

Course Code EDCE-213
SEMESTER-II
"CAREER GUIDANCE "

Objectives :

1. To develop an understanding of related to record of work.
2. To know about the importance of developing the right attitudes at every stage of education.
3. To develop skills and competencies in guiding and counseling the students with regard to their personal problems and requirements.

Unit - I Organization of guidance services :

- Individual Inventory service
- Occupational Service
- Counselling service
- Placement service
- Follow-up service
- Difficulties encountered in setting up services and ways of over coming them in secondary school level.
- Role of principal, teachers, carrier matter & parents.
- Qualities and functions of career Master.

Unit - II

- Educational and vocational information concept - details included in educational and vocational information.
- Methods of collection and disseminating.
- Its importance; sources of information.
- aspect of information.

Unit – III Opportunities for occupations related the group such as.

- Science
- Computer
- Technical
- Commerce
- Fine Arts
- Agriculture
- Physical Education.

Unit – IV Practicum

1. Prepare a report after visiting any one industrial unit.
2. Prepare a report after visiting a social institution.
3. Visit to a vocational guidance bureau.
4. Obtain information of different syllabus of some universities.
5. Visit to an employment office.

Reference Books :

1. Jones, A, "Principles of Guidance", McGraw-Hill Book Co., New York.
2. Kochhar, S.K. "Educational & Vocational Guidance in Secondary Education", Sterling Publishers Co.
Delhi.
3. Mehta, Perim H. & Knada, H.M., "A survey of school Guidance Services", N.C.E.
4, Delhi.
5. N.C.R.T., Handbook of Career Master
6. Crow and Crow, "An Introduction to Guidance"
7. Warters, Jane, "Techniques of counselling", McGraw-Hill Book Co., New York. .
Traxler, Arthur E, "Techniques of Guidance".