

02.08.2021

Hosur

From

Mrs. I. Anusha Prem,  
Placement coordinator,  
Department of Computer Science,  
St. Joseph's college of Arts and Science for Women,  
Hosur.

To


The Principal,  
St. Joseph's college of Arts and Science for Women,  
Hosur.

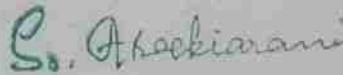
Respected Sister,

Sub: Seeking Permission to conduct a Certificate Course- Career Counseling-Reg

I place a request to grant permission to conduct a Certificate Course- Career Counseling for the Academic year 2021-2022 . The classes will begin from 11.08.2021. We value your guidance and support initiatives and eagerly await your kind permission to proceed.

Thanking you

  
(Mrs. I. Anusha Prem)



PRINCIPAL  
ST. JOSEPH'S COLLEGE OF ARTS  
& SCIENCE FOR WOMEN  
Mookandapalli, Sipri,  
HOSUR - 635 126, Krishnagiri-Dist.



**St. Joseph's College of Arts and Science For Women, Hosur**

**Placement Cell**

**Career Counseling- Certificate Course (for all Final Years )**

**Academic Year 2021-2022**

**Course Outcome:**

1. Communication and Counseling Skills
2. Ethical and cultural competence
3. Knowledge of occupational information
4. Goal Setting and action planning
5. Networking and professional development

**Introduction to Career Counseling**

Overview of the course

Importance of career planning

Introduction to various career paths

**Self-Assessment**

Personality and skills assessments

Identifying personal values, interests, and strengths

**Career Exploration**

Researching and exploring different career options

Guest speakers from various industries

**Resume Building**

Crafting an effective resume

Highlighting skills and experiences

**Job Search Strategies**

Effective job search techniques

Networking skills and online presence

**Interview Preparation**

Mock interviews and feedback

Common interview questions and best practices

**Decision-Making and Goal Setting**



Evaluating job offers

Setting short-term and long-term career goals

### **Professional Development**

Importance of continuous learning

Identifying opportunities for skill enhancement

### **Ethical Considerations in Career Counseling**

Addressing ethical issues in career counseling

Ensuring unbiased advice and guidance

### **Final Project and Presentation**

Applying course concepts to individual career plans

Presenting career goals and action plans

### **Wrap-up and Reflection**

Review of key concepts

Reflection on the learning journey

Course evaluation

