

DIPLOMA IN CAREER COUNSELOR

Duration: 1 Year

Mode: Semester System

Total Semesters: 2

Suggested Total Credits: 32

SEMESTER I

Code	Subject	Theory	Practical	Credits
DCC-101	Fundamentals of Career Counselling	70	30	4
DCC-102	Psychology for Career Counsellors	70	30	4
DCC-103	Human Development & Career Development	70	30	4
DCC-104	Communication Skills & Counselling Techniques	60	40	4
DCC-105	Career Assessment & Psychometric Testing – I	60	40	4
Total		330	170	20

DCC-101: Fundamentals of Career Counselling

Unit I: Introduction to Career Counselling

- Meaning, nature and scope of career counselling
- Career guidance vs. career counselling
- Role and responsibilities of a career counsellor
- Principles and ethics of counselling

Unit II: Career Counselling Process

- Establishing counselling relationships
- Intake and case history
- Identification of career concerns
- Goal setting and action planning

Unit III: Theories of Career Choice

- Trait and Factor Theory
- Holland's Career Theory
- Super's Life-Span Theory
- Social Cognitive Career Theory

Unit IV: Career Information

- Educational pathways

- Vocational and professional courses
- Employment opportunities
- Entrepreneurship and self-employment

Unit V: Career Counsellor's Professional Practice

- Counselling documentation
- Confidentiality
- Professional boundaries
- Referral and follow-up

DCC-102: Psychology for Career Counsellors

Unit I: Introduction to Psychology

Unit II: Personality and Individual Differences

Unit III: Intelligence and Aptitude

Unit IV: Motivation, Emotion and Learning

Unit V: Psychological factors affecting career decisions

DCC-103: Human Development & Career Development

Unit I: Principles of Human Development

Unit II: Childhood and Adolescent Development

Unit III: Emerging Adulthood and Career Development

Unit IV: Career Development Across the Lifespan

Unit V: Career transitions, adjustment and career change

DCC-104: Communication Skills & Counselling Techniques

Unit I: Principles of Effective Communication

Unit II: Active Listening and Observation

Unit III: Questioning and Interviewing Skills

Unit IV: Basic Counselling Techniques

Unit V: Counselling Sessions, Role Play and Case Discussions

Practical: Role plays, mock counselling sessions, case-history preparation and counselling interviews.

DCC-105: Career Assessment & Psychometric Testing – I

Unit I: Introduction to Psychological Assessment

Unit II: Aptitude and Ability Assessment

Unit III: Interest Inventories

Unit IV: Personality Assessment

Unit V: Interpretation and Counselling Applications

Practical: Administration, scoring and interpretation of selected career-assessment instruments under appropriate supervision and according to test permissions/manuals.

SEMESTER II

Code	Subject	Theory	Practical	Credits
DCC-201	Career Assessment & Psychometric Testing – II	60	40	4
DCC-202	Educational & Vocational Guidance	70	30	4
DCC-203	Career Information, Labour Market & Employability	70	30	4
DCC-204	Counselling Special Groups & Career Challenges	60	40	4
DCC-205	Practicum, Case Study & Project	40	60	4
Total		300	200	20

DCC-201: Career Assessment & Psychometric Testing – II

Unit I: Advanced Career Assessment

Unit II: Aptitude, Interest and Personality Profiles

Unit III: Career Decision-Making Assessments

Unit IV: Interpretation and Feedback

Unit V: Ethical Use and Limitations of Psychometric Tests

Practical: Preparation of assessment profiles, report writing and simulated feedback sessions.

DCC-202: Educational & Vocational Guidance

Unit I: Educational Guidance

Unit II: Course and College Selection

Unit III: Vocational Guidance

Unit IV: Career Pathways and Alternative Careers

Unit V: Academic and Career Planning

DCC-203: Career Information, Labour Market & Employability

Unit I: Sources of Career Information

Unit II: Labour Market and Employment Trends

Unit III: Job Search Strategies

Unit IV: Resume/CV and Interview Skills

Unit V: Employability, Entrepreneurship and Workplace Skills

DCC-204: Counselling Special Groups & Career Challenges

Unit I: Counselling Adolescents and Young Adults

Unit II: Career Counselling for Adults and Career Changers

Unit III: Career Challenges and Decision-Making Difficulties

Unit IV: Inclusive Career Counselling

Unit V: Referral, Professional Ethics and Case Management

DCC-205: Practicum, Case Study & Project

Practical Components:

- Minimum 10 supervised counselling sessions/role plays
- Career assessment practice
- Case-history preparation
- Career profile preparation
- Educational/career pathway mapping
- Mock career counselling interviews
- Counselling report writing

Project:

Students shall complete an independent career-counselling-related project under the guidance of a supervisor.

Suggested Project Topics:

1. Career Awareness Among Senior Secondary Students
2. Career Preferences of College Students
3. Role of Psychometric Assessment in Career Selection
4. Career Decision-Making Difficulties Among Youth
5. Career Counselling and Employability Skills
6. Career Guidance for Vocational Education
7. Career Transition and Career Change
8. Impact of Career Information on Career Choice

EXAMINATION PATTERN

Component	Marks
Internal Assessment	30
End-Semester Theory Examination	70
Total Theory	100

Component	Marks
Practical/Project	100

Internal Assessment

- Assignments
- Class tests
- Presentations
- Case studies
- Attendance/participation

Practical Assessment

- Counselling role play
- Case-history preparation
- Assessment administration/scoring
- Career report preparation
- Viva voce

ELIGIBILITY

Minimum qualification: 10+2 / Senior Secondary or equivalent from a recognized board.

COURSE OUTCOMES

After successful completion, students should be able to:

- Understand fundamental principles of career counselling.
- Conduct structured career counselling sessions.
- Identify educational and occupational options.
- Understand and appropriately use career-assessment tools.
- Prepare career profiles and counselling reports.
- Develop academic and career action plans.
- Provide basic career guidance to students, graduates and career changers.
- Apply professional ethics, confidentiality and appropriate referral practices.