

## PROGRAM - GUIDENCE & COUNCELLING

### Program Learning Outcome (PLO)

**PLO 1** - Understand and apply major counseling theories, developmental psychology, and career guidance approaches.

**PLO 2** - Develop practical counseling skills for individual, group, and family counseling sessions, including active listening, empathy, and therapeutic interventions.

**PLO 3** - Understand and adhere to ethical standards in counseling, including confidentiality, professional boundaries, and cultural competence.

**PLO 4** - Gain expertise in career counseling and vocational guidance, including career planning, decision-making, and addressing challenges in the work environment.

**PLO 5** - Acquire the ability to conduct research and utilize evidence-based practices to inform counseling interventions and guidance strategies.

**PLO 6** - Enhance communication skills to effectively collaborate with clients, families, schools, and other professionals within the counseling setting.

### Course Learning Outcome (CLO)


#### COURSE 1 - Fundamentals of Guidance

The student will be able to

1. Define and explain the basic concepts, objectives, and scope of guidance, including its importance in educational and personal development contexts.
2. Learn basic techniques and strategies used in guidance, including information gathering, assessment, and decision-making support for individuals.
3. Identify and compare different types of guidance (educational, vocational, personal/social), and understand their specific applications.
4. Develop an understanding of ethical considerations in guidance and the importance of cultural competence in addressing the diverse needs of students or clients.

#### COURSE 2 - Fundamentals of Counseling



  
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The student will be able to

1. Identify and explain key counseling theories (e.g., person-centered, cognitive-behavioral, psychodynamic, etc.) and how they inform the counseling process.
2. Understand the roles, responsibilities, and ethical duties of counselors in various settings (e.g., educational, clinical, community).
3. Gain knowledge of the stages of the counseling process (building rapport, assessment, goal setting, intervention, and evaluation) and learn fundamental counseling techniques such as active listening, reflection, and questioning.
4. Practice foundational counseling skills such as empathy, active listening, paraphrasing, and summarizing to create a supportive therapeutic relationship.

### COURSE 3 - Tools and Techniques in Counseling

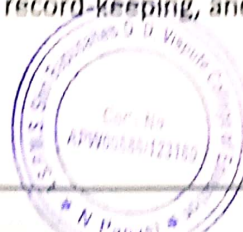
The student will be able to

1. Identify and explain the different tools used in counseling (e.g., assessment tests, questionnaires, diagnostic tools) and understand their purposes in the counseling process.
2. Explore the use of creative counseling tools, such as art therapy, play therapy, and narrative techniques, to enhance the therapeutic process.
3. Learn how to use counseling tools to set realistic, measurable goals with clients and plan effective interventions to help achieve those goals.
4. Learn and apply tools and techniques for crisis intervention, including strategies for dealing with trauma, grief, and emergency situations.

### COURSE 4 - School & Career Counseling

The student will be able to

1. Explain the roles and responsibilities of school counselors, including supporting academic achievement, promoting personal development, and enhancing social skills.
2. Develop the ability to use assessment tools (e.g., interest inventories, aptitude tests) to evaluate students' academic, personal, and career-related strengths and challenges.
3. Gain knowledge of different educational pathways (e.g., vocational training, higher education) and help students select appropriate options based on their interests and abilities.
4. Understand the ethical standards and legal considerations involved in school and career counseling, including confidentiality, record-keeping, and informed consent.



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## PROGRAM - BASIC SKILL IN RESEARCH

### Program Learning Outcome (PLO)

**PLO 1** - Demonstrate knowledge of different research methodologies (qualitative, quantitative, and mixed methods) and when to apply them in various research contexts.

**PLO 2** - Develop clear, focused, and researchable questions or hypotheses based on a review of existing literature and identified gaps.

**PLO 3** - Acquire the ability to conduct a comprehensive literature review, synthesizing existing research and identifying relevant theories, models, and frameworks.

**PLO 4** - Understand and apply various data collection techniques, such as surveys, interviews, observations, or experiments, ensuring the data gathered is reliable and valid.

**PLO 5** - Develop skills in writing research reports, theses, or articles following academic standards, including proper citation, formatting, and presentation of data.

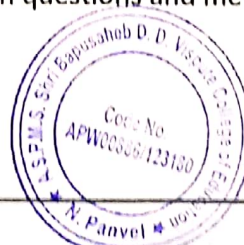
**PLO 6** - Gain familiarity with research tools and software (e.g., SPSS, NVivo, Excel) for data analysis, literature management, and research organization.


### Course Learning Outcome (CLO)

#### COURSE 1 - Understanding Research Fundamentals

##### The student will be able to

1. Define and explain key research concepts, such as variables, hypotheses, and the differences between qualitative and quantitative research.
2. Demonstrate an understanding of the overall research process, including identifying research problems, formulating research questions, and designing a research study.
3. Gain knowledge of different research designs (e.g., experimental, correlational, case studies) and methodologies, and how to choose an appropriate method for specific research questions.
4. Learn how to conduct a basic literature review, identifying and synthesizing relevant academic sources to inform research questions and methodologies.



  
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5. Understand the ethical issues involved in conducting research, including obtaining informed consent, maintaining confidentiality, and ensuring the integrity of the research process.

## **COURSE 2 - Research Methods & Approaches**

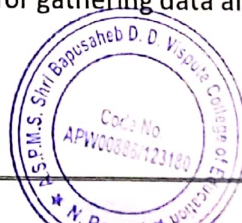
**The student will be able to**


1. Demonstrate an understanding of major research paradigms (quantitative, qualitative, and mixed methods) and their philosophical underpinnings (e.g., positivism, interpretivism, pragmatism).
2. Learn techniques for collecting and analyzing quantitative data, including sampling, survey design, experiments, and statistical analysis using software (e.g., SPSS, Excel).
3. Develop skills in qualitative research techniques, such as interviews, focus groups, and observation, as well as methods for analyzing qualitative data (e.g., thematic analysis, coding).
4. Understand the principles of mixed methods research, combining both qualitative and quantitative approaches to address complex research questions.

## **COURSE 3 - Data Collection in Research**

**The student will be able to**

1. Identify and explain various data collection methods (e.g., surveys, interviews, observations, experiments) and when to apply them in research.
2. Understand and apply different sampling techniques (e.g., random, stratified, purposive) to ensure representative and valid data collection in both qualitative and quantitative research.
3. Gain skills in collecting quantitative data through methods such as surveys, structured observations, and experiments, ensuring accuracy and minimizing bias.
4. Develop skills in qualitative data collection techniques, including conducting in-depth interviews, focus groups, and unstructured observations, while ensuring a rapport with participants.
5. Understand the ethical issues related to data collection, including informed consent, confidentiality, privacy, and data protection.
6. Develop the ability to plan a data collection strategy, outlining the specific methods, timeline, and procedures for gathering data aligned with research goals.



  
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## COURSE 4 - Data Analysis in Research

The student will be able to

1. Demonstrate an understanding of key data analysis concepts, including variables, data types, and the differences between descriptive and inferential statistics.
2. Develop skills in analyzing quantitative data using appropriate statistical techniques, such as mean, median, standard deviation, correlation, and regression analysis.
3. Learn and apply qualitative data analysis methods, including coding, thematic analysis, content analysis, and narrative analysis.
4. Gain proficiency in using data analysis software such as SPSS, Excel, NVivo, or R to perform both quantitative and qualitative analyses.
5. Understand when and how to apply common statistical tests (e.g., t-tests, chi-square tests, ANOVA) to determine relationships, differences, or trends in data.
6. Develop skills in preparing raw data for analysis, including cleaning, organizing, coding, and transforming data to ensure accuracy and reliability.
7. Understand the ethical implications of data analysis, including ensuring the accuracy of reporting, maintaining objectivity, and avoiding manipulation of data.



  
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