



# ST. JOSEPH'S COLLEGE

## JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11<sup>th</sup> Oct.2018)

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NAAC Grade A (CGPA: 3.12)

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## COURSE CONTENT OF DIPLOMA AND CERTIFICATE COURSES

### CREDIT ARRANGEMENTS FOR DIPLOMA COURSE

Credit system is scheduled for diploma program based on UGC guideline for career oriented courses XI plan. Exerts taken from the document: Diploma Course: The course has 40 credits. Lecture/tutorial-24 credits & Practical work/fieldwork -16 credits. Each credit has 15 hours of classes. Total class hours for Diploma course is 360 hours.

### CREDIT ARRANGEMENTS FOR CERTIFICATE COURSE

Credit system is scheduled for Certificate program based on UGC guideline for career oriented courses XI plan. Exerts taken from the document: Certificate Course: The course has 20 credits. Lecture/tutorial-12 credits & Practical work/fieldwork -8credits. Total class hours for certificate course is 180 hours.

### DIPLOMA COURSES

#### 1. Diploma in Counselling Psychology:

**Credit: 40**

**Marks: 100**

#### Course Objectives:

1. To enable the students to acquire knowledge of counselling psychology
2. To enable the students to address their own personal problems with ease and skill
3. To enable the students to acquire skills to assist others to address their problems by themselves
4. To enable the students to acquire the skills for peaceful living

#### **Unit I: The concept of counselling psychology**

1. The meaning, definition and nature of counselling psychology
2. The objectives of counselling psychology
3. The functions and scope of counselling psychology
4. Origin and development of Counselling psychology
5. Ethics of counselling

#### **Unit I: The concept of counselling psychology**

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#### **Unit II: Concept of growth and development and related**

1. Physical growth and development and problems
2. Cognitive development and problems
3. Moral development and problems
4. Social and emotional development and problems
5. Development of Gender identity and problems

#### **Unit III: Concept of Personality**

1. Theories of personality
2. Personality disorders
3. Assessment of personality
4. Intelligence and memory
5. Wellness and cognition

#### **Unit IV: Concept of Counselling**

1. Social thought and social behaviour
2. Sensation and perception
3. Fundamentals of counselling skills
4. Counselling skills
5. Counselling special groups

#### **Unit V: Practice of Counselling**

1. Personal counselling
2. Group counselling
3. Identifying support network
4. Referral process
5. Behavioural and psychological co relates of illness

#### **Unit VI: Counselling Practice**

1. Micro- practice
2. Personal counselling practice and reporting
3. Internship

#### **b. Course output**

- Assess and diagnose the nature and intensity of day to day problems of the people.
- Integrate psychological principles and therapeutic techniques.
- Develop skills to establish congenial “on the relationship” with the clients/ sufferers.
- Relate the circumstantial, environmental, social/organizational factors with ongoingproblem

**2. Diploma in Computer Concepts:**

**Credit: 40**

**Marks: 100**

**Course Output:**

1. Typing skills
2. Documentation skill
3. Data analysis skill
4. Presentation skill
5. Data communication
6. Web Page Designing Skills
7. Accounting using Tally.ERP 9
8. Mobile apps
9. Theoretically Strong

**Course Output**

1. Typing skills
2. Documentation skill
3. Data analysis skill
4. Presentation skill
5. Data communication
6. Web Page Designing Skills
7. Accounting using Tally.ERP 9
8. Mobile apps
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### **3. Diploma in Stenography & Typing:**

**Credit: 40**

**Marks: 100**

#### **Course Input**

1. The Consonants and Vowels
2. Intervening Vowels and Position; Grammalogues and Punctuation
3. Alternative signs for 'R' and 'H'.
4. Diphthongs
5. Phraseography
6. Circle 'S' and 'Z'-Left and right motion and Stroke 'S' and 'Z'.
7. Large circles 'SW' and 'SS' or 'SZ'
8. Loops 'ST' and 'STR'
9. Initial hooks to straight strokes and curves
10. Alternative forms for 'FR', 'VR' etc.
11. Circles and loops to final hooks
12. 'N' and 'F' hooks
13. Circles and loops to final hooks
14. The shun hook and The Aspirate
15. Upward and downward 'R' and Upward and downward 'L' and 'SH'
16. The halving principle (Section 1 & 2)
17. The doubling principle
18. Diphonic or two-vowel signs
19. Medial Semicircle
20. Prefixes, Suffixes and terminations
21. Contractions
22. Figures and Proper names
23. Special contractions
24. Advanced phraseography
25. Intersections
26. Business Phrases, Political Phrases, Banking and stockbroking phrases and Legal phrases
27. Special list of words
28. Shorthand in practice

#### **Course Output:**

1. Learn how to do shorthand at industry-standard rates
2. Learn how to typewrite effectively and without error
3. Learn about advanced steno-typing topics and practice them
4. Learn how to use computer applications to get work done quickly
5. Take advantage of personality development sessions and impress interviewers
6. Develop the ability to work with others to achieve better results
7. Enhance your working potential through practical training
8. Gain industry-specific knowledge to better work in specific domains
9. Get attractive employment opportunities
10. Maximize your professional potential by learning from experts

#### **4 Diploma in Tourism Management**

**Credit: 40**

**Marks: 100**

##### **Course Input:**

1. Introduction to tourism
2. Tourism Business
3. Indian society and culture
4. Tourism resources and products
5. Soft skills
6. Tourism Business
7. Business communication
8. Guiding skills
9. Sources of tourist information
10. Nagaland culture and heritage
11. Educational field trip

##### **Course Output**

1. Gain supervisory skills and competencies necessary to meet the needs of everdemanding travel and tourism industry
2. Deliver a quality service in a workplace environment
3. Operate a computerized operation system
4. Choose a career path from a range of alternative option within the tourism enterprises and/ or progress to higher level programs

#### **5. Diploma in Music:**

**Credit: 40**

**Marks: 100**

##### **Course Input:**

1. Western Music History
2. Fundamentals of Music Theory
3. Voice Principles and Pedagogy
4. Choral Conducting
5. Musicianship

##### **Course Output:**

1. The students will gain an understanding of the basics of musical rhythm and melody
2. They will be acquainted with the most commonly used musical symbol.
3. The student's expertise in music instruments will be enabled
4. The student's skills in musical performance will be improved
5. The students will be more literate and knowledgeable music leaders.

## **6. Diploma in Cosmetology:**

**Credit: 40**

**Marks: 100**

### **Course Input:**

1. Skin Anatomy and Physiology
2. Skin Analysis and Client Consultation
3. Facial Treatments
4. Spa Therapies (Oriental and Western)
5. Temporary Hair Removal techniques
6. Nail Theory
7. Manicure and Pedicure
8. Make Up
9. Hair Analysis and Treatment
10. Hair Cuts
11. Personal Grooming
12. Business Ethics

### **Course Output:**

1. Perform hair care services for all types of hair including hair analysis, hair cutting, hairstyling, hair coloring and lightening, permanent waving and chemical relaxing.
2. Perform natural nail services including manicuring and pedicuring.
3. Perform basic skin care services including skin analysis, facials, makeup application and superfluous hair removal.

## Certificate Courses

### **1. Certificate in Graphic Designing:**

**Credit: 20**

**Marks: 100**

#### **Course Input**

##### **A. Photoshop**

1. Fundamentals (Photoshop)
2. Photoshop Interface Tools
3. Colour & Tonal Adjustment
4. Working with layer
5. Creating Shapes and Painting
6. Action (Recording our works)
7. Filters & Special Fx
8. Project Work

##### **B. Coral Draw**

1. Introduction to (Coreldraw)
2. Drawing with basic tools in CorelDraw
3. Applying and filling Colours and Outline
4. Editing and Transforming Object
5. Working with Text alignment and formatting
6. Special Effects & Palettes
7. Project Works

#### **Course Output:**

1. Freedom to express your imagination
2. Enhanced practical and theoretical knowledge in Adobe Photoshop and CorelDraw Graphics
3. Learning new techniques and skills
4. Opportunity to work with reputed companies
5. Social Media Post and Cover Design
6. Logo Design
7. Entertainment Poster Design
8. Advertisement Poster Design
9. Stable income
10. Freelance

## **2. Certificate in Cognitive Behaviour Therapy**

**Credit: 20**

**Marks: 100**

### **Course Input:**

1. Unit 1: Introduction to Cognitive Behavior therapy
2. Unit 2. Overview of treatment
3. Unit 3. Cognitive Conceptualization
4. Unit 4: Structure of the First therapy session
5. Unit 5: Behaviour Activation
6. Unit 6: Problems with structuring the therapy session
7. Unit 7: Identifying Automatic Thoughts
8. Unit 8: Identifying Emotions
9. Unit 9: Additional Cognitive and Behavioral techniques
10. Unit 10: Termination and relapse prevention

### **Course Output:**

1. Understand the interaction between cognitions, behaviors, emotions, and biology in the development and maintenance of psychological problems
2. Conceptualize client issues in cognitive-behavioral terms
3. Preliminary experience with clinical interview
4. Knowledge of primary CBT intervention techniques
5. Basic experience with cognitive behavioral intervention methods



### **3. Certificate in Home Nursing:**

**Credit: 20**

**Marks: 100**

#### **Course Input:**

#### **Theory:**

1. Functions of The Home Health Aid (Home Nurse)
2. Structure and Function of Human Body
3. Medical Terminology
4. Personal Hygiene and Hygiene Standards
5. Patient Safety
6. Primary Medical Care
7. Biomedical Waste Management
8. Emergency Medical Response
9. Professional Behaviour in Home-Care Setting
10. Patient's Rights
11. First Aid, Dressing and Measurements
12. Infection control and prevention
13. Nutrition, feeding
14. Personnel hygiene and care, Excreta Elimination
15. Positioning and transferring
16. Soft skills

#### **Practical:**

1. Primary Medical Care
2. First Aid, Dressing and Measurements
3. Emergency Medical Response
4. Infection control and prevention
5. Biomedical Waste Management
6. Positioning and transferring
7. Personnel hygiene and care, Excreta Elimination
8. Nutrition, feeding

## **Course Output:**

1. Describe the role of a Home Nurse and verbalize the roles of various healthcare providers.
2. Demonstrate the ability to perform clinical skills essential in providing basic healthcare services.
3. Demonstrate professional behavior, personal qualities and characteristics of a Home Nurse.
4. Apply principles of patient rights in a various simulated situation.
5. Demonstrate communication process of a home Nursing, which also reflects professional appearance and a positive attitude.
6. Practice infection control measures.
7. Demonstration of various positions used for the patient for reducing complications.
8. Demonstrate safe and efficient interventions for patient safety.
9. Demonstrate techniques to maintain the personal hygiene needs of a patient.
10. Demonstrate techniques to meet the elimination pattern of patients
11. Obtain accurate measurements of parameters required of patients.
12. State principles of nutritional support of the patient.
13. Demonstrate actions in the event of medical and facility emergencies
14. Apply the skills for geriatric/paralytic/immobile patient to cope with changes to their health and well-being.
15. Discuss the role of a basic healthcare provider and verbalize the roles of various healthcare providers.
16. Demonstrate techniques to maintain the personal hygiene needs of a patient.
17. Practice infection control measures.
18. Demonstrate the ability to perform clinical skills essential in providing basic healthcare services.
19. Demonstrate right methods of bio medical waste management.
20. Demonstrate Basic Life Support, Cardio Pulmonary Resuscitation and other actions in the event of medical and facility emergencies.
21. Demonstrate good communication, communicate accurately and appropriately in the role of Home Nurse and demonstrate professional appearance and demeanor.

#### **4. Certificate in Computer Hardware and Networking**

**Credit: 20**

**Marks: 100**

##### **Course Input:**

1. Fundamentals of Information & Operating Systems
2. Introduction to various networking devices
3. Basic Networking concept
4. Pc Assembling and Disassembling (Desktop and Laptop)
5. Formatting and Installation of Windows and Drivers
6. Computer Networking
7. N- Computing
8. Introduction to Server and Networking Security
9. Project works

##### **Course Output:**

- Candidates who have pursued computer hardware and networking courses can take up jobs in different companies ranging from start-ups to MNCs as all companies require skilled individuals who can solve technical and network issues within the organisations.

