AND CONFLICT**

Concept and mechanisms of coping (individual, social sub-system, organization, professional services, The coping process, Types of coping strategies

### **UNIT-4: MANAGEMENT TECHNIQUES**

Self-management techniques- Self-recording, Self-evaluation, Self-cueing, and Self-reinforcement, Conflict prevention and management, Negotiation and mediation for conflict resolution, Stress management through yoga, negotiation and transcendental meditation

### **READINGS:**

- Carr, A. (2004). *Positive Psychology: The science of happiness and human strength*. UK: Routledge.
- DiMatteo, M.R. & Martin, L.R. (2002). *Health psychology*. New Delhi: Pearson
- Neiten, W. & Lloyd, M.A (2007). *Psychology applied to modern life*. Thomson Delmar

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- Goldberger, I. & Breznitz, S. (1986). *Handbook of Stress: Theoretical and Clinical Aspects*. The Free Press Collier MacMillan Publishers. London.
- Misra, G. (Ed.) (1999). *Psychological Perspectives on Stress and Health*, New Delhi, Concept.

## **PAPER –SCPCGT103: POSITIVE PSYCHOLOGY**

### **OBJECTIVES:**

At the end of this course the students will be able to:

- Develop an understanding of the basic concepts of Positive Psychology.
- Know about Indian perspective of Positive Psychology and its contribution in the field of Modern Psychology.
- Understand actual concept of happiness and recognize sources of happiness
- Recognize the role of positive emotions and traits in enhancing wellbeing

### **UNIT-1: POSITIVE PSYCHOLOGY:**

Meaning, definition, assumptions and goals; Relation with other fields, Indian perspectives and positive psychology

### **UNIT-2: HAPPINESS AND WELL-BEING**

Meaning and measures of happiness and well-being: Hedonic and eudaimonic tradition, Happiness and the facts of life: Gender, love, marriage, close relationships and other, Happiness across the life span: Happiness and well-being across culture and Nationalities, Practical strategies to enhance happiness: Enhancing pleasure, engagement and meaning-making.

### **UNIT 3: POSITIVE EMOTIONS AND WELL-BEING:**

Cultivating positive emotions, Positive beliefs and illusions, Positive Affect and Positive Emotions, Emotional Intelligence, Resilience

### **UNIT 4: APPROACHES IN POSITIVE PSYCHOLOGY**

**Cognitive-focused Approaches:** Creativity, well-being, Mindfulness, Optimism, Hope Theory, Self-Efficacy, Problem Solving, Appraisal and Psychological Adjustments, Setting Goals for Life and Happiness, Role of Personal Control in Adaptive Functioning

**Interpersonal Approaches:** Relationship connection, Compassion, Psychology of Forgiveness, Gratitude, Love, Empathy and Altruism, Moral values and Sources of Moral Motivation, Mediation and Positive Psychology

### **READINGS:**

- Lomas, T., Heffron, K. & Ivztan, I. (2014). *Applied positive psychology*. New York: Sage.
- Narramore, C. M. (1960). *Psychology of counselling*. Michigan: Zondervan Publishing House.
- Baumgardner, S. R. & Crothers, M. K. (2009). *Positive psychology*. New Delhi: Pearson.
- Kumar, U., Archana, & Prakash, V. (2015). *Positive psychology: Applications in work, health and well-being*. New Delhi: Pearson.

- David, S. A., Boniwell, I., & Ayers, A. C. (2013). *The Oxford handbook of happiness*. Oxford: Oxford University Press.
- Husain, A., & Saeeduzzafar. (2011). *Islamic virtues and human development*. New Delhi, India: Global Vision Publishing House.
- Joseph, S. (Ed.) (2015). *Positive psychology in practice: Promoting human flourishing in work, health, education, and everyday life*. Hoboken, NJ: John Wiley & Sons.
- Snyder, C. R., & Lopez, S. J. (2002). *Handbook of positive psychology*. New York: Oxford University.

## **PAPER –SCPCGC104: PSYCHOLOGICAL ASSESSMENT**

### **OBJECTIVES:**

At the end of this course the students will be able to:

- ✧ Know about the nature, needs and types of Psychological Assessment
- ✧ Understand how to construct psychological test its standardization of psychological test
- ✧ Acquaint the students with the nature and uses of psychological test with the specific examples of intelligence, ability and personality tests

### **UNIT 1: INTRODUCTION TO PSYCHOLOGICAL ASSESSMENT**

Concept, Nature, Purposes and issues of psychological assessment

### **UNIT-2: METHODS OF ASSESSMENT AND TEST DEVELOPMENT**

Observation, Interview (Clinical), Case-history, psychological tests as tools of assessment, classification of Psychological Tests, Test construction, administration and standardization of psychological tests

### **UNIT-3 INTELLIGENCE, PERSONALITY, APTITUDE, INTEREST, AND ACHIEVEMENT**

Concept and theories of Intelligence and personality, Concept of aptitude, interest and achievement.

### **UNIT-4 ASSESSMENT OF INTELLIGENCE, APTITUDE, INTEREST, ACHIEVEMENT, PERSONALITY AND PSYCHOLOGICAL PROBLEMS**

The Wechsler scales of intelligence, The Wechsler sub-tests: description and analysis, Culture Fair Intelligence Test (CFIT), Raven's Progressive Matrices (RPM), The Strong-Campbell Interest Inventory, Differential Aptitude Test Battery, Scholastic Achievement Test, Eysenck's Personality Questionnaire for Adults (EPQ), Thematic Apperception Test (TAT), Rorschach Projective Test, Draw a person test, General Health Questionnaire-28, Beck Depression Inventory II, Beck Anxiety Inventory, State Trait Anxiety Inventory, Attention Deficit Hyperactivity Disorder -T

### **READINGS:**

- Aiken, L. R., & Groth-Marnet, G. (2009). *Psychological testing and assessment* (12<sup>th</sup> Ed.). New Delhi: Pearson Education.
- Anastasi, A., & Urbina, S. (2003). *Psychological testing* (7<sup>th</sup> Ed.). New Delhi, India: Prentice – Hall of India Pvt. Ltd.
- Barve, B. N., & Narake, H. J. (2008). *Manomapan*. Nagpur, India: Vidya Prakashana.
- Desai, B., & Abhyankar, S. (2007). *Manasashatriyamapan*. Pune, India: Narendra Prakashana.
- Gregory, R. J. (2014). *Psychological testing: History, principles and applications*. (6<sup>th</sup> Ed.). Boston: Pearson.
- Husain, A. (2012). *Psychological testing*. New Delhi, India: Pearson Education.
- Kaplan, R. M., & Saccuzzo, D. P. (2012). *Psychological testing: Principles, applications and issues* (8<sup>th</sup> Ed.). New Delhi, India: Cengage.

## PAPER – SCPCGP105: PROJECT REPORT / DISSERTATION

### OBJECTIVES:

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

- ✧ Understand the link between theory and practice
- ✧ Know how to prepare a project report/dissertation
- ✧ Understand problem, identification, formulation and solution of problem

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- Students have to submit one project report/ dissertation work

### Components of a Project Report

The outcome of Project Work is the Project Report. A project report should have the following components:

- 1) **Cover Page:** This should contain the title of the project proposal, to whom it is submitted, for which degree, the name of the author, name of the supervisor, year of submission of the project work, name of the University.
- 2) **Acknowledgement:** Various organizations and individuals who might have provided assistance /cooperation during the process of carrying out the study.
- 3) **Table of Content:** Page-wise listing of the main contents in the report, i.e., different Chapters and its main Sections along with their page numbers.
- 4) **Body of the Report:** The body of the report should have these four logical divisions. Introduction, Literature review, Methodology, Results and Discussion
- 6) **Appendix:** Questionnaires (if any), relevant reports, etc.

(The main text of the Project should normally be in the range of 5000 words.)

### Question Pattern

Course Code	Course Title	Credit	Type of question	Marks/ Question	No. of Question to be attempted	Total (Internal + Final)	Options
SCPCGT101	Foundations of Guidance and Counseling	3-0-1	Short & Broad	Short - 5/Question	4	50	6
				Broad – 10/Question	2		3
SCPCGT102	Stress and Conflict management	3-0-1	Short & Broad	Short - 5/Question	4	50	6
				Broad – 10/Question	2		3

<b>SCPCGT103</b>	Positive Psychology	3-0-1	Short & Broad	Short - 5/Question	4	50	6
				Broad – 10/Question	2		3
<b>SCPCGC104</b>	Psychological Assessment	2-2-0	Short & Broad	Short- 5/Question	2	50	3
				10/Question (Practical)	2		3
<b>SCPCGP105</b>	Project Report	4-0-0	Short & Broad	Project - 50	-	50	-

- **SCPCGT101, 102, 103** – Internal 10 Marks
- **SCPCGC104** – Internal 20 Marks (Theory + Practical)
- **SCPCGP105** – Submission of project + Viva Voce