ADI

COLLEGE OF COUNSELLING AND PSYCHOTHERAPY NIGERIA (ADI-CCPN)

Course Policies

Welcome, Students!

Welcome to ADI Counseling School, where lives are transformed through excellence in professional Christian Counseling education! We are delighted that you have decided to take classes with us towards your growth in your career, love for others and love for God.

This handbook is to inform you of the various requirements requested of our students in our efforts to ensure that students graduate with a strong professional counselor identity while demonstrating both knowledge and skill across the curriculum as well as professional dispositions.

Here you would find;

* Course program breakdown
* Registration and fees procedures
* Order of Study, Prerequisites, Coursework Transfer & Grading

Please keep this handbook as a reference for any question you may have regarding the administration of your course. If you are unable to locate a particular answer, please contact ADI student services at [adinigeria@gmail.com](mailto:adinigeria@gmail.com) or 0701-827-9969

Thank you for joining us at the ADI Counseling School

Course Registration and Fees

Registration

Students can either start our classes by registering for the Foundation Class or Basic Class before going further with any other course in ADI Counseling School to ensure you have a solid foundation in counseling. A registration form and passport photograph is required to register.

Our Courses

DIPLOMA COURSE

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Code** | **Duration** | **Credits/ Units** |
| Foundations of Counselling | DPC 101 | 3 | 4 |
| Understanding Psychology & Human Differences | DPC 102 | 3 | 2 |
| Person of the Counsellor | DPC 103 | 3 | 3 |
| Counselling Skills& Processes | DPC 104 | 3 | 4 |
| Theories of Counselling | DPC 105 | 3 | 4 |
| Children &Teenage Counselling | DPC 106 | 3 | 4 |
| Understanding A Child’s Personality & Career Counselling | DPC 107 | 3 | 2 |
| Marriage & Family Counselling | DPC 108 | 3 | 4 |
| Understanding Mental Health/ Addiction | DPC 109 | 3 | 4 |
| Crisis/Trauma Counselling | DPC 110 | 3 | 4 |
| Christian Counselling | DPC 111 | 3 | 4 |
| Report Writing/Progress Note | DPC 112 | 3 | 3 |
| Introduction Pre-Marital Counselling | DPC 113 | 3 | 3 |
| Ethics Considerations in Professional Counselling | DPC 114 | 3 | 2 |
| Understanding Therapy | DPC 115 | 3 | 2 |
| Emotional Intelligence: Self Awareness & Empathy | DPC 116 | 3 | 2 |
| Sex Therapy | DPC 117 | 3 | 2 |
| Grief Counselling | DPC 118 | 3 | 2 |
| Introduction to Research | DPC 119 | 3 | 2 |

ADVANCED DIPLOMA COURSE

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Code** | **Duration** | **Credits/ Units** |
| The Beginning Counsellor | DPC 201 | 6 | 2 |
| Theories of Counselling | DPC 202 | 6 | 4 |
| Work place Counselling | DPC 203 | 6 | 2 |
| Developing Therapeutic Alliance | DPC 204 | 6 | 2 |
| Setting up a Practice 1- 4 | DPC 205 | 6 | 6 |
| Faith - based Counselling | DPC 206 | 6 | 2 |
| Addiction Counselling | DPC 207 | 6 | 4 |
| Personal Therapy | DPC 208 | 6 | 2 |
| Marriage Counselling 2 | DPC 209 | 6 | 4 |
| Assessment In Counselling & Psychotherapy | DPC 210 | 6 | 2 |
| Pre - marital Counselling 2 | DPC 211 | 6 | 3 |
| Counselling Business | DPC 212 | 6 | 2 |
| Public Speaking for Counsellors | DPC 213 |  | 2 |
| Online Marketing & Business Branding | DPC 214 |  | 4 |
| Trauma Counselling 2 | DPC 215 |  | 4 |
| Sex Therapy 2 | DPC 216 |  | 2 |
| Online Counselling | DPC 217 |  | 2 |
| Play Therapy | DPC 218 |  | 2 |
| Research Methodology in Counselling | DPC 219 |  | 2 |
| Counselling Advocacy | DPC 220 |  | 2 |
| Introduction to Mindfulness & Mind Reading in Therapy Quantum Reality | DPC 221 |  | 2 |
| Project Writing | DPC 222 |  | 10 |
| Practicum/Internship | DPC 223 |  | 100 |
| **Total** |  |  | **168** |

\*Dynamics of Biblical Counseling and Theology &Secular Counseling are CCEF courses, which are optional and taken online

\*Practicum/ Internship are compulsory

\*Our 1 year Masters in Counseling is alsoongoing.

**Tuition, Fees & Discount**

Current course tuition can be requested from school admin/ student service. The tuition usually is inclusive of tea break, lunch, course materials, practicum and certificate. Students would have to make provision to get required textbooks and other study materials requested in the course.

Tuition should be paid in full before class start, if you would need an instalment payment plan, make your request known to Admin/Student service before class starts.

Discount are available for referrals, group participation and family members enrolling for a course the first family member had already taken with ADI. Discount are always available for students taking other CCEF courses through ADI. To receive this discount and get more information about our discounts and incentive, please contact Admin/student service [adinigeria@gmail.com](mailto:adinigeria@gmail.com)

**Order of Study, Prerequisites, Coursework Transfer & Grading**

We advise that students begin their studies with the foundation course which is optional if you had taken any counselling course previously or had standard counseling exposure and experience. However, the Basic Course is a prerequisite to partake in the Advance course; a counseling course taken from another institute cannot substitute for it, nevertheless participants could request a copy of their course records to be sent at a fee to an educational institute, employer or personal address.

All three certificates can be completed in one calendar year however students must have a ‘D’ or higher grade to earn a certificate at the end of a course,

Here is our Grading scale:

A- Excellent (90 above) B- Very Good (80-99) C- Good (70-79) D –Pass (50-69) F- Fail (49 below)

Our courses are offered on a termly and in-between term basis, however you would need to check our website [www.adi.com.ng](http://www.adi.com.ng) for details of scheduled course period and time required.

**Assignment/Essays/Project/Examination**

A key part of your learning experience with us is the assignments, essays, project, practicum and/or examination as would be requested of you towards a successful completion of your course. If you do not turn in an essay or final paper/project on the due date, you would have a 10 point off per day till the 4th day. After the fourth day, you would automatically fail that work.

Students are required to complete a 7 or 8 week practicum in conjunction with their counseling curriculum. You would be notified when your practicum or internship exercise is to commence and if you cannot take the practicum, internship or examination during the assigned time, contact student service and make arrangement to reschedule; otherwise it would be counted for you as failure.

**Books**

Students must purchase separately: Love Executioner and other Tales of Psychotherapy both by Elvin Yalom

**Special Requests**

Students with special request towards easy participation in course work or make up class should not hesitate to contact Admin/student services. 70% attendance is required for successful completion, failure to adhere would request the student to withdraw and enroll in the next class with a minimal fee.

Every student is expected to participate in ADI annual Counselors’ retreat/conference in Nigeria, and interested participants in CCEF annual counselling conference in the USA should likewise notify the Admin/student service.

**Penalty**

Active participation in class work and activities is required as class resumes 9am daily, lateness and lack of participation attracts a fine. Name tags should be pinned visibly and dropped after each class, loss of name tags also attracts a fine. Misconduct and other inappropriate behavior will attract disciplinary actions.

**Licensure, Accreditation, Approval and Partnership**

ADI is registered as a Counseling and Educational service with Cooperate Affairs Commission, Nigeria and have been given approval from both the Federal and State Ministry of Education and working on our accreditation. Our Professional Christian Counseling Course Certificate is not a license but a verification of your training so you can present yourself as a professional.

**ADI CORE VALUE**

**KEEP**

**K - KNOWLEDGE**

**E – EMPATHY**

**E - EXCELLENCE**

**P - PASSION/PROFITABILITY.**