MS Career Counselling & Education

Course Details

Fall 2015 – Spring 2016
Course Title: Career Counselling Skills
Course Code: CCE 801
Credit Hours: 3 CHS
Pre – Requisite(s), if any: None
Course Objectives:
- To develop understanding and skills in career coaching and counselling, and their use in career development
- To integrate this understanding with practice in a variety of contexts

Detailed Contents:
The course covers topics including: What is career counselling? The nature of career counselling, professionalism, career counselling associations and ethics of professional practice, historical perspectives of career counselling, current scope of career counselling profession in Pakistan, humanistic approaches to career counselling, career counselling models, counselling skills, using coaching models in career counselling, ethics and values in career counselling.

Recommended Text/Ref Books:


**Time Schedule:** Fall 2015

**Name and Qualification of Faculty Conducting the Course:**
Nadia Jahan
Assistant Professor
MSc Career Guidance and Development - UK
**Course Title:** Career Development Theories  
**Course Code:** CCE 803  
**Credit Hours:** 2 CHS  
**Pre – Requisite(s), if any:** None  

**Course Objectives:**  
- To examine the nature of ‘career’ and the range of factors which influence individuals’ career development  
- To introduce the principles and practice of career counselling and the inter-relationships between career information, advice, guidance, counselling, coaching and career-related learning  
- To develop knowledge and understanding of classic and contemporary career development theories from a range of discipline areas  
- To integrate and apply these career development theories in a variety of contexts and practices

**Detailed Contents:**  

The course covers topics including: Definitions of career, introduction to career development support, influences on career development, theory and practice, overview of contemporary and classic perspectives on career development, matching career development theories, developmental career development theories, contextual career development theories, learning-based career development theories, narrative-based career development theories, psychodynamic perspectives on career development, career development theories and their relationship to models of counselling, case studies.

**Recommended Text/Ref Books:**  


**Time Schedule:** Fall 2015

**Name and Qualification of Faculty Conducting the Course:**

Nadia Jahan  
Assistant Professor  
MSc Career Guidance and Development - UK
Course Title: Career-related Curriculum Development

Course Code: CCE 804

Credit Hours: 2 CHS

Pre – Requisite(s), if any: None

Course Objectives:

- To develop understanding and knowledge of process involved in curriculum development
- To integrate this understanding with practice in relation to career-related learning in a variety of educational contexts in Pakistan
- To analyse the possibilities of correlating career-related learning models with general academic subjects and curriculum practiced in Pakistan

Detailed Contents:
The course covers topics including: What is curriculum? aims and objectives of curriculum, national and international policies for curriculum development, curriculum models, blooms taxonomy, curriculum planning, structure and organization of curriculum, timetabling, curriculum development, the place of careers education in curriculum development, how to develop work-related learning model? Review and model sharing activities.

Recommended Text/Ref Books:

• Erickson, H. (2006). *Concept-Based Curriculum and Instruction for the Thinking Classroom*. Corwin


**Time Schedule:** Fall 2015

**Name and Qualification of Faculty Conducting the Course:**
Dr. Gulnaz Zahid  
Assistant Professor  
PhD. Educational Psychology - QAU
Course Title: Introduction to Social Research
Course Code: CCE 811
Credit Hours: 3 CHS
Pre – Requisite(s), if any: None

Course Objectives:

- To familiarize students with different types of research methods used in a social research
- To develop knowledge and understanding of planning, designing and preparing a research report or thesis
- To integrate and apply research methodology and methods for careers education and information inquiry

Detailed Contents:
The course covers topics including: understanding social research, literature review, exploring research methodology, assessment tools in research, research methods: tools and instruments for data collection, how to prepare a research proposal, data analysis: qualitative and quantitative methods, computer software for data analysis.

Recommended Text/Ref Books:


**Time Schedule:** Fall 2015

**Name and Qualification of Faculty Conducting the Course:**
Dr. Gulnaz Zahid
Assistant Professor
PhD. Educational Psychology - QAU
Course Title: DEVELOPING COMMUNITY NETWORKS

Course Code: CCE 831

Credit Hours: 2+1 CHS

Pre – Requisite(s), if any: CCE 801, 802, 821/822

Course Objectives:

- To help students familiarize with the concept, methods, benefits and implications of developing community networks
- To identify the role of the leadership and counsellor in devising strategies and maintain effective community networks
- To provide opportunities of learning about the current practices of community networks available in educational, industrial and non-profit organisations

Detailed Contents:

Students will explore the definitions, meaning and interpretation of community, community development, networks and partnerships. They will be able to critically reflect and evaluate the interrelated concept of developing community networks for the greater good of local communities and nation at large. Students will be able to explore the educational and organizational perspective of developing and managing effective and efficient community networks through educational and industrial visits throughout the course.

Recommended Text/Ref Books:


**Time Schedule:** Fall 2015

**Name and Qualification of Faculty Conducting the Course:**
Nadia Jahan
Assistant Professor
MSc Career Guidance and Development- UK
Course Title: PEER SUPPORT AND SUPERVISION  
Course Code: CCE 841  
Credit Hours: 2+1 CHS  
Pre – Requisite(s), if any: CCE 801, 802

Course Objectives:
- To provide students with theoretical understanding and experiential learning of peer support and supervision  
- Enabling students to design peer support programme and implementation strategies for providing supervision to counsellors

Detailed Contents:
The course will cover introduction and exploration of peer support and supervision, theories and approaches, ethics and issues involved in providing peer support and supervision. It will also explore the planning strategies and evaluation of the programmes developed to provide peer support and supervision to the career counsellors. Counsellors will be giving opportunities to critically reflect on their practices and to develop their professional abilities in view of the constructive feedback received from peers and supervisors.

Recommended Text/Ref Books:
Time Schedule: Fall 2015

Name and Qualification of Faculty Conducting the Course:
Nadia Jahan
Assistant Professor
MSc Career Guidance and Development - UK
Spring 2016
Course Title: Advanced Practice Skills
Course Code: CCE 802
Credit Hours: 3 CHS
Pre – Requisite(s), if any: CCE 801

Course Objectives:

- To familiarize with different approaches to career counselling
- To understand the type of support network available to individuals and how to utilize this information
- To understand and apply higher levels of advance counselling techniques in careers counselling interviews
- Knowledge of different assessment methods and tools used in careers counselling
- To become a reflective practitioner through learning how to reflect on professional practice
- Applying critical reflective practice for continuous professional development

Detailed Contents:
Students will learn about different counselling techniques covered under constructivist approach which will be enable them to identify the use of different counselling approaches and theories in individual or group counselling sessions. It will develop their understanding and practical knowledge of running individual and group work counselling session. Utilization and administration of various assessment techniques in the counselling process will be covered. Professional practice through reflective feedback on own and other’s performance will be covered to develop professional skills through understanding and learning from feedback.
Recommended Text/Ref Books:


Time Schedule: Spring 2016

Name and Qualification of Faculty Conducting the Course:
Nadia Jahan
Assistant Professor
MSc Career Guidance and Development- UK
Course Title: TESTING AND ASSESSMENT IN CAREER COUNSELLING
Course Code: CCE 806
Credit Hours: 2 CHS
Pre – Requisite(s), if any: CCE 801, 803, 811

Course Objectives:

- To familiarize course participants with the concept of ‘when’ and ‘how’ to use different career assessment tools for self-exploration and career inquiries
- To develop the ability to analyze and verify the test results in order to get an accurate picture of personality
- To familiarize counsellors with the concept of ‘results’ interpretation’ and managing clients’ expectations

Detailed Contents:

By the end of the course, participants will be able to use a variety of assessment tools for better understanding of clients’ strengths to expand their career options. Throughout the course, learning about assessment techniques will also enable students to identify individual’s career planning need and administration of specified test e.g. Intelligence Tests, Aptitude Tests, Interest /Career Inventories and Personality Tests. Students will be able to interpret test results by using standardized testing tools and quality measures. The course will be a mix of theory and practice to understand the utilization of testing and assessment in career counselling process.

Recommended Text/Ref Books:


**Time Schedule:** Spring 2016

**Name and Qualification of Faculty Conducting the Course:**

Ms. Saeeda Khanum
Lecturer
PhD. (Fellow) Developmental Psychology - QAU
Course Title: Career-related Learning
Course Code: CCE 805
Credit Hours: 3 CHS
Pre – Requisite(s), if any: CCE 804

Course Objectives:
- To develop knowledge and understanding of the relationships between career development and learning.
- To integrate and apply this knowledge and understanding in the design of career-related learning in formal and informal contexts.

Detailed Contents:
Student will be engaged in the activities to identify theories of career development and learning and will be able to outline a process of course design, negotiation, assessment and evaluation for career-related activities. Student will critically evaluate and interpret the knowledge listed above in developing a distinctive stance in relation to teaching and learning in this field. They will also creatively apply and integrate the knowledge listed above in relation to the enhancement of career-related learning in a selected context.

Recommended Text/Ref Books:


**Time Schedule: Spring 2016**

**Name and Qualification of Faculty Conducting the Course:**

Dr. Gulnaz Zahid  
Assistant Professor  
PhD. Educational Psychology - QAU
Course Title: Labour Market and Education (School/Graduate Leavers)
Course Code: CCE 821-22
Credit Hours: 2 CHS
Pre – Requisite(s), if any: CCE 811

Course Objectives:

- To develop knowledge and understanding of the relationships between individuals, organisations, policy, education and labour markets in relation to career counselling and education.
- To integrate and apply this in a range of career counselling and education contexts and practices.

Detailed Contents:

Students will learn organizations relation with labour market and will be able to identify organizational perspectives on career. The course will cover topics for researching and evaluating labour markets and educational opportunities for school/graduate leavers. During the course students will explore sources of labour market intelligence and educational opportunities and will be able to creatively apply and integrate understanding of organisational perspectives, policy, educational and labour market intelligence into own practice.

Recommended Text/Ref Books:


**Time Schedule:** Spring 2016

**Name and Qualification of Faculty Conducting the Course:**

Dr. Shujaat Farooq

TVF

PhD. Economics – PIDE
Course Title: Workplace Counselling
Course Code: CCE 807
Credit Hours: 2 CHS
Pre – Requisite(s), if any: CCE 801
Course Objectives:

- To familiarize course participants with the concept of different organizational settings and structure
- To develop understanding of employees’ issues and dilemmas in a work setting
- To highlight the importance of providing effective counselling, coaching and mentoring services for employee’s skills, performance and development
- To familiarize counsellors with a framework of developing support network for career transition

Detailed Contents:
The course covers understanding the world of work and role of a counsellor in facilitating organizational and individual to achieve their goals. It highlights various models of working scenarios to identify employees’ career problems & needs. Students will be able to clarify the difference between counselling, coaching and mentoring. Students will also learn about supporting and managing employees’ career development and transition.

Recommended Text/Ref Books:


**Time Schedule:** Spring 2016

**Name and Qualification of Faculty Conducting the Course:**
Nadia Jahan
Assistant Professor
MSc Career Guidance and Development - UK