

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 Application

Course code: ADDCA

State Resource Centre & NSDC

No of Hours: 120

- Informatics
 - MS Office & Internet
 - Linux & Open Office
 - PC Techniques
 - Malayalam Computing

Certificate Course in Graphic Designing

Course code: ADCGD

State Resource Centre&NSDC

No of Hours : 35

Course Content Graphic Designing:

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

Civil Service Coaching Class

Course code: ADCSC

No of Hours: 35

This Course is designed for aspirants of Civil Services Examinations who are to appear for preliminary examination.

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 Spanish

Course code: ADCS

No of Hours: 35

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.

Certificate Course in French

Course code: ADCF

No of Hours: 35

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.

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

Courses Offered by various Departments

Certificate Course in Career oriented Guidance and counselling
(Department of Home Science)

Course code: ADCOGC

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
- 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.
- III. Counselling Process – Preparation for counselling – Counselling relationship – Content and process – Counselling interactions – Variables affecting the counselling process – Portrait of an effective counsellor – Counselee 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.
- IV. Project/field work/training: Based on the above units

Diploma Course in Career oriented Guidance and counselling

Course code: ADDCOGC

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).

- 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.
- 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.

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

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

Advanced Diploma Course in Career oriented Guidance and counselling

Course code: ADADCOGC

Course Duration: 1 year

Course Objectives

- Module 1:
Marriage counselling – Parent counselling - Counselling for special issues – divorce, loss of job, bereavement. Family gender roles and their impact on women's mental health – bias against women in traditional therapy and the need for feminist counselling. Multiple burdens of minority women: Understanding and overcoming the effects of prejudice and discrimination – violence against women.
- Module 2:
Counselling women with addictions, compulsions and obsessions.
Psychological testing and diagnosis – Limitations of the use of psychological tests – Types of psychological tests – Factors affecting psychological tests results – Test use in counselling situations – Test interpretation in counselling – Non test client appraisal techniques – Psycho diagnosis – Limitations of diagnosis – Common diagnostic classification system in counselling.
- Module 3:
Family group consultation – Counselling families – Counselling with families concerning children – Counselling with parents – Counselling the delinquent – Counselling reluctant clients – Marriage counselling – Premarital counselling – Counselling weaker sections. Systematic Desensitization – Symbolic desensitization – In vivo desensitization – Vicarious desensitization - Construction of hierarchies – Scene presentation – Merits and limitations of systematic desensitization. Assertion training – basic dimensions – training procedure – components of social skill training and its uses. Documenting case reports – research methodology. Stress and relaxation – methods (Yoga, Pranayama and meditation).

Project/field work/training: Based on the above units
(May include aspects such as: Internship etc).

Professional Diploma in Hotel Management and Catering

Course Code: ADPDHMC

NSDC

Course Duration: 1 year
State resource Centre- Project
Only for SC students.

ASAP Summer Skool (DATA ENTRY OPERATOR)

Course Code: ADDEO



Level 1 ASAP Programme is of 300 – 330 hours duration, out of which 180 hours are devoted to Foundation Course that contains modules on communication skills in English and information technology. The other 120-150 hours are devoted to the skill sector chosen by the student for specialization. The focus of the foundation course is to develop soft skills that are essential to work efficiently in a corporate environment.

St. Teresa's college is a single institution providing ASAP Training programmes to our students.

ASAP Communicative English Trainer (21 Day Residential Programme)

Course Code: ADCET

Level 1 ASAP Programme is of 300 – 330 hours duration, out of which 180 hours are devoted to Foundation Course that contains modules on communication skills in English and information technology. The other 120-150 hours are devoted to the skill sector chosen by the student for specialization. The focus of the foundation course is to develop soft skills that are essential to work efficiently in a corporate environment.

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Courses offered by CCEK (Centre for Continuing Education Kerala), Vocational Training Programme

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

Advanced Diploma in Logistics and Shipping Management

Course Code: ADADLSM

Course Duration: 1 year

Massive Open Online Courses (MOOCs)

Course Code: NPTEL

MOOCs are free online courses available for anyone to enrol. MOOCs provide an affordable and flexible way to learn new skills, advance your career and deliver quality educational experiences at scale.

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