

# NATIONAL UNIVERSITY



## Second 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

**SECOND YEAR**

<b>Paper Code</b>	<b>Paper Title</b>	<b>Marks</b>	<b>Credits</b>
222101	Human Biology: Growth and Development	100	4
222103	Social Policy and Planning	100	4
222105	Social Problems Analysis	100	4
222107	Introduction to Anthropology	100	4
222109	Computer and Information Technology	100	4
222111	Introduction to Sociology	100	4
222113	or Bangladesh Economy		
	Total=	600	24
221109	English (Compulsory)	100	Non-Credit

## Detailed Syllabus

<b>Paper Code</b>	222101	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Paper Title:</b>	<b>Human Biology: Growth and Development</b>			<b>Exam. Duration: 4 Hours</b>

1. **Process of Human Growth:** Principles of development, stages of development, physical, intellectual, social and emotional development.
2. **Influence of Heredity and Environment on Growth and Development:** Genetic and other biological factors, birth and other development hazards, social and emotional environments, gender discrimination, child abuse and their impact on behaviour.
3. **Biological Bases of Behaviour:** Structure and functions of the nervous system. influence of endocrine glands on behaviour, homeostasis and its relation to behaviour
4. **Diseases and Disorders:**
  - a) Reproductive and genetics diseases
  - b) Psychoneurosis- anxiety, phobia, obsessive- compulsive disorder
  - c) Psychosis- schizophrenia, manic depressive disorder.
5. **Hazards to Human Body and Behavior:**
  - a) Genetic and other biological hazards
  - b) Psychological and emotional hazards
  - c) Social and environmental hazards
6. **Nutrition:** Effect of protein, carbohydrate, fat, vitamins and minerals on growth and development. malnutrition, balanced diet and food practice in Bangladesh.
7. **Stress and Deviant Behaviour:** Meaning and sources of stress, impact of stress on behaviour, stress management, deviant behaviour and psychosomatic disorder.
8. **Adjustment:** Meaning, determinants and process of psycho- social adjustment. problems in adjustment.
9. Use and importance of the knowledge of human growth and behaviour in social work practice (e.g. social case work, group, work and comprehensive care).

### Books Recommended:

Coleman, J. C. (1972). *Abnormal Psychology & Modern Life* (4th ed.). Bombay: Tara Porevala sons.

Hall, C. S., & Lindsey. (1970). *Theories of Personality*. New York: John Wiley.

Hurlock, E. B. (1974). *Child Development* (6th ed.). New York: McGraw Hill.

Lanzarus, R. (1963). *Personality and Adjustment*. Englewood Cliffs: Prentice Hall.

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<b>Paper Code</b>	222103	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Paper Title:</b>	<b>Social Policy and Planning</b>			<b>Exam. Duration: 4 Hours</b>

1. **Social Policy:** Meaning and goals of social policy, factors influencing in formulating social

policy, formulation process, principles of social policy

2. **Social Policy Models:** Techniques of social policy model. policy analysis: methods of policy analysis, stages of social policy analysis, importance of social policy in social work practice.
3. **Policy Practice Framework:** Skills of social workers for policy practice, functions of policy practitioners, means of understanding social policy, tools of social policy implementation.
4. Formulation of social policy in bangladesh, process of social policy formulation in bangladesh, implementation in developing countries.
5. **Different Social Policies in Bangladesh:** Education policy, health policy, population policy, child welfare policy, youth development policy, women development policy.
6. **Plan and Planning:** Meanings, types, classification, pre-requisites of effective planning, importance of planning in social work practice.
7. **Plan Formulation:** Methods, steps and process, plan formulation system at an national level in bangladesh, process of social services planning in bangladesh.
8. Sources and methods of financing development plan, problems of resource allocation in planning and implementation in bangladesh.
9. Programme planning and social welfare programme planning in bangladesh, fifth five year plan, problems in plan formulation in bangladesh.

**Books Recommended:**

Dahiya, S. B. (1982). *Development Planning Models*. New Delhi: Inter-India Publication.  
 Jansson, B. S. (1994). *Social Policy from Theory to Practice-Comparative Analysis*. London: Publishing Company.  
 Livingstone, A. (1969). *Social Policy in Developing Countries*. London: Kegan Paul.  
 Sharma, P. N., & Shastri, C. (1981). *Social Planning Concepts and Techniques*. Lucknow: Print House.  
 Titmuss, R. M. (1990). *Social Policy: An Introduction*. London: Urwin Otyman.  
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<b>Paper Code</b>	222105	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Paper Title:</b>	<b>Social Problems Analysis</b>			<b>Exam. Duration: 4 Hours</b>

1. **Social Problems:** Meaning, characteristics and causes of social problems.
2. **Some Basic Issues Relating to Social Problems:** Cultural lag, cultural conflict, class conflict, family disorganization, unequal distribution of rePapers and opportunities.
3. **Major Social Problems in Bangladesh:** Poverty, over population, illiteracy, unemployment, malnutrition, ageing, drug addiction. role-status conflict, crime, juvenile delinquency. concepts and analysis.
4. **Major Social Evils in Bangladesh:** Corruption, beggary, dowry, cruelty to women, immoral trafficking, STD and HIV/AIDS concepts, causes and remedial measures.
5. **Role of Social Agencies and Institutions in Combating Social Problems:** Family, religion, community and state.
6. **Social Policy on Social Problems:** Linkage between social policy and social problems.
7. **Social Problems and Social Action:** Understanding social movements and social reforms role of social action in dealing with social problems.
8. **Social problems and Social Work:** Use of social work knowledge, methods, skills and perspectives in dealing with social problems

**Books Recommended:**

Merton, R. K., & Nisbet, R. A. (1968). *Contemporary Social Problems*. New York: Hott Richart and Winston.  
 Sullivan, T. J., & Thompson, K. (1991). *Introduction to Social Problems*. New York: Macmillan.  
 Zastrow, C. (1996). *Social Problems: Issues and Solution*. Chicago: Western Hall.

<b>Paper Code</b>	222107	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Paper Title:</b>	<b>Introduction to Anthropology</b>			<b>Exam. Duration: 4 Hours</b>

- 1. Anthropology:** Definition, scope and subject-matter of anthropology, cultural/social anthropology
- Anthropological perspectives and methods
- 3. Culture as a Central Concept in Anthropology:**  
 What is Culture?  
 Universality, generality and particularity  
 Mechanisms of cultural change, culture and globalization
- 4. Ethnicity:** Ethnic groups and ethnicity, ethnic groups, nations, and nationalities, peaceful coexistence, roots of ethnic conflict
- 5. Social Organization:** Family, kinship, descent, marriage, household, gender
- 6. Economic Organization:** Hunting/gathering, pastoralism, horticulture, agriculture production – distribution – exchange
- Political organizations
- 8. Beliefs and Rituals:** Animism, animatism, mana, magic, totemism, myth, witchcraft and sorcery, religious specialists
- Contemporary issues in anthropology

**Books Recommended:**

Bock, P. K. *Modern Cultural Antropology. History of Anthropological Thoutht*. Pande and Giddens, A. (2003). *Sociology*. London: Polity Press.  
 Hicks, D. & Gwynne, M. A. *Cultural Anthopology*.  
 Whitten, P. & Hunter, D. E. *Anthropology: Contemporary Perspective*.  
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<b>Paper Code</b>	222109	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Paper Title:</b>	<b>Computer and Information Technology</b>			<b>Exam. Duration: 4 Hours</b>

- 1. Introduction:** What is computer, uses of computers, computer generation and classifications, number system, computer organization and architecture, basic logic gates and truth tables.
- 2. Fundamentals of Computer Hardware:** Input hardware, output hardware, processing hardware, peripheral and storage devices.
- 3. Introduction to System Software and Application Software:** Introduction to operating system. introduction to software development and concepts of programming languages, compilers, interpreters and assembler, program design and flowchart.
- 4. Graphical User Interface:** Gaining proficiency in gui operating system, word

- processing using ms word: editing, formatting, colors and styles, drawing, tales.
5. **Information Systems in Business:** Why study information systems?-why business need information technology-fundamental information system concepts-overview of information system.
  6. **Solving Business Problems with Information Systems:** A systems approach to problem solving developing information system solutions.
  7. **Computer Systems:** End user and enterprise computing.
  8. **Information Systems for Business Operations:** Business information systems-transaction processing system.
  9. **Information Systems for Managerial Decision Support:** Management information and decision support systems-artificial intelligence technologies in business.
  10. **Information Systems for Strategic Advantage:** Fundamentals of strategic advantage-strategic applications and issues in information technology.
  11. **Managing IT:** Enterprise and global management-managing information resources and technologies-global information technology management-planning and implementing change-planning for business change with it-implementing business change with it-security and ethical challenges-security and control issues in information systems-ethical and social challenges of information technology.

**Book Recommended:**

Jabber, Mustafa (2012). Computer and Information Technology  
 Hutchinson and Sawyer, Computers and Information Systems.  
 James O'Brien: Management Information Systems  
 Laudon and Laudon: Management Information Systems.

<b>Paper Code</b>	222111	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Paper Title:</b>	<b>Introduction to Sociology</b>		<b>Exam. Duration: 4 Hours</b>	

1. **Definition, Nature & Scope of Sociology,** relationship with other social sciences, development of sociology: contributions of auguste comte, herbert spencer, emile durkheim, max weber
2. **Culture, Beliefs and Values:** Norms, sanctions, symbols, language, subculture, counterculture, hegemony and resistance
3. **Globalization, Culture and Society:** Globalization and its different dimensions.
4. **Urbanization and Social Formation:** Definition of urbanization and urbanism, Process of urbanization in developing societies and rapid urbanization and industrialization and their impacets.
5. **Gender and Society:** DisPaper of WID, WAD and GAD, why gender is important in the disPaper of development, gender inequality and women’s subjugation in developing societies.
6. **Environmental Problems, Natural Disasters and Social Crisis:** Climate change and its impact on society, natural disaster, social crisis and vulnerabilities, deforestation and mal-development.
7. **Social Inequality:** Dimensions of social inequality: class, gender, age, minority group (religious and indigenous), economic vulnerability, social inequalities in developed and developing countries.
8. **Deviance and Social Control:** Definition of deviance, theories of deviance. crime and justice system, agencies of social control
9. **Health, Illness and Society:** Nature and scope of the problem, Urbanizations, acute and chronic and life style diseases, Social, environmental and behavioural factors affecting health, communicable and behavioural diseases: STD, HIV/AIDS, TB, Hep-B etc

**Books Recommended:**

Bottomore. T. B. (1964). *Introduction to sociology*, London: Greoge allend Unwin.  
 Giddens, Anthony. (2005). *Sociology*. Cambridge: U.K Polity Press.

<b>Paper Code</b>	222113	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Paper Title:</b>	<b>Bangladesh Economy</b>			<b>Exam. Duration: 4 Hours</b>

1. **Macroeconomic Situation: Bangladesh Economy:** Growth, savings and investment-inflation-fiscal sector-monetary and financial sector-money & credit, interest rate, capital markets-external sector: exports, imports, expatriate employment & remittances, balance of payments, foreign exchange reserve, exchange rate- medium term macro economic framework-reform programs-agriculture-industry-state-owned enterprises-power & energy-transport & communication-human resource development-poverty alleviation-private sector development-environment & development.
2. **Fiscal Policy and Management:** Fiscal policy-government receipts-tax management-revenue collection activities-public expenditure-expenditure under ADP-composition of ADP expenditure by major sectors-budget balance and financing-resources for ADP-public debt management.
3. **Agriculture:** Management of agriculture: food grains production-food budget-seed and planning materials-fertilizer-irrigation-agricultural credit-budget allocation for agricultural sector-development activities in agriculture, fisheries and livestock sector.
4. **Industry:** Size and growth rate of manufacturing sector-quantum index of production of manufacturing industries-SMEs-BSCIC-production performance of state owned enterprises (SOEs)-reform programs in state owned industrial sector-industrial investment status: industrial loan-bangladesh export processing zones.
5. **Human Development:** Human development and public outlay for the social sector-education and technology-women development-ict program and education-education policy 2010-health sector development-women and children affairs-social welfare activities-youth and sports-cultural affairs-labor and employment.
6. **Private Sector Development:** Developing a private investment friendly environment-industrial reforms-investment scenario-privatization of state owned enterprise-public private partnership-privatization activities in various sectors in the economy.
7. **Environment and Development:** world environment movement-kyoto protocol-clean development mechanism (CDM) activities-the major environmental problems of bangladesh-the government initiatives to address environmental protection and development-climate change and state of vulnerability of bangladesh.

### **Books Recommended:**

Annual Report, Bangladesh Bank (Latest Issue)  
 Bangladesh Economic Review (Latest Edition), Ministry of Finance, GoB. Dhaka  
 The Millennium Development Goals, Bangladesh Progress Report, GED, Planning Commission, BBS  
 World Economic Outlook, April 2011, IMF

<b>Paper Code:</b>	221109	<b>Marks: 100</b>	<b>Non-Credit</b>	<b>Class Hours: 60</b>
<b>Paper Title:</b>	<b>English (Compulsory)</b>			<b>Exam. Duration: 4Hours</b>

Aims and objectives of this Paper: To develop students' English language skills, to enable them to benefit personally and professionally. The four skills – listening, speaking, reading and writing will be integrated to encourage better language use.

### 1. Reading and understanding

5×4=20

Students will be expected to read passages they might come across in their everyday life, such as newspapers, magazines, general books etc. Simple stories will also be included to give students a familiarity with different uses of the language.

*[N.B. : 5 Questions are to be answered. Each question will carry 4 marks. There may be division in each question]*

- a) Understanding different purposes and types of readings
- b) Guessing word-meaning in context.
- c) Understanding long sentences
- d) Recognizing main ideas and supporting ideas.
- e) Answering comprehension questions.
- f) Writing summaries.

### 2. Writing

40

- a) Writing correct sentences, completing sentences and combining sentences. 5
- b) Situational writing : Posters, notices, slogans, memos, advertisements etc. 4
- c) Paragraph writing : Structure of a paragraph; topic sentences; developing ideas; writing a conclusion; types of paragraphs (narrative, descriptive, expository, persuasive); techniques of paragraph development (such as listing, cause and effect, comparison and contrast). 8

**Or,**

- d) Newspaper writing : Reports, press releases dialogues etc.
- e) Writing resume ©s.

**Or,**

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- f) Writing letters : Formal and informal letters, letters to the editor, request letters, job applications, complaint letters etc.
- g) Essay : Generating ideas; outlining; writing a thesis sentence; writing the essay: writing introductions, developing ideas, writing conclusions; revising and editing.

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### 3. Grammar

25

- a) Word order of sentences.
- b) Framing questions.
- c) Tenses, articles, subject-verb agreement, noun-pronoun agreement, verbs, phrasal verbs, conditionals, prepositions and prepositional phrases, infinitives, participles, gerunds. (Knowledge of grammar will be tested through contextualised passages).
- d) Punctuation.



4. **Developing vocabulary** : Using the dictionary, suffixes, prefixes, synonyms, antonyms, changing word forms (from verb to noun etc.) and using them in sentences.

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5. **Translation from Bengali to English.**

1×5=5

6. **Speaking skills** : Speaking skills should be integrated with writing and reading in classroom activities.

The English sound system; pronunciation skills; the IPA system; problem sounds, vowels, consonants and diphthongs; lexical and syntactic stress.

(Writing dialogue and practising it orally students can develop their speaking skill. Dialogue writing can be an item in writing test.)