

MASTER PROGRAM IN SOCIAL WORK
(Annual System 2-year Program)
M.A (Previous) (All papers carry 100 Marks)

Paper No	Title of course	Marks
I	Social Case Work	100
II	Social Group Work	100
III	Social Problems of Pakistan	100
IV	Community Development	100
	Field Work	100
	Total	500

M.A (FINAL) (All papers carry 100 Marks)

Paper No	Title of course	Marks
VI	Local Government	100
VII	Research Methodology	100
VIII	Social Psychology	100
IX	Social Statistics	100
	Field Work	100
	VIVA/THESIS	100
	Total	1100

Paper-1

Social Case Work

Course Contents

Chapter one

- Introduction to social case work
- Definition of social case work
- Description of social case work

Chapter Two

- Basic concepts in social work
- Principles of social case work

Chapter Three

- Components of social case work
 - Person
 - Problem
 - Place
 - Process
 - Professional representative

Chapter Four

- Social Case Work as problems solving process:
 - Social study
 - Diagnosis
 - Treatment
- Identification of Social, Economic and behavioral factors influencing the client

Chapter Five

- Management of worker-client relationship
- Techniques of Social Case Work Process
- Counseling
 - Definition
 - Meaning and Techniques

Chapter Six

- Communication
 - Definition and Techniques
- Interviewing
 - Definition and scope
 - Social context of the interview
 - Interviewing techniques
 - Essential conditions

Chapter Seven

- Recording in social case work
 - Types of recording
 - Essential of recording
- Case histories

- Importance
- Contents
- techniques leading to follow up and rehabilitation plans
- Role of Social Case Worker in different fields of practice and in various settings
- Trends and Issues in Case Work in Pakistan

Suggested Readings:

1. Beulah, R. Compton and Galaway, B. (1994). *Social Work Processes*. Wadsworth, Inc., Belmont, California, U.S.A.
2. Cigno, K., and Bourn, D. (1998). *Cognitive-behavioral Social Work in Practice*. Ashgate Publishing Limited Gower House, Craft Road, Aldershot, Hants GU11 3HR, England.
3. Clark, C.L. (2000). *Social Work Ethics: Politics, Principles and Practice*. PALGRAVE, Houndmills, Basingstoke, Hampshire RG21 6XS and 175 Fifth Avenues, New York, N.Y. 10010.
4. David L. Decker. (1980). *Social Gerontology*. Little Brown & Press Company, Boston, Toronto.
5. Hamilton, G. (1946). *Principles of Social case Recording*. New York, Columbia University Press.
6. Hamilton, G. (1951). *Theory and Practice of Social Case Work*. Columbia University Press.
7. Hester, M., Kelly, L., and Radford, J. (1996). *Women, Violence and Male Power*. Open University Press, Buckingham. Philadelphia.
8. Khalid, M. (2004). *Social Work: Theory and Practice*. Kifayat Academy Lahore, 2004.
9. O'Hagan, K. (1996). *Competence in Social Work Practice*. Jessica Kingsley Publishers Ltd. London N1 9JB, England.
10. Payne, M. (1997). *Modern Social Work Theory*. Macmillan Press, Ltd. London.

Paper-II

Social Group Work

Course Contents

Chapter One

- Introduction to social group work
- Definition
- Characteristics and objectives of social group work

Chapter Two

- Types of Social groups
- History of social group Work
- Nature of social group Work
- Aims and goals of social group Work
- Issues and trends in Social Group Work in Pakistan

Chapter Three

- Need and importance of social group work
- Group life in Islam
- Quran and group life
- Hadith and Group life

Chapter Four

- Group formation and various stages of group development
- Functions of Social Group Work
 - Preventive
 - Curative,
 - Rehabilitative
 - Educational

Chapter Five

- Theories of social group work
- Principles of social group work
- Processes of Social Group Work(Study, diagnosis and treatment)

Chapter Six

- Group Work Process (Diagnosis treatment and evaluation plan in Social Group Work)
- Programme planning in social group work.
- Elements and techniques of programme planning
- Role of Social Worker in programme planning

Chapter Seven

- Social Group Work agencies and group work practice within various fields and settings
 - Institution for children
 - Institution for Aged
 - prisoners
 - delinquents
 - Medical and psychiatric settings

Chapter Eight

- Social Group Worker, Role and Functions
- Recording in Social Group Work
- Leadership in Group Work

Suggested Reading::

1. Balgopal, Pallassana R., and Vassil, T.V. (1983). *Groups in Social Work: An Ecological Perspective*. New York: McMillan Publishing Co., Inc.
2. Darnard, D. (1975). *The use of Groups in Social Work Practice*. London: Routledge and Kegan Paul Publishers.
3. Garvin and Charles, D. (1981). *Contemporary Group Work*. New Jersey: Prentice-Hall, Inc., Englewood Cliffs.
4. Gouran and Dennis, S. (1974). *The Process of Group Decision Making*. New York: Harper and Row, Publishers.
5. McCullough, M. K. and Ely, P.J. (1968). *Social Work with Groups*. London: Routledge & Kegan Paul Publishers.
6. Nano, M.C. (1978). *Group Work learning and Practice*. London: George Allen & Unwin, Publishers, Ltd.
7. Tom, D. (1976). *Group Work Practice*. Cambridge: Tavistock Publications.

Course Contents

Introduction

- Introduction and definition
- Sociological explanation of social problem
- Various steps for the solution of social problem
- Scope and Importance of applied sociology in Pakistan

Contemporary Major Social Problems in Pakistan

- Population growth
- Poverty
- Unemployment
- Agriculture
- Drug addiction
- Crime and juvenile delinquency
- Urbanization
- Illiteracy
- Gender disparity
- Child labor
- Sectarianism
- Globalization
- Age and ageism
- Environmental degradation
- Political instability

Recommended Books

Chaudhry, Muhammad Iqbal (2000) Pakistani society, Lahore

Social problem James Henslin.

Social problem by Frank R. Scarpatti

Social problems by Abdul Hamid Tagga

Course Contents

Chapter One

- Introduction, meaning and definition of community development
- Objectives of community development
- Basic principles of community development
- Functions of community development worker
- Historical development of community development

Chapter Two

- Elements of community development
- Philosophy of community development
- Evaluation in community development
- Limitation on community development
- Methods in community development
- Approaches in community development

Chapter Three

- Community development program in Pakistan
- The V-AID program
- The Basic Democracy System
- The Integrated Rural Development Program
- Camilla Experiment.
- The People Work Program and Rural Work Program
- Poverty elevations program 1998.

Chapter Four

- Community organization, meaning and definitions
- Meaning and definition of community
- Difference between community development and community organization
- Aims and objective of community organization
- Philosophy of community organization
- Assumptions pertaining community life
- Role of community organizer

Chapter Five

- Community participation, meaning and definitions
- Types of community participations
- Causes of take of community participation

Chapter Six

- Techniques of community development
- Meaning and definitions
- Social organization
- Social mobilization
- Motivation
- Resource mobilization
- Barriers in social mobilization

Chapter Seven

- Planning for development, meaning and definition
- Kinds of planning
- Principles of planning
- Importance of planning
- Basic steps of planning
- Social planning
- Various steps for social planning
- Importance of social planning
- Development through NGO'S/CSO's
- Meaning of NGO/CSO's
- Features of NGO/CSO's
- Growth of NGO'S in Pakistan
- Role of NGO

Recommended Books

- Hodgson Peter, Community Organization. London, Routledge And Kegan Paul
- Macmillan. Community Organization. University Of Chicago
- Pearlman, R. Etal. Community Organization And Social Planning. New York, Horcut, Brueo And Company
- Ross, Murry, G. Case Histories In Community Organization. New York, Harper Brother
- Grosser, Chales, F. New Direction In Community Organization. London, Pareger Publisher, 1973
- Mozirow, Jack, D. Dynamics Of Community Development New York The Fleare Crow Press
- United Nation Popular Participation In Development Emerging Trends In Scommunity Development New York, Un, Publication Sale No F/ 71, No.6.
- Leapiere, R.A.B. Community Work, National Council Of Social Services, 26 Bedford Square. King, Co
- Working With People In Community Action. New York, Association Press.
- Mrs. Sahib Zari Rafique. Techniques And Methods In Community Development. Department Of Social Work, University Of Peshawar, (1985)

Field Work

Course Contents

Introduction

- Local government system meaning and definition,
- The concept of local self government
- Historical development of local government in Pakistan
- Devolution plan, objectives and strategies
- Present Structure of local government in Pakistan
- Rural development its meaning and definition
- The role of local government in rural development

The Structure of Rural Pakistan

- The physical structure
- The social structure
- Economics structure
- Features /characteristics of rural areas in Pakistan
- Various obstacles in the way of rural development with special reference to physical, social, political, economic and religious obstacles

Areas of Rural Development

- Agriculture,
- Health
- Education
- Micro Finance schemes and loans

The Choice of an Appropriate Development Strategy

- Education and the rural farmers
- Physical infrastructural development e.g. Sanitation, water ways, sewerage system and pavements
- Industrial Development in Rural areas
- Increase in Agricultural Production
- increase in GNP
- Encourage small and medium farmers
- Basic need strategy; nutritional improvement and development of the rural poor

Institutional Framework and Development

- Meaning of institutions
- Coordination among different institutions
- The principle of self-sufficiency of an institution
- The need of coordination for development
- Problems of coordination in developmental process

Recommended Book

- Tariq Banoori, A.R. Kamal, Shahrukh, R K. 1998. Just Development. Oxford University Press, Karachi.
- Ali, Hamid and Z. Ali, 1998. The Local Government Manual. The Ideal

- Publication, Karachi.
- Jamil, M. M. 1996. Local Government in LDCs. Feroze Sons, Lahore.
- Berger, Guy. 1992. Social Structure and Rural Development

Course Contents**Introduction**

- Definition, significance of social research
- Characteristics of scientific social research
- Pure and applied research
- Social survey – meaning types
- Quantitative and qualitative approach in social research
- Selections and formulation of research problems
- Determinates of significant problems
- Components of a problems

Research

- Components of a research design
- Types of research design
- Scope and utility of research design
- Meaning and function of concept and variable in social research
- Abstraction and generalization – deduction and induction
- Conceptualization and re – conceptualization

Operationalization

- Meaning and definition of operationalization
- The process of operationalization.
- Reliability and validity

Scientific Hypothesis in Social Research

- Meaning and forms of hypothesis
- Function of hypothesis
- Sources and logic of deriving hypothesis
- Statistical testing of hypothesis

Sampling

- Nature and importance
- Forms – probability and non – probability

Methods, Instruments and Techniques of Data Collection

- Sources of data,
- Methods of data
- Survey method
- Case study method
- Content analysis
- Experimental method
- Historical method / documentation
- Planning, techniques and instruments of data collection
- Questionnaire
- Interview schedule / guide
- Observation – participant, non – participant

Measurement and Scaling

- Indexes and scores

- Types of skills
- Ranking skill
- Paired comparison
- Method of equal appearing interval
- Internal consistency scale Thurston scale
- Rating scales

Analysis and Interpretation of Data

- Condign and tabulation
- Manual and computer operations
- Analysis of data and hypothesis

Presentation of Data and Report Writing

- Editing and coding of questionnaires
- Graphic and pictorial presentations
- Report writing
- Format of the report
- Bibliography, foot notes and references

Recommended Books

- Deboy An introduction of social research
- Miller Dilbert Hand book of research design
- Goode, William, j Method in social research. New York, McGraw hill, 1952
- Verma and Verma Methodology of research and techniques. New Delhi, days publishing house, 1987
- Roddy, C.R Research methodology in social sciences. Delhi, days publishing house, 1988
- Manhiem Sociological research (philosophy and method)
- Young p.v Scientific social research and survey
- Saif. M. Iqbal The basic of process department of business administration, gomal university d.i. khan
- Chaudry m. Iqbal Social theory (research and problems) lahore, aziz publishers urdu bazar, 1984
- Earl Babbie “the practice of social research”

Course Contents

Introduction

- Definition and scope of social psychology with special reference to Pakistan
- Methods and framework of social psychology
- Development of social psychology
- Modern approaches of social behavior and their implication in Pakistan

The Dynamics of Human Behavior and Personality

- Psychological dynamics
- Socio – cultural dynamics
- Man as a psycho bio social unit

Group and Social Interaction

- Group life
- The nature and types of groups – reference groups, small groups, effect of groups
- Dimension of group effectiveness
- Group dynamics
- Group change

Leadership

- Leadership and its various forms
- Characteristics of a good leader
- Functions of a leader
- Theories of the leadership

Socialization

- Socialization, its meaning and definitions
- Agencies of socialization
- Types of socialization
- Personality and self
- Factors of personality development
- Theories of personality and self, Mead, Jean Piaget, Erickson. CH Cooley, Freud
- Culture and personality

Collective Behaviors and Social Movements

- Introduction, meaning and definition of collective behaviors
- Nature of collective behaviors
- Crowd behavior
- Theories of crowd behaviors, contagion theory, convergence theory, emergent norm theory
- Social movements, introduction, meaning and definition
- Types of social movements,

- Life cycle of social movements
- Theories of social movements

Individual in Society

- Cognition
- Attitudes – meaning, formation and change
- Stereotypes
- Motivation and emotions
- Perception
- Public opinion, measurement of public opinion and manipulation of public opinion.

Mass Communication

- Definition and importance
- Propaganda, press, film, radio and television as mass media of communication

Psycho – Social Problems of Pakistani Society

- Suicides, depression, schizophrenia, stress, and phobia

Field work

The students will visit a rural community and will observe the changing aspects of rural social and physical infrastructure or a mental hospital to see the psychological patients and submit a comprehensive report for presentation.

Suggested Readings

- Sheriff and Sharif an Outline of Social Psychology. New York, Harper and Row Pub. 1950
- Krech D. Crutch Field R.S and Ballachey Sheri Individual In Society. McGraw Hill Book, Company, 1950
- Bonner And Hobert Social Psychology. New York, Holt Rinehart And Weston, 1955
- Curtis J.H Social Psychology London, Maggraw Hill, Company, 1960

Course Contents

Chapter One

- Meaning of statistics
- Descriptive and inferential statistics
- Population and sample, Variable, Discrete and continuous variables, Use of statistics in modern sociological research

Chapter Two

Classification of Data

1. Data: introduction & meaning
 2. Classification: introduction & meaning
 3. Aim of classification
- Frequency distribution, Class-limits, Class boundaries, Class-marks, Class width
 - Construction of a group frequency distribution
 - Cumulative frequency distribution, Histogram, Frequency polygon,

Chapter Three

Average

- Introduction
- Criteria of a satisfactory average
- Arithmetic mean
- First three properties of arithmetic mean
- Median, Mode

Chapter Four

Measure of Dispersion

- Introduction
- Range
- Coefficient of dispersion,
- Mean deviation,
- Variance,
- Standard deviation
- Coefficient of variation

Chapter Five

Correlation and Regression

- Introduction
- Deterministic and probabilistic relation or model
- Scatter diagram
- Simple linear regression model
- Correlation
- Pearson product moment of correlation coefficient

Chapter Six

Survey and Sampling

- Definition and basic concept basic concepts of sampling
- Statistical population
- Advantages of sampling
- Sample design and sample survey
- Sampling frame
- Sampling with and without replacement
- Sampling and non-sampling error
- Sampling bias

Chapter Seven

Probability Sampling and Non-Probability Sampling

- Simple random sample
- Stratified random sample
- Cluster sample
- Systematic sample
- Multistage
- Non – probability sampling
- Purposive sampling
- Accidental sampling
- Quota sample

Chapter Eight

Hypothesis Testing

- Introduction & meaning of hypothesis
- Types of hypothesis
- Test-statistic
- Acceptance and rejection region
- Type 1 and type ii error
- The significance level
- Test of significance
- One-tailed and two tailed tests
- General procedure for testing hypotheses
- Test based on normal distribution
 - 10.1 testing hypothesis about mean of a normal population when population standard deviation is known
 - 10.2 testing hypotheses about mean of a normal population when population standard deviation is unknown and $n > 30$

Chapter Nine

The Analysis of Variance

- The analysis of variance
- One way analysis of variance
- Two way analysis of variance

Chapter Ten

Non-Parametric and Parametric Test

- Non – parametric tests
- Introduction & meaning
- Merits & demerits
- Chi square tests
- Sign test
- Other non – parametric tests (Wilcoxon sign rank test, Mann Whitney –v – test)

Chapter Eleven

Vital statistics

- Crude birth ration, crude death ration
- Specific birth and specific death ration specific morbidity rate

Recommended Books

- Sher Muhammad Chaudhry Introduction to statistical theory i & ii
- Hubert, m. Block Social statistics, Tokyo, 1972.

VIVA/Thesis