

NATIONAL UNIVERSITY



Third Year Syllabus Department of Social Work

Four-Year B.S.S. (Honours) Course
Effective from the Session: 2013–2014

NATIONAL UNIVERSITY
Syllabus for Four Year B.S.S. Honours Course
Subject: Social Work

Session: 2013-2014

THIRD YEAR

Paper Code	Paper Title	Marks	Credits
232101	Social Work Methods: Case work and Group work	100	4
232103	Theories in Social Work Practice	100	4
232105	Voluntarism and NGOs in Bangladesh	100	4
232107	Working with the Poor: Policy and Practice	100	4
232109	Project Planning and Management	100	4
232111	Population Issues, Policy Planning and Services	100	4
232113	Human Rights, Social Justice and Social Work	100	4
232115	Crime and Society	100	4
	Total=	800	32

Detailed Syllabus

Paper Code	232101	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title	Social Work Methods: Case work and Group work			

Social Case Work

1. **Social Case Work as a Social Work Method:** Definition, Elements, Objectives, Principles and Scope, Ethical Issues in Casework Practice
2. **Problem Solving Process:** Psychosocial Study, Diagnostic Assessment, Prognosis, Referral, Treatment, Evaluation and Follow-up.
3. **Data Collection Techniques in Social Casework:** Interview, Observation, Home visit, Communication and Consultation, Case-records.
4. **Rapport Building:** Objectives and Principles, Transference and Counter Transference and Counter Transference of Ideas.
5. **Change Process in Casework Practice:** Basic Helping and Artistic Skills, Approaching the Non-voluntary and Alcoholic Clients.
6. **Case Work Recording:** Skills, Types and Its Importance in developing Indigenous Reading-materials. Preventive Aspects of Casework Service.
7. **Interviewing:** Importance, Techniques of Interviewing, Prerequisites and Types.
8. Casework Practice Fields in Bangladesh.

Social Group Work

1. **Social Group:** Nature and Types, Significance of Social Group for Individual and Social Development.
2. **Social Group Work:** Definition, Objectives and Principles, History of Group Work Development, Group Process, Personality Development and Leadership Training, Group Work Process and Group Dynamics, Major Elements, Positive and Negative Interaction Process. Use of the Knowledge of Group Dynamics. Functions of Social Group Work: Preventive, Curative, Rehabilitative, Educational and Developmental.
3. **Group Work Strategies:** Concept and Functions, Objectives, Planning and Development, Leadership, Supervision in Group Work, Counseling and Therapeutic Group Work. Group Therapy.
4. Group Work Proceedings, Recording, Objectives, Style and Importance of Group Work
5. Group Work Practice Fields in Bangladesh; Relationship with Community Development and Social Action.
6. Major NGO Approaches in Community Development and Social Group Work Practice.

Books Recommended:

Briestek, F. (1957). *The Case Work Relationship*. Chicago: Loyol University Press.

Friedlander, W. (1977). *Concepts and Methods of Social Work* (2nd ed.). New York: Prentice Hall.

Garrett, A. (1970). *Interviewing: Its Principles and Methods*. New York: Family Service Association of America.

Hailton, G. (1951). *Theory and Practice of Social Case Work*. New York: Columbia University.

Konopka, G. (1972). *Social Group Work: A Helping Process*. New York: Englewood Cliffs, Prentice Hall.

Wilson, G., & Rylad, G. (1949). *Social Group Work Practice*. USA: Houghton Mifflin Company.

সরকার, আব্দুল হাকিম। (২০০৯)। *দল সমাজকর্ম পদ্ধতি ও অনুশীলন*, ২য় সংস্করণ। ঢাকা: কলেজাল প্রকাশনী।

সরকার, আব্দুল হাকিম। (২০০৭)। *ব্যক্তি সমাজকর্ম পদ্ধতি ও প্রক্রিয়া*। ঢাকা: ইমা প্রকাশনী।

Paper Code	232103	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title	Theories in Social Work Practice			

1. **Evolution of Theories in Social Work:** Use of Theories in Practicing Social Work, Practice Theory and Theory of Practice in Social Work, Psychoanalytic Theory, System Theory, Role Theory, Learning Theory, Labeling Theory, Attachment Theory
2. **Crisis Intervention and Task Centred Models:** Wider Theoretical Perspectives, Application of Crisis Intervention and Task Centred Model in Casework Practice.
3. **Cognitive–Behavioural Theory:** An analysis of cognitive behavioural theory, its application in group and community practice, Behaviour Theory, Behaviour Modification Theory, Cognitive Theory.
4. **Social and Community Development:** Theoretical perspectives and their Application in Social Development practice, Community Development Approach and Social Development.
5. Anti-oppressive Social Work Theory, Structural Social Work Perspectives, Critical Social Work Perspectives, Social Exclusion Theory.

Books Recommended:

Friedlander, W. A. (1982). *Introduction to Social Welfare* (5th Rev. ed.). New-Jersey: Englewood cliffs, Prentice Hall Inc.

Hamilton, G. (1951). *Theory and Practice of Social Case Work*. New York : Columbia University Press.

Payne, M. (2000). *Social work practice*. London: Sage publications.

Smalley, K. E. (1969). *Theory of Social Practice*. New York: Columbia University Press.

Zastron, C. (2008). *Introduction to Social Work and Social Welfare*. Belmont: Thomson.

Paper Code	232105	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title	Voluntarism and NGOs in Bangladesh			

1. **Voluntarism:** Concept, Historical Perspectives, Voluntarism in Bangladesh.

2. **Legislations Relating to Voluntary Social Welfare Agencies:** Voluntary Social Welfare Agencies (Registration and Control) Ordinance 1961, The Foreign Donations (Voluntary Activities) Regulation Ordinance 1978 and The Foreign Contributions (Regulations) Ordinance 1982.
3. **National Council of Social Welfare:** Historical Background. Composition and Functions, Grants in Aid Program of the Government for Voluntary Agencies.
4. **Important National NGOs in Bangladesh:** Their Composition, Role, Contributions and Their Future Prospects in National Development: BRAC, Grameen Bank, CRP, ARBAN, Bangladesh Diabetic Association and Bangladesh Probin Hitaishy Shangha.
5. **Bureau of NGO Affairs:** History. Structure and Role in Bangladesh.
6. **Role of Some International Agencies in Bangladesh:** CARE, Oxfam, Action AID, DFID, Save The Children, US-Aid, ICDDR.B, World Vision, Bangladesh Red Crescent Society.
7. **Role of UN Agencies in the Field of Social Welfare in Bangladesh:** UNICEF, UNESCO. UNFPA, WHO, ILO, FAO. Problems and Prospects of Voluntary Social Welfare Agencies (NGOs) in Bangladesh.
8. Problems and Prospects of Voluntary Social Welfare Agencies (NGOs) in Bangladesh.

Books Recommended:

Aves, G. M. (1969). *The Voluntary Workers in the Social Services*. London: Bedford Square Press of NCSS.

Chowdhury, D. P. (1971). *Voluntary Social Welfare in India*. New Delhi: Sterling Publishing.

GoB. (1992). *NGOs in Bangladesh, NGO Affairs Bureau*. Dhaka: NGO Affairs Bureau.

Reports, A. *Relevant Records and Documents of Different NGOs and Government of Bangladesh*.

Samad, M. (2002). *Participation of the Rural Poor in Government and NGO Programs*. Dhaka: Mowla Brothers.

আনু, মুহাম্মদ। (১৯৮৮). *বাংলাদেশ উন্নয়ন সংকট এবং এনজিও মডেল*। ঢাকা: প্রাচী প্রকাশনী।

সামাদ, মুহাম্মদ। (১৯৯৪). *বাংলাদেশের গ্রামীণ দারিদ্রমোচনে এনজিওর ভূমিকা*। ঢাকা: আগামী প্রকাশনী।

Paper Code	232107	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title	Working with the Poor: Policy and Practice			

1. **Poverty:** Meaning, Causes, Characteristics and Types of Poverty.
2. **Poverty Reduction Perspectives:** Marxist, Functionalist, Structural Functionalist, Culture of Poverty and Situational Constraints Perspectives.
3. **Approaches to Alleviating Poverty:** Income and Material-support, labour market strategies, Early Intervention, Community Building Initiatives.

4. Knowledge, Skills and Attitude Required for working with the poor, Participation of the Poor in Poverty Reduction Strategies.
5. **Major Actors in Poverty Alleviation in Bangladesh:** Role of GOS and NGOs; Activities of International Organizations. Millennium Development Goals (MDGs), PRSP.
6. **Micro-Finance:** Concept, History, Origin, Role of Micro-Finance in Poverty Reduction-Process in Bangladesh.
7. **Application of Social Work Knowledge and Skills in Reducing Poverty.**
8. **Poverty Alleviation:** Human Resource Management, Safety-net Programs, Education and Health Empowerment.
9. **Success, Barriers and Challenges in Poverty Alleviation Programs in Bangladesh.**

Books Recommended:

GoB. (2009). *Bangladesh Economic Review-2009*. Dhaka: Ministry of Planning.

GoB. (2005). *PRSP. Planning Commission*. Dhaka: Ministry of Planning.

NASW. (1995). *Encyclopedia of Social Work* (19th ed.). Washington DC: NASW Press.

Samad, M. (2002). *Participation of Rural Poor in Government and NGO Program*. Dhaka: Mowla Brother.

বাংলাদেশ সরকার। (২০০৯). *বাংলাদেশ অর্থনৈতিক সমীক্ষা*। ঢাকা: অর্থ মন্ত্রণালয়।

সামাদ, মুহাম্মদ। (২০০৩). *বাংলাদেশ গ্রামীণ দারিদ্রমোচনে এনজিওর ভূমিকা*। ঢাকা: আগামী প্রকাশনী।

রহমান, রশিদান ইসলাম। (১৯৯৮). *দারিদ্র ও উন্নয়ন: প্রেক্ষাপট বাংলাদেশ*। ঢাকা: বিআইডিএস।

Paper Code	232109	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title	Project Planning and Management			

1. Project: Concept, Characteristics, Types, Steps and Project Life Cycle.
2. Log Frame/Logical Framework: Concept, Components, Importance.
3. Network Analysis: Concept, Objectives, Components, Tools and Techniques of Network Analysis, Critical Path Method (CPM) is a Network Analysis.
4. Project Appraisal/ Feasibility Study of Project Designing: Concept, Types, Financial, Economical, Technical, and Managerial Appraisal. Appraisal of Service Sector Projects. Application in Social Welfare Related Projects. Project Appraisal Criteria/Investment Criteria-Discounting, Criteria-Net Present Value (NVP), Benefit Cost Ratio (BCR), Internal Rate of Return (IRR), Non-Discounting Criteria, Payback Period, Accounting Rate of Return (ARR).
5. Project Management: Concept, Characteristics, Importance; Project Manager and His/Her Qualities.

6. Social Welfare Management Process: Goal Setting, Planning, Controlling, Staffing, Directing, Supervising, and Co-ordinating.
7. Important Theories, Models and Approaches of Management Related to Social Welfare Management System: Human Resource Approach, Abraham Maslow's Theory, Human Relation Model, The Supportive Model, Structural Approach, the Seven-S Framework, Management by Objectives (MBO), the Managerial Grid.
8. Monitoring for Social Welfare Project: Concept, Characteristics, Types, Steps, techniques and Importance.
9. Project Evaluation: Concept, Types, Steps and Techniques, Application of Evaluation Techniques in Service Sector Projects in Bangladesh.
10. Social Work Project Planning and Management.

Books Recommended

Chadha, S. (1989). *Managing projects in Bangladesh*. Dhaka: Dhaka University.

Chandra, P. (2002). *Project- Planning, analysis Financing, Implementation and Review*. New Delhi: Tata McGraw-Hill.

Davis, K. (1982). *Human Behavior at Work-Organizational Behavior*. New Delhi: Tata McGraw-Hill.

Goel, B. (2002). *Project Management-Principles and Techniques*. New Delhi: Deep.

Griffin, R. W. (1998). *Management*. Dehli: AITBS.

Sirajudding, M. (1980). *Project Manamement: Compilation of Lecture Materials*. Dhaka: Ministry of Planning.

Paper Code	232111	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title	Population Issues, Policy Planning and Services			

1. **Population and Demography:** Meaning, Scope and Importance, Difficulties of Demographic Study in Bangladesh.
2. **Some Basic Concepts of Demography:** Fertility, Mortality, Migration, Nuptiality, Adolescence and Reproductive Health. Its impact on population growth in Bangladesh.
3. **Methods of Demographic Data Collection:** Population Census, Demographic Sample Survey, Vital Registration System, Population Register.
4. **Theories on Population:** Malthusian and Marxist perspectives, Demographic Transition Theory.
5. **Bangladesh Population:** Nature, Structure, Composition and Distribution, Dimensions of Population Problem. Role of Social Workers in Combating Population Problem in Bangladesh.
6. **Population Policy in Bangladesh:** Historical Evolution, Main Features, Reflection of Population Policies in the Five Year Plans, Reviewing Population Policy.

7. **Population Control and Family Planning Programmes in Bangladesh:** History, Achievements, Problems and Prospects, Role of GOs and NGOs.
8. **Instruments of Population Control:** Conventional and Modern; Methods of Population Control.
9. **Population Management and Human Resource Development:** Social work strategies in Facilitating Family Planning programs in Bangladesh.

Books Recommended:

Govt. of Bangladesh. (2002). *Population Census, 2001*. Dhaka: Bangladesh Bureau of Statistics.

Raj, H. (1990). *Fundamental of Demography* (4th ed.). New Delhi: Surjeet Publication.

U. N. ESCAP. (1981). *Population of Bangladesh*. Bangkok: Monograph Series N.8.

আকবর, মুহাম্মদ আলী সম্পাদিত। (১৯৮৯). *বাংলাদেশের জনসংখ্যা সমস্যা ও পরিবার পরিকল্পনা, সমাজ উন্নয়ন ও সমাজ কর্মের প্রেক্ষিত*। ঢাকা: সমাজকল্যাণ ও গবেষণা ইনস্টিটিউট, ঢাকা বিশ্ববিদ্যালয়।

সাহাউ উদ্দিন, এ,টি,এম। (১৯৮২). *আধুনিক জন বিজ্ঞান*। ঢাকা: বুক সোসাইটি।

Paper Code	232113	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title	Human Rights, Social Justice and Social Work			

1. **Human Rights and Social Justice:** Concepts, Philosophy and Types; Different Perspectives of Human Rights.
2. **Development of Human Rights:** Historical Perspectives of the Development of Human Rights.
3. **Human Rights in Major Religions:** Islam, Hinduism, Buddhism and Christianity.
4. **Human Rights of some Vulnerable Groups:** Rights of Children. Women, Older Persons. Workers, Consumers and Tenants.
5. **Role of UN in Protecting Human Rights:** Universal Declaration of Human Rights, Convention on Elimination of all forms of Discrimination Against Women (CEDAW). UN Convention on the Rights of the Children, 1989. UN Principles on Older People.
6. **Situation of Human and Fundamental Rights in Bangladesh:** Constitutional Provisions of Human Rights in Bangladesh.
7. **Role of NGOs in Promoting Human Rights with Special Reference to Bangladesh:** Ain-O-Shalish Kendra, Bangladesh Jatiyo Mohila Ainjibi Samity, Society for Enforcement of Human Rights. Human Rights Commission, Institute of Democratic Rights and Amnesty International, Transparency International Bangladesh (TIB).
8. **Role of Government Agencies in Enforcing and Promoting Human Rights:** Ministry of Home. Ministry of Law, Justice and Parliamentary Affairs, Ministry of Women Affairs.

Books Recommended:

Nations, U. (1989). *Convention on the Rights of the Child*. New York: United Nations.

Nations, U. (1992). *Teaching and Learning about Human Rights*. New York: United Nations.

Nations, U. (1948). *Universal Declaration of Human Rights*. New York: United Nations.

আক্তারুজ্জামান ও অন্যান্য। (১৯৮০). *বাংলাদেশে মৌলিক অধিকারের সাংবিধানিক ভাষ্য*। ঢাকা: বাংলাদেশ মানবাধিকার সংস্থা।

ওহমান, গাজী শামসুর। (১৯৯৩). *মৌলিক অধিকার ও মানবাধিকার*। ঢাকা: বাংলাদেশ মানবাধিকার বাস্তবায়ন সংস্থা।

শাহেদ, সৈয়দ মোহাম্মদ ও অন্যান্য। (১৯৯৯). *মানবাধিকার: ৫০ বছরের অগ্রযাত্রা*। ঢাকা: বাংলাদেশ জাতিসংঘ সমিতি।

Paper Code	232115	Marks: 100	Credits: 4	Class Hours: 60 hrs.
Paper Title	Crime and Society			

1. **Crime:** Definition, Evolution of crime (official and non official crime), Roots of crime. Characteristics of Crime, Differences between crime and sin, Crime and Deviance, Crime and Immorality. Crime as a social problem.
2. **Patterns of Crime:** Women and crime, Violent crime, White collar and Professional crime, Organized Crime, Crime in Custody, Abnormal sex offenses, Homicide and suicide, Trafficking (both human and drugs). Political Crime, Crime in Urban and Rural Areas. Criminal syndicate, Destruction of organized crime.
3. **Crime and social process:** Criminal behaviour, Physiological and psychological factors factors for crime, social institutions and crime, the Home and Family in relation to crime. Crime and social environment.
4. **Crime and Criminal Law, Crime Index:** Reported and Actual Crime
5. **Issues of Development and Crime:** Industrialization, Modernization, Globalization and Urbanization.
6. **Environmental Issues of Crime:** Politics, Gender and Social Inequality.
7. **Dimensions of Crime:** Age, Sex, Race, Ethnicity and Religion.
8. **Crime and Social Problems:** Unemployment problems, Corruption and black money in Society, Juvenile Delinquency and Drug abuse, Cyber Crime, Crime against Women and Children (child Abuse, Acid Throwing, Rape, Eve-Teasing, etc.)
9. **Correction and Prevention of Crime:** Correctional services, Probation and Parole, Measures for Preventing crime and establishing Justice. Religious and Moral training to prevent criminal activities, Practice of social work with criminals.

Books Recommended:

Dressler, D. (1962). *Practice and Theory: Probation and Parole*. New York: Columbia University Press.

Sarker, A. H. (2001). *Juvenile Delinquency*. Dhaka: Numan Nursery Development.

Sutherland, E. H., & Cressey, D. R. (1964). *Principles of Criminology*. Chicago: J.B. Lippincott Company

ঘোষাল, পঞ্চগনন। (১৯৭৬). *অপরাধতত্ত্ব*। কলিকাতা: বাক সাহিত্য প্রকাশনী।

সরকার, আবদুল হাকিম। (২০০৭). *অপরাধবিজ্ঞান: তত্ত্ব ও বিশ্লেষণ*। ঢাকা: কলেজাল প্রকাশনী।

সাদেক, অপরাধ ও সংশোধন।