

**SILVER OAK UNIVERSITY,
AHMEDABAD**

Syllabus

for

**BACHELOR OF SOCIAL
WORK**

(Effective from September - 2020)

Semester - V



Silver Oak University, Ahmedabad

Semester	Sr. No.	CORE, ELECTIVE	Title of Paper	Credit	Internal Marks	External/Practical Marks	Total Marks
V	1	Core	Communication Skills – I	4	30	70	100
	2	Core	Social Welfare Administration	4	30	70	100
	3	Core	Field of Social Work	4	30	70	100
	4	Elective	Social Movement and Social Development	4	30	70	100
	OR						
	4	Elective	Computer Application – I	4	30	70	100
	5	Core	Field Work (Urban Based) at GO, NGOs, Industry	6	--	100	100

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B.S.W.
Semester – V**

Paper No – 21 Communication skills - I

Credit-4

Objectives :

- To strengthen the written and spoken English proficiency of the students.
- To encourage learners in working with variety of groups by improving communication skills.

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UNIT	Subjects	Teaching Method
Unit – I	<ul style="list-style-type: none"> ● Text: Wise & Otherwise: A Salute to Life by Sudha Murthy east and west publication. ● In sahyadri hills, A lesson in humanity, ● Death without grief, ● When the mop count did not tally, ● In India, the worst of both worlds, ● Living through change 	Lecture and Group Discussion
Unit – II	<ul style="list-style-type: none"> ● The following teaching items pertaining to Business English will also have to be dealt with in the classroom : ● Notice/Agenda 	Lecture and Group Discussion
Unit – III	<ul style="list-style-type: none"> ● Minutes/ Questionnaire ● Office Order/Memos 	Lecture and Group Discussion

Unit – IV	<ul style="list-style-type: none"> • Job Application with C.V./Oral presentation in written form (Business situations only such as symposium, seminars, Conference, etc. only) 	Lecture and Group Discussion
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Reference

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|----|--|---------------------------|
| 1. | English Online | J. Mohanraj et al. (O.L.) |
| 2. | Essentials of Business Communication | Rajender Paul et al |
| 3. | The Oxford Guide to Writing and Speaking | John Seely |
| 4. | A Foundation English Course for Undergraduates (Book-III | |
| 5. | Written Communication in English | Sarah Freeman (O.L.) |

Silver Oak University, Ahmedabad B.S.W. Semester – V	
Paper No – 22 Social Welfare Administration	Credit-4

Objectives :		
<ul style="list-style-type: none"> • Highlight the relevance and process of community Organization as a method of social work. • To develop understanding about fundamental aspects pertaining to Community Organization. • Enhance the skills as Community Organizer. 		
UNIT	Subjects	Teaching Method
Unit – I	Social Welfare Administration: <ul style="list-style-type: none"> • Introduction, Meaning, definitions, objectives, Principles, Scope and Functions – Planning, Organization, Staffing, Direction, Coordination, Recording & Budgeting- Meaning, Definition, Characteristics 	Lecture and Group Discussion
Unit – II	Registration of social welfare organizations: <ul style="list-style-type: none"> • Types of Acts, constitution and policy, • organizational design and structure in its environmental context 	Lecture and Group Discussion
Unit – III	Service delivery for target groups: <ul style="list-style-type: none"> • Eligibility criteria, type of service. Authority relationship and inter-personal relationships, • Working with boards and committees. 	Lecture and Group Discussion
Unit – IV	<ul style="list-style-type: none"> • Unit of work, time allotment, workload, responsibility, co-ordination, staff-client relation, team-work, supervision- control, directing, conflict resolution. Program management, day-to-day administration, records, and public relations. 	Lecture and Group Discussion

References:

- 1 Chowdhry, D Paul: Social Welfare Administration, Delhi, Atma Ram and Sons. 1983.
- 2 Denyar, J.C: Office Administration, Plymouth, Mac Donald & Evens, 1979.
- 3 Friedlander, Walter A: Introduction to Social Welfare, Prentice-Hall, 1961 Englewood Cliffs, New Jersey
- 4 Goel, S.L and Jain R.K: Social Welfare Administration- Theory and Practice – Vol.I.
- 5 Goel, S.L and Jain R.K: Social Welfare Administration- Organization and Working, Vol.II, New Delhi, Deep and Deep Publication, 1988.

- 6 John, Ray: Executive Responsibilities, New York, Association Press 1954.
- 7 Lanffer, A: Understanding your Social Agency, London, Sage Publications, 1977.
- 8 Mazumdar, Ammu Menon: Social Welfare in India, Bombay, Asia Publishing House, 1954.
- 9 Sankaran and Rodriguez: Handbook for the Management of Voluntary Organizations, Madras, Alpha Publications 1983.
- 10 Skidmore, R.A: Social Work Administration, New Jersey, Prentice-Hall, 1983.
- 11 Tyagi, A.R: Public Administration: Principles and Practices, Delhi, Atma Ram and Sons 1966.
- 12 Weiner, M.: Human Service Management, Illinois, the Dorsey Press, 1982

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Paper No – 23 Field of Social Work

Credit-4

Objectives :

- To help to have basic understanding of Communication and Counselling.
- To enhance the skill of effective oral communication at different situations.
- To enhance the skill of effective written and visual communication development.

UNIT	Subjects	Teaching Method
Unit – I	Labour Legislation <ul style="list-style-type: none">• Concept and Need of labour legislation• Important provisions of the Factories Act, Provident Fund Act Employees state Insurance scheme Act, Maternity benefits Act, Workmen’s compensation Act.• Role of social work in an Industry.	Lecture and Group Discussion
Unit – II	Labour Welfare <ul style="list-style-type: none">• Concept , Need and objectives of labour welfare• Principles, approaches and various agencies of labour welfare• The duties and responsibilities of labour welfare officer in an Industry	Lecture and Group Discussion
Unit – III	Concepts <ul style="list-style-type: none">• Concept of organized labour, Development of modern Industry, characteristics of Indian organized labor, Contract labor.• Concept of urban unorganized labor such as construction Worker, child labour, Home based workers and women workers• Concept of Rural Unorganized labour such as Agricultural labour, Bonded labour.	Lecture and Group Discussion
Unit – IV	Criminology and correctional work. Nature of crime: <ul style="list-style-type: none">• Nature and scope of criminology, concept of crime and criminal• Development of prison system in India. Various theories of punishment.• Role of social worker in the field of corrections	Lecture and Group Discussion

Reference:

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|----------|--|-----------------------------------|
| 1 | Communicating Facts and Ideas in Business | Brown Leland |
| 2 | The Basic Essentials of Counseling | Dave Indu |
| 3 | Communication Today and Tomorrow | D'souza, Y.K |
| 4 | Communication in Organizations | Fisher, Dalmar |
| 5 | Developing Communication Skills | Mohan, Krishna and Banerji, Meera |
| 6 | Legal Issues in Social Work Counseling and Mental Health | Robert, G. Madden |

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Paper No – 24 Social Movement and Social Work

Credit-4

Objective

- To develop a meaningful understanding about past & present social movements
- To equip students to examine social realities from different perspectives
- To familiarize with the contemporary discourse on social movements & social development

UNIT	Subjects	Teaching Method
Unit – I	Social Movements: <ul style="list-style-type: none"> • Concept & Types of movements. 	Lecture and Group Discussion
Unit – II	Social movements in India & Kerala: <ul style="list-style-type: none"> • Peasant movement- Tribal movement • Dalit movements- Backward class/caste movement 	Lecture and Group Discussion
Unit – III	Social Development <ul style="list-style-type: none"> • Meaning, Indicators of Social Development, Social work & Social Development • Social policy & Social Development 	Lecture and Group Discussion
Unit – IV	Social Capital & Social Development: <ul style="list-style-type: none"> • Social Movements & Social Development Problems of Social Development in India • Model of Social Development: concept, problem and challenges. Development statistics 	Lecture and Group Discussion

References:

- 1 Social Development – Challenges faced in an Unequal and Plural Society: M.S. Gore
- 2 Social Development in an Indian sub Continent: H.Y. Siddiqu
- 3 Social Development in Rural India: S.K. Pant & Janaf Pandey
- 4 Investigating Social Capital – Comparative Perspective on Civil Society,
- 5 Participation and Governance Sanjeev Prakash
- 6 Social Movement in India – A Review of Literature Ghanashyam
- 7 Essays on Political Sociology: T.K. Oommen

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Paper No – 24 Computer Application - I Credit-4

Objectives :

- To develop a meaningful understanding about computer awareness
- To develop a skills about basic computer knowledge

UNIT	Subjects	Teaching Method
Unit – I	<p>COMPUTER BASICS</p> <ul style="list-style-type: none"> • Definition of computer, Block of computer, Characteristics of computer, Generations of computer, Analog computer, Digital computer(Mini, Micro, Mainframe, Super) Hybrid computer • Input devices : key board, mouse, scanner, MICR, Microphone, Barcode reader, touch screen • Output Devices: Visual Display Unit, CRT, LCD, • Printers, • Impact printer :(Daisy Wheel, Dot matrix Printer,) • Non-Impact printer : (Drum, Ink-jet, Laser) • Speakers • Type of memory : RAM, ROM, PROM, EPROM, EEPROM • Storage Devices: Floppy Disk, Hard Disk, CD, DVD, Pen Drive, memory card 	Lecture and Group Discussion
Unit – II	<p>CONVERSATION</p> <ul style="list-style-type: none"> • Decimal, Binary, Octal, Hexadecimal Number system, (Interco version of only Integer numbers between number systems) 	Lecture and Group Discussion
Unit – III	<p>INTERNET BASIC</p> <ul style="list-style-type: none"> • Internet Concepts • Interner services: Email, chatting, conferencing, Internet telephony • Internet Cionnection Method : Dial up connection, leased line connection, • Addressing : IP addressing, DNS • Overview: FTP, Gopher, WWW, Web, Browser 	Lecture and Group Discussion
Unit – IV	<p>MS WORD AND EXCEL (theory & Practical)</p> <ul style="list-style-type: none"> • Microsoft Office Word Program Editing, Font formatting, paragraph formatting, page setup and printing documents • Microsoft office Excel • Preparing worksheet, Formatting cell, page setup, building formulas, libarary functions,(Sum (), average(), Count(), left(), 	Lecture and Group Discussion

	right(), mid(). if(), or(), and(), not(), date()now(), time()	
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References:

- 1 Information technology & MS Access
- 2 Computer Fundamentals P.K. Sinha
- 3 Fundamental of IT for BCA – by S.Jaiswal
- 4 The Internet Complete reference – By Young
- 5 World wide Web Design with Html – By C xavier Internet for Every one Techworld- By leon

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Paper No – 5 FIELD WORK - Urban Based (at GO, NGOs, Industry)

Credit-6

Objective:

- To develop capacity for observation and analyzing social realities.
- To develop an understanding of needs, problems and programmes for different target groups.
- To develop an understanding of the role of a social worker in different settings.
- To develop skills in observation, interview, recording, group discussions and Leadership.
- To develop skills in report writing and use of supervision.

	Subjects	Teaching Method
	<ul style="list-style-type: none"> • Orientation to intensive field work • Placement in urban setting (GO, NGOs, Industry). • Interaction with social work practitioners. • Skill training. • Individual conference. • Group conference. • Viva-voce. 	<p>Orientation</p> <p>Guidance by faculty members</p> <p>Critical analysis of observations</p>