

Teresian Computer Center

Computer training classes typically teach participants basic skills in computer usage, often required in today' s workplace and social exchanges. Learning objectives for these classes state the desired outcomes, such as improved confidence in technology use and increased awareness of opportunities afforded to individuals with computer application skills.

Diploma course in Computer Science Course code: ADDCS

No of Hours: 150

Course Content :

- Computer Fundamentals
- Windows
- MS Office

Diploma course in Computer Application Course code: ADDCA

No of Hours : 120

Course Content :

- Computer Fundamentals
- Windows
- MS Office

Certificate course in Office Automation Course code: ADCOA

No of Hours : 35

Course Content :

- Windows
- MS Office
- Internet

Certificate Course in Graphic Designing Course code: ADCGD

No of Hours : 35

Course Content Graphic Designing:

- I. Adobe PageMaker 7.0
- II. Adobe Photoshop
- III. Introduction Graphics
- IV. CorelDraw

Post Graduate Diploma course in Computer Application Course code: ADPGDCA

Course Duration: 1 year

Course Content :

- Computer Fundamentals
- Windows
- MS Office
- C ++
- System Analysis and Design
- Networking
- HTML
- Database Management
- Operating System
- Visual basic
- Project

Certificate course in Computer Literacy Programme Course code: ADCCL

No of Hours : 35

Course Content:

- Windows
- MS Office

Certificate course in Desktop Publishing Course code: ADDP

No of Hours : 35

Course Content:

- Work-Sheets
- Docs-Word
- Slides-PowerPoint
- Forms, Database
- Operating System
- Basic of Internet
- Photo Editing Software

Courses Offered by the International Language Centre

The International Language Centre at St. Teresa' s College, Ernakulam is a nascent effort to provide foreign language learning opportunities to students. The center is being set up keeping in mind the fact that professional language institutes are at a premium. It aims at providing women with added skill sets, at a reasonable cost, that will enable them to take up jobs in unconventional sectors.

No of Hours : 35

Certificate Course in French

Course code: ADCCF

Course Content:

Our French for Absolute Beginners course syllabus provides a first contact with the language for those students with no previous knowledge or studied it a long time ago. The syllabus is based on different topics that will help you get by when meeting French speaking people. At the same time, it introduces the workings and sounds of the language and it provides the necessary tools to enable students to make sentences from scratch.

Certificate Course in German

Course code: ADCCG

Course Content:

Our German for Beginners course syllabus provides a first contact with the language for those students with no previous knowledge or studied it a long time ago. The syllabus is based on different topics that will help you get by when meeting German speaking people. At the same time, it introduces the workings and sounds of the language and it provides the necessary tools to enable students to make sentences from scratch.

Certificate Course in Spanish

Course code: ADCCS

Course Content:

Spanish for Beginners course syllabus provides a first contact with the language for those students with no previous knowledge or studied it a long time ago. The syllabus is based on different topics that will help you get by when meeting Spanish speaking people. At the same time, it introduces the workings and sounds of the language and it provides the necessary tools to enable students to make sentences from scratch.

Courses Offered by various Departments

Certificate course in Communication Skills

Course code: ADCCS

No of Hours : 35

Course Content:

Module I

- Communication Skills – An Introduction
- Ice breaking Session
 - a) Confidence Building
- Creative Thinking
- Time & Stress management

Module II

- Contextual Use of Language
 - a) Expressing Ideas
 - b) Formal & Informal Interaction
 - c) Emotional intelligence
- Non-Verbal Communication
 - a) Team spirit
 - b) Body Language
 - c) Tableau

Module III

- Media Studies
 - a) Newspaper Report
 - b) Letter to the Editor
 - c) Writing a Review
- Public Speaking
 - a) Types of Speech
 - b) Different Occasions
 - c) Debate

Module IV

- Organizational Skills
 - a) Scheduling Appointments
 - b) Minutes
 - c) Agenda
 - d) Charts and Diagrams
- Job Oriented Skills
 - a) Interview Skills
 - b) Professional Etiquette
 - c) Telephoning
 - d) Memos and Certificates

Certificate course in Functional English

Course code: ADFE

No of Hours : 35

Course Objectives:

This Programme seeks to enhance the English proficiency of the students to help them communicate with confidence and fluency on a range of issues that concern their daily lives. It will help the students to:

- Improve the skills of reading, writing, speaking and listening.
- Gain awareness of certain grammatical structures so that the students can paraphrase and edit their language.
- Practice the various skills through appropriate texts and activity types.
- Manage daily interactions such as greetings, introductions, shopping and traveling and so on.
- Apply to universities and communicate on campus and in their student life.
- Communicate effectively at the work place where they may need to attend meetings, participate in discussions, write letters/ e-mails and prepare effective Curriculum Vitae.

No of Hours : 35

This certificate programme makes the student competent in the areas of

- Business communication,
- Entrepreneurship,
- Basic computer knowledge,
- Business organisation
- Accounting.

No of Hours : 35

Course Syllabus

- I. Fundamental Theory of Jewellery Design
- II. Jewellery Sketching
- III. Jewellery Design and Practice
- IV. Inspiration based Jewellery Design

Course Duration: 1 Year

Course Content:

- Plant propagation methods:
- Olericulture:
- Pomiculture:
- Floriculture
- Gardening:
- Garden designing.
- Production of value added products using plant fibers
- Mushroom cultivation:

Project/ Field work/ Training: Based on the above units

No of Hours : 35

Course Objectives

This programme is offered by the Department of French along with the Department of History, St. Teresa' s College. The course aims to enable the students to equip themselves with additional skills other than their curriculum Course syllabus is a combination of Tourism, French language and Cultural History of Kerala. Each paper has 4 credits and a project with 8 credits.

No of Hours : 35

Course Content:

Introduce students to the concept of counseling, the counseling process and the basic counseling approaches and skills, orient students towards the importance of guidance & counseling during childhood and adolescence, develop awareness among the students about the methods of dealing with the emotional problems of children and adults.

- I. Meaning – Aims and objectives – Historical background – Clarifying myths of counseling – Types of guidance and counseling – models of counseling (medical to preventive) – goals of counseling – personal characteristics of effective counselors.
Counselling and related field – Definition of counseling – Psychotherapy – related fields – Clinical Psychology – Counselling as a helping relationship – Counselling as a solution to human problems
(4 Credits)
- II. Approaches to Counselling – Psychoanalytic – Relevance of psychoanalysis to counseling – Humanistic approach – Roger' s self-theory – Development of self-concept – the counseling process – Experiencing of responsibility – Essential conditions for personality change – Stages in the counseling process – Behaviouristic approach to counseling – Reciprocal inhibition technique – Behavioural modification – Nature of counseling – Basic skills of Counseling.
(4 Credits)
- III. Counselling Process – Preparation for counselling – Counselling relationship – Content and process – Counselling interactions – Variables affecting the counselling process – Portrait of an effective counsellor – Counseee factors.
Theories of Counselling and Therapy - Psychoanalytic Therapy: Freud' s psychoanalysis; Client-Centered Therapy: Carl Roger' s Non-directive therapy - Cognitive Behaviour therapy (CBT), Rational-Emotive Behaviour therapy (REBT), Transactional Analysis; Special and Innovative approaches with children: Play therapy, Music therapy, Art therapy, Bibliotherapy- Horticultural therapy, Yoga, meditation etc. Role of Teachers, Guidance Personnel in organizing Guidance Programme. Issues in counselling – professional training of counsellors – ethical considerations – future trends in counselling. An introduction to mental health. How to improve present mental health.
(4 credits)
- IV. Project/field work/training: Based on the above units
(8 credits)

Course Duration: 1 year

Course Objectives

- Module 1 - Development of personality – Mental health and mental hygiene – Personal adjustment – Adjustment mechanisms. Identifying the problem child and its management – Major childhood disorders – Emotional disorder – Depressed child – Anxiety phobia -- Hysteria – School refusal and fear of separation – Conduct disorder – Truancy, Temper tantrums – Hyper kinetic disorder, Habit disorders – Bed wetting, nail biting, thumb sucking, masturbation, stuttering and stammering. Poor academic performance – epilepsy, psychosis, personality disorder, psychiatric and psychological problems of children, learning disorders and its management. Sex education – Disorders of sexual preference, counseling in sexual problems, Addiction and counseling (smoking, alcohol, drugs, TV, computer etc).
(4 credits)

- Module 2 - Counselling children with special concerns – child maltreatment, children of alcoholics, divorce, homeless children – counseling exceptional children (gifted, mentally retarded, learning disabled, physically disabled) – role and function of school counselors, special relevance of play and family therapy. Developmental characteristics of youth – Common concerns and special problems – Developmental tasks – Adolescence – Erickson' s theory of psychological development – Socio cultural factors – Problems in the Indian educational context.

(4 credits)

- Module 3 - Theories of career development – Career counseling (process and personnel) – career guidance programmes and activities – addiction counseling – helping students cope with academic stress and competition and with homosexual problems – special relevance of group counseling. Organization of child guidance clinics – infrastructure – staff – documentation. Counselling HIV infected clients – alcoholics – elderly. General awareness about Neurotic diseases and other psychological disorders.

(4 credits)

Project/field work/training: Based on the above units

(8 credits)

(May include aspects such as: Interaction with practicing counselors and therapists, role playing, visits etc.).

Post Graduate Diploma course in Counselling

Course code: ADPGDC

Centre for Continuing Education Kerala (CCEK)

Course Duration: 1 year

Course Content

- Fundamentals of Counselling
- Mental Health Problems
- Theories and Techniques of Counselling
- Family Counselling
- Counselling in Special Settings

Diploma Course in Sales Tax Practice

Course code: ADDSTP

Total Hours: 130

Course Content:

- Financial Accounting
- Practical Accounting
- Direct and Indirect Tax
- Kerala Value Added Tax
- Tally

IGNOU COURSES OFFERED IN COLLEGE

MSc Dietetics and Food Service Management	-	MSCDFSM
Master of Commerce	-	MCOM
Master of Arts – Hindi	-	MA HINDI
PG Diploma in Translation	-	PGDT
Diploma in Nutrition and Health Education	-	DNHE
Diploma in Creative Writing in English	-	DCE
Certificate Course in Food and Nutrition	-	CFN
Certificate Course in Nutrition and Childcare	-	CNCC