FOUNDATION COURSES

INTRODUCTION TO SOCIAL WORK

OBJECTIVES
The objective of this course is to acquaint and familiarize students with the basic concepts and, scope of Social work.

CONTENTS
Introduction
1. Definition of social work
2. Philosophical base of social work
3. Generic principles of social work
4. Professional and voluntary social work
5. Islamic concept of social work
6. Modern concept of social work
    a. Preventive
    b. Curative
    c. Rehabilitative
7. Social Work methods
    a. Primary methods
        i.   Social Case work;
        ii.   Social group work
        iii. Community organization
    b. Secondary methods
        i.   Social Welfare Administration
        ii.   Social Research
        iii. Social Action
8. Important fields of social work practice
    a. Health
    b. Education
    c. Minorities
    d. Begging

RECOMMENDED READINGS
1. Adams, R. (2003). *Social work and empowerment*. London: Palgrave Macmillan.
2. Ambrosino, R. (2005). *Social work and social welfare introduction*. Mexi: Thomson.
3. Bogo, M. (2007). *Social work practice*. New Dehli: Rawat Publications.
4. Catherine N. D. & Karen M.S. (2012). *Social Work Fields of Practice*. Canada: John Wiley&Sons.
5. Gautam, P.R. & Singh, R.S. (2011). *Principles and practices of*

Social Work. New Delhi: Balaji Offset.

6. Healy, K. (2012). *Social work methods and skills: The essential foundations of practice.* New York: Palgrave Macmillan.

7. Hepworth, D. H. & Rooney, R. (2010). *The Direct Social Work Practice: Theory and skills.* Belmont: Brook cole.

8. Jane M. & Ronnie, E. (2006). *Practice Skills in Social Work & Welfare*. Chennai(India): Allen& Unwin.

9. Khalid, Muhammad (1990). *Sociological Theory: A Historical Perspective.* Karachi: Kifayat Academy.

10. Khalid, Muhammad (2014). *Social Work: Theory & Practice*. Karachi: Kifayat Academy.

11. Kirst-Ashman,K. (2003). *Introduction to social work and social welfare: critical thinking perspectives.* MEXI, Thomson.

12. Liz O', R. (2010). *Recording in Social Work*. UK: Hobbs, Southampton.

13. Louise, C. & Stephen, J. Y. (2011). *Social Work Practice: A Generalist Approach.* New Delhi: Asoke K. Ghosh.

14. Maidment, J. (2006). *Practice skills in social work & Welfare*. AUST: Allen & Unwin.

15. Michael, B. S. & Pam, T. (2012). *Social Work with Disabled People*. BASW Palgrave Macmillan.

16. Mohammad, N. (2005). *Social work for weaker sections*. New Dehli: Anmol Publications.

17. Rameshwari, D. & Ravi, P. (2004). *Social work Methods: Practices and Perspective*. Jaipur: Mangal Deep.

18. Rory, T. & Leonie, N. (2002). *Reflection on Current Social Work Practices*. New Zealand: Murray Lock.

19. Safdar, S. (2008). *Introduction to Social Work*. Peshawar: University of Peshawar.

20. Shah, N. A. (1994). *The Self Employed Women in Pakistan*. Karachi: P&WS + NEWS Karachi.

21. Shah, N. A. (2001). *Karachi kay Nu Umar Mehnatkash Bachechey Aur Bachchiyan: Ek Jaiza*. Karachi: Bcc & T Press University of Karachi.

22. Shah, N. A. (2004). *Karachi ki Gadagar Larkiyan: Ek Jaizao. (Social Problems in Pakistan).* Karachi: Bcc + T Press , University Of Karachi.

23. Shah, N. A. (2015). *The Aging Home- Based Women- Workers in Karachi*. Karachi: Bcc + T Press, University Of Karachi.
24. Suresh, S. (2013). *Handbook of Social Work Skills and Knowledge*. New Delhi.
25. Thompson, N. (2010). *Theorizing Social Work Practice*. Palgrave, London.
26. Veronica, C. & Joan, O. (2012). *Social Work Practice*. BASW Palgrave Macmillan.
27. Waston, D. (2006). *Social work process and practice:approaches, knowledge and skills*. New York: Palgrave.

SOCIAL WELFARE SYSTEM IN PAKISTAN

OBJECTIVES
The course will enable the students to understand the concept of Social Welfare in Islam and its evolution at national level. The course will help the students to understand the modern concept of Social Welfare, Social Work and Welfare Polices in Pakistan.

CONTENTS

Introduction
1. Definition and Related Concepts
   a. Functional definition
   b. Descriptive definition
2. Relationship between social welfare and social work
3. Historical development of social welfare in Pakistan
4. Political system in Islam
5. Concept of sovereignty in Islam
6. Concept of social welfare in Islam
   a. Widows
   b. Orphans
   c. Sick
   d. Minorities
   e. Elderly
7. National Social welfare plans in Pakistan
   a. Five year Plans
   b. Contemporary social protection nets in Pakistan
8. Seminar on
   a. Structure and functions of social welfare ministry/departments in Pakistan
   b. Socio-economic system of Islam
   c. The role of Zakat Department and Pakistan Baitulmal in poverty alleviation

RECOMMENDED READINGS

1. Banks, S. (2001). *Ethics and Values in Social Work*. New York: Palgrave.
2. Bisno, H. (1952). *The Philosophy of Social Work*. Washington D.C: Public Affairs Press.
3. Compton, B. R. & Gala, B. (1984). *Social Work Process*. Chicago: Dorsey Press.
4. Fink, A. (1963). *Field of Social Work*. New York: Holt, Rienehart and Winston.
5. Friedlander, W.A. (1957). *Concepts and Methods of Social Welfar*e. New York: Practice Hall.
6. Government of Pakistan, (2003). *The Five Year Plan, MTDF (Medium Term Development Framework 2001-2011*. Islamabad: Planning Commission of Pakistan.
7. Hepworth, D. H. & Lesser, J. A. (1990). *Direct Social Work Practice: Theory and Skills*. California: Wordsworth.
8. Khalid, M. (2014). *Social Work Theory and Practice with special reference to Pakistan*. Karachi: Kifayat Academy.
9. Morales, A. T. & Sheofor, B. W. (1998). *Social Work: A Profession of Many Faces*. U.S.A: Allyn & Bacon.
10. Omer, S. (1960). *Professional Education for Social Work*. Lahore: University of Punjab.
11. Picecard, B. J. (1988). *Introduction to Social Work*: A Primer. Chicago: The Dorsey Press.
12. Popple, P. R. & Leslie L. (2010). *Social Work, Social Welfare and American Society*. Pearson.
13. Rehmatullah, S. (2003). *Social Welfare in Pakistan*. Karachi: Oxford University Press.
14. Siporin, M. (1975). *Introduction to Social Work Practice*. New York: Macmillan Publishing Co. Inc.
15. Skidmore, R. A. (1982). *Introduction to Social Work*. New Jersey: Prentice-Hall.
16. Young, P. (2001). *Mastering Social Welfare*. London: Macmillan Press limited.
17. Zastrow, C. (2012). *The Practice of Social Work*. Chicago: Dorsey Press.

SOCIETY AND SOCIAL INSTITUTIONS

OBJECTIVES

The purpose of this course is to acquaint students with the structure and function of society as well as social institutions.

CONTENTS

1. Definition and description of society
2. Evolution of Society
3. Characteristics of Society
4. Forms of Society
5. Culture and related concepts
6. Definition and description of social institutions.
7. Structure and characteristics of social institutions.
8. Types of Social Institutions.
    a. Primary
    b. Secondary
9. Functions of Social Institutions.
    a. Family Institution
    b. Religious Institution
    c. Political Institution
    d. Educational Institution
    e. Economic Institution
    f. Recreational institution

RECOMMENDED READINGS

1. Chirot, D. (1994). *How Societies Change*. (2nd ed.). UK: Pine Forge Press, Sage Publication Company.
2. Eitzen, D. S. (2013). *Social Problems*. Boston: Allyn and Bacon, Inc.
3. Ferguson, S. J. (2002). *Mapping the Social Landscape*. (3rd ed.). USA: McGraw-Hill Companies, Inc.
4. Gelderblom, D. (2003). *Social Institutions*. USA: Oxford University Press.
5. Griswold, W. (2008). *Culture and Societies in a Changing World*. New Dehli: Sage Publication Company.
6. Julian, J. & Kornblum, W. (2011). *Social Problems*. New Jersey: Prentice-Hall, Inc.
7. Khalid, Muhammad. (2003). *Social Problems of Pakistan*. Karachi: Kifayat Academy.
8. Marger, M. N. (2002). *Social Inequality: Patterns and Processes*. USA: McGraw-Hill Higher Education.
9. Singh, L. (2007). *Anatomy of Social Problems*. New Dehli: Cyber Tech Publications.

HUMAN GROWTH AND PERSONALITY DEVELOPMENT

OBJECTIVES
The aim of the course is to enable the graduates of social work to comprehend the personality structure of the client. It also interprets the personality dynamics of the human being while working as team member in Social work settings.

CONTENTS
1. Meaning and significance of human growth
2. Basic assumptions of human behavior
3. Approaches to the study of human development
4. Principles of human development
5. Factors which influence human growth/development
6. Phases of human development (The Biological and Psychological development of the individual)
    a. Pre-natal and post-natal development
    b. Infancy
    c. Pre-School Child
    d. School Child
    e. Puberty
    f. Adulthood
    g. Old Age
7. Levels of functioning of human mind and behavior perspectives
    a. Conscious level
    b. Subconscious level
    c. Unconscious level
8. Components of human personality
    a. Id
    b. Ego
    c. Super-Ego
9. Theories of personality development
    a. Freud's Psycho Analytic Theory
    b. Jung's Analytical Theory
    c. Social Psychological Theory of Adler
    d. Eric Erikson's Psychoanalysis and the life cycle
10. Concepts of abnormal behavior
    a. Psychotic Disorder
    b. Neurotic Disorder
    c. Psychosomatic Disorder
11. Role of Nature & Nurture in Personality Development
12. Defense mechanisms

RECOMMENDED READINGS

1. Justin, P. (1970). *Human Development*. New York: McGraw Hill Book and Company.
2. Fink, A. E. (1974). *The Field of Social Work*. New York: Holt Reinhort and Winston inc.
3. Hurlock, E. B. (1972). *Child Development*. New York: MacGraw Hill Book Company.
4. Loveii, K.(1971). *The Introduction to Human Development*. London: Scoth Foresman inc.
5. Ryner, E. (1975). *Human Development*. London: Gorge Alien and Union Ltd.
6. Fitch, S. K. (1970). *Insights into Human Behavior*. Booster: Hoiirook Press.
7. Hawks G. R. (1969). *Behavior and Development from 5 to 12*. London: Harper.
8. Hurlock, E. B. (1978). *Adolescent Development*. New York: McGraw Hill Book Company.
9. Diance, E. R. & Wendkos O. S. (1978). *Human Development*. New York: McGraw Hill Book Company.
10. Harold C. W. (1981). *Approaches to Child and Family Policy*. Colorado: West View Press.
11. Richard, S. S. (2001). *Life's Choices Problems and Solutions*. Sydney: Wadsworth/Thomson Learning.
12. Scmin, G. R. & Fiedfer, K. (1996). *Applied Social Psychology*. London: SAGE Publications Ltd.
13. Bean, P. (2001). *Mental Disorder and Community Safety*. New York: Palgrave Houndmiils, Basingstoke.
14. Kerfoot, M. (1988). *Problems of Child hood and Adolescence*. New York: Macmillan.

SOCIAL PROBLEMS IN PAKISTAN

OBJECTIVES

To help students understand the concept of social problems prevailing in Pakistani society, their causes and effects, and possible ways leading to solution of these problems.

CONTENTS

1. Introduction
   a. Definition and nature of social problem
   b. Importance of study of social problems
   c. Definition of social evil
   d. Difference between social problem & social evil

     e.   Impacts of social problems on development
     f.   Role of Social worker in the solutions of social problems

2.   Social problems
     a.   Crime.
     b.   Over Population
     c.   Juvenile Delinquency
     d.   Illiteracy
     e.   Poverty
     f.   Social Inequality
     g.   Beggary
     h.   Unemployment and under employment,
     i.   Child Labour.
     j.   Drug Addiction
     k.   Labour Problems
     l.   Gender based Violence
     m.   Corruption
     n.   Terrorism
     o.   Urbanization

RECOMMENDED READINGS

1.   Anwar, A. (2006). *Applied Sociology (Social Problems and Research)*. Department of Sociology, University of Peshawar: Saif Printing Press.
2.   Baqai, S. (2000). *Social Problems of Pakistan*. Karachi: Kafayat Academy.
3.   Bhatti, I. A. (1995). *Model English Essays for Competitive Examinations*. Lahore: Bhatti Publishers.
4.   Chaudhry, M. I. (1985). *Pakistani Society.* Lahore: Aziz Publishers.
5.   David, W. W. (2000). *Crime and Criminal Careers*. New York: Cambridge Press.
6.   Eitzen, D. S. & Mazine, B. Z. (1996). *Social Problems*. Boston: Allyn & Bacon.
7.   Gerald, S. (2000). *Social Work and Social Problems*. Macmillan Press London.
8.   Hussain, A. (1994). *Poverty Alleviation in Pakistan*. Lahore: Vanguard.
9.   Kenneth, J. M. (1991). *Social Problems*: *A Critical Approach*. London: Macgraw Hill.
10.   Khalid, Muhammad. (2014). *Social Work: Theory and Practice*. Karachi: Kafayat Academy.
11.   Kohli, A. S. (1997). *Poverty Alleviation Housing Problems*. New Dehli: Annual Publication.

12. Lauer, R. H. (2013). *Social Problems and the Quality of life*. Lowa: Wm.C.Brown Publishers.
13. Michel, O. & Bob S. (2012). *Social Work with Disable People*. UK: Macmillan.
14. Quddus, S. A. (1990). *Social Change in Pakistan*. Lahore: Progressive Publishers.
15. Rehmatullah, S. (2003). *Social Welfare in Pakistan*. Karachi: Oxford University Press.
16. Safdar, S. (1999). *Introduction to Social Work*. Peshawar: Wahdat Printing Press.
17. Safdar, S. (2007). *Social Work: Theory and its Implication*. University of Peshawar.
18. Taga, A. H. (1998). *Sociology and Social Problems*. Lahore: Abdul Hameed and Sons publishers.

SOCIAL POLICY AND PLANNING

OBJECTIVES
The aim of the course is to enable the students to understand concept of social policy and planning. It gives an understanding regarding the significance of social policy in the field of social welfare. It also familiarizes students with the process of translating social policies into social planning.

CONTENTS
1. Definition, nature, scope
2. Concept of social policy in Islam
3. Objectives and determinants of social welfare policy
4. Constituents of social policy
5. Social legislation as instruments of social policy
6. Values' consideration in social welfare policy
    a. Ensuring individual's dignity and integrity
    b. Protection of family institution's survival
    c. Ensuring vulnerable' rights protection
    d. Ensuring human's respect and cooperation
7. Strategy to achieve objectives
8. Social welfare policies of Pakistan (1955, 1988, 1992, 1994)
9. Definition and concept of social welfare planning
10. Interdependence of economic, social and physical planning
11. Steps of Social Planning
12. Organizational and administrative frame work for planning
13. Education, Health, Labour, Youth, Women, Housing, Disabled, Social Welfare, Population, Sanitation and Environment

RECOMMENDED READINGS
1. Adams, R. (2002). *Social Policy for Social Work*. New York: Palgrave Macmillan.
2. Alexander, R. (2003). *Understanding legal concepts that influence social welfare policy and practice*. Belmont, CA: Brooks/Cole.
3. Austin, M. J. & Jeffery, R. S. (2000). *Managing in the planning process. In* The handbook of social welfare management. Thousand Oaks, CA: SAGE.
4. Bamberger, M. & Hewitt, E. (1986). *Monitoring & Evaluation Urban Development Programs*. A Hand Book for Program Managers & Research/BK 0775 World Bank Technical Paper No. 53, Publisher World Bank ASIN
5. Dean, H. (2012). *Social Policy: Short Introduction* (2nd ed). Cambridge: Polity press.
6. Dermon, W. & Whiteford, S. (1985). *Social Impact Analysis & Development Planning in the Third World*. London: Westview Press.
7. George, A. S. (2010). *Strategic Planning What Every Management Must Know*. New York: Free press.
8. Kahn, A. J. (1969). *Studies in Social Policy & Planning*. New York: Russell Sage Foundation.
9. Lohmann, R. A. & Lohmann, N. (2013). *Social Administration*. Columbia University Press: USA.
10. Meenaghan, T. M., Keith, M. K. & John, G. M. (2004). *Social policy analysis and practice*. Chicago: Lyceum.
11. Newman, H. & Wijk, A. V. (1987). *Self Evaluation and Planning for Human Service Organizations*. Publisher AMACOM, ASIN.
12. Rafiq, S. Z. (2003). *Community Development, Concept & Practice*. Peshawar: Saif Printing Press.
13. Stephen, P. R. (1980). *The administrative process*, Prentic Hall Inc. New Jersey: Engleword cliff.