

READING MATERIALS

Aggarwal, R. (2006) *Educational, vocational guidance and counselling*
New Delhi, Sipra Publication

Bhatnagar, A. & Gupta, N. (1999). *Guidance and counselling: A theoretical approach* (Ed), New Delhi, Vikash Publishing House

Brown, L. L. & Associates (1990) *Career choice and development* (2nd edition)
San Francisco: Jossey-Bass.

Ipaye, T. (1990) *Educational and vocational guidance: Concepts and approaches*. Ibadan: Bezekos press.

Jones, A. J. (1951) *Principles of Guidance and Pupil Personnel*, New York, McGraw Hill

Kochhar, S. K., (1985): *Educational and Vocational Guidance in Secondary Schools*, New Delhi, Strling Publisher NCERT work

Kottler, J. A. & Brown, R. W. (1996) *Introduction to therapeutic counseling*. (3rd edition) New York: Brooks/Cole pub.

Neukrug, E. (1999) *The world of the counselor: An introduction to the counseling profession*. New York: Brooks/Cole pub.

Taylor, A. I. & Buku, D. K. (2006) *Basics in Guidance and counseling*. (2nd edition) Accra: Salt "N" Light.

Weinarch, S. G. (1979). *Career counseling: Theoretical and practical perspectives*. New York: McGraw-Hill Book company.

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**CATHOLIC UNIVERSITY COLLEGE
OF GHANA, FIAPRE**

FACULTY OF EDUCATION
CERTIFICATE PROGRAMMES

GUIDANCE AND COUNSELLING



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C.U.C.G

"UNIQUELY UNIQUE"

PROGRAMME DESCRIPTION

This four-week certificate programme in Guidance and counselling is designed to be an integral component training programme for personnel working in social institutions such as: schools, churches, banks, hospitals, social welfare, prisons and other rehabilitation centres, etc. who will have to deal with helping others to understand and know themselves better. This certificate programme consequently provides services and programs that promote the socio-personal, educational, and career/vocational development to its trainees.

PROGRAMME OBJECTIVES

This programme is designed to equip trainees with the working knowledge, practical skills and attitudes they need to be able to assist people to deal with challenges and realities they may face in their ever-changing world. It is to enable them to understand themselves, their academic, social and physical environment. The programme will cover meanings and definitions of guidance, counselling and psychotherapy, and a brief genesis of each. It discusses the basic principles of guidance and counselling, characteristics and functions of a good counselor. The types of services in educational vocational and socio-personal guidance and counselling will also be examined. At the end of the programme, participants should acquire basic fundamental skills in Guidance and counseling

PROGRAMME CONTENTS

Topic 1: Definition and meaning of Guidance, Counseling and Psychotherapy

Topic 2: Basic Principles of Guidance and Counseling

Topic 3: Characteristics and functions of a good Counselor

Topic 4: Types of Guidance and Counseling service