

SYLLABUS FOR THE SUBJECT OF SOCIAL WORK

Paper-I

Total Marks: 100

1. Introduction To Social Welfare

- a) Definition and Scope
- b) Historical Perspective of Social Welfare in Pakistan

2. Pakistani Society

- a) Definition and description of the term "Society"
- b) Characteristics of Pakistani Society
- c) Comparison of Rural and Urban Communities

3. Culture

- a) Definition and description of the term "Culture" and its importance
- b) Characteristics of Pakistani Culture
- c) Influence of allied cultures on Pakistani Culture
- d) Social norms-definition and stages (i.e. folkways, more and laws)
- e) Socialization-definition and description and factors of socialization (i.e. Family, Neighborhood, Peer group, Religious Institute. Educational Institutions, Mass media and Communication.

4. Social Institutions

- a) Definition and description of "Social Institutions"
- b) Types of Social Institutions: Primary, Secondary
- c) Functions of the following:
 - Family Institution
 - Political Institution
 - Educational Institution
 - Religious Institution
 - Economic Institution
 - Recreational Institution
- d) Importance of social institutions.

5. Social Change

- a) Definition and area of "Social Change"
- b) Process and effects of social change on Society
- c) Factors which promote and hinder social change

6. Social Problems of Pakistan

- a) Major and explanation of social problems
- b) General causes of social problems
- c) Major social problems of Pakistan (An orientation)
 - Drug addition
 - Over population
 - Juvenile delinquency
 - Crime
 - Child labor
 - Child abuse and neglect
 - Bonded labor
 - Poverty
 - Unemployment
 - Illiteracy
 - Beggary
 - Environment
 - Violence

RECOMMENDED BOOKS:

1. *W.A. Friedlander, Introduction to Social Welfare. Prentice-Hall, Englewood Cliffs, U.S.A.*
2. *A.S. Livingston, Social Work in Pakistan, Lahore, West Pakistan Social welfare Council.*
3. *Arthur C. Fink, The field of Social work, new Your, Hold, Rinehart, 6th Ed. 1974.*
4. *Skidmore Thackeray, Introduction to Social Work, New Jersey, Prentice-Hall, 1964.*
5. *Elizabeth A. Ferguson, Social Work, an Introduction. New York, Lippinco H. 1969.*
6. *Ogburn Nimkoff, Hand Book of Sociology, London Rout ledge and Kegan Paim.*
7. *Sociology and Social Change, Amanda Coffey, open University Press, Celftic Court 22 Ball moor Buckingham MK 18 IXW.*
8. *Paul. B. Horton, The Sociology of Social Problems, New York Prentice Hall.*
9. *Prof. Abdul Hameed Taga, 1999, Sociology & Problems, Abdul Hameed & Sons, Publisher, Lahore.*
10. *M. Khalid, Social Work methods and Practical, Kifayat Academy Karachi, 1995.*

1. Nature and Philosophy of Social Work

- a. Definition and philosophical base of social work
- b. Objectives of social work practice
- c. Basic principles of social work
- d. Professional and voluntary social work

2. Islam and Social Work

- a. Islamic concept of social welfare and professional social work.
- b. Worth and dignity of individual.
- c. Rights and responsibilities of individuals in Islamic Society.
- d. Social relationship in Islam i.e. Family, Neighborhood, Mosque.

3. Methods of Social Work

PRIMARY METHODS

i. Social Casework

- a) Definition and description of social case work
- b) Elements/Components of social case work (person, problem, place, professional person and process)
- c) Principles of social case work
- d) Phases/steps in social case work
- e) Fields of application of social case work practice
- f) Role of Professional worker in case work practice

ii. Social Group work

- a) Definition and description of social group
- b) Types of social groups (primary and secondary, formal and informal groups)
- c) Stages of group development
- d) Definition of social group work and its philosophy
- e) Objectives of social group work
- f) Components of social group work (group, agency, and group worker)
- g) Principles of social group work
- h) Fields of application of group work practice
- i) Role of professional worker in-group work practice

iii. Community Development

- a) Definition and description of community
- b) Definition of community organization and development
- c) Objectives of Community Development
- d) Phases/steps in community development (study of monitoring and evaluation)
- e) Principles of community development
- f) Role of professional worker in community

SECONDARY METHODS

i) Social Research

- a) Definition and description of social research
- b) Phases/steps in social research
- c) Tools of data collection (questionnaire, interviewing schedule, Interview guide and observation)

ii) Social Action, Policy and Administration

- a) Definition and description of social welfare administration
- b) Importance of social welfare administration in social work

iii) Social Action

- a) Definition and description of social action
- b) Importance of social action in social welfare

4. Fields/Area of Social Work

- a) School social work
- b) Medical social work
- c) Community development
- d) Child welfare
- e) Youth welfare
- f) Women welfare
- g) Welfare of the Physically disabled
- h) Welfare of the mental retarded
- i) Welfare of the socially dis-advantaged
- j) Welfare of the Juvenile Delinquents and Adult Criminals

5. Role of Voluntary Social Welfare Agencies in Socio-Economic Development

- a) Definition and description of social welfare agency
- b) Types of social welfare agencies (government, semi-government, voluntary/NGOs)
- c) Role of the voluntary social welfare agencies, socio-economic development

RECOMMENDED BOOKS

1. *Friendlander M. Der. Concepts and Methods of social work, Prentice-Hall, N.W. Jersey.*
2. *Hamilton, Gordon, Principles of Case, Recording, New York Columbia University Press.*
3. *Perelman, Halen, Social Case Work, A Problem solving process, Chicago The University of the Chicago Press.*
4. *Richmond, Mary, E. Social Diagnosis, New York, Russell Foundation*
5. *Douglas Tom, Group Work Practice, Cambridge, Tailstock publication, 1976*
6. *Arthur Dunham, 1958, Community Welfare Organization Principles & Techniques Practices. Thomas Y. Crowell Company, New York, p-14*
7. *Arthur Dunham, 160. Community Development, p.p. 178-186 in social Work Year Book, Edited by Russell H. Kurtz, New York, national Association of Social Workers.*