

# NATIONAL UNIVERSITY



## **Syllabus** Department of Social Work

**Four Year B.S.S Honours Course**  
Effective from the Session: 2009–2010



**National University**  
**Syllabus for Four Year B.S.S. Honours Course**  
**Subject : Social Work**  
**Session : 2009-2010**  
**Second Year**

Subject Code	Subject Title	Marks	Credits
2162	Human Growth, Development: and Behaviour in Social Environment	100	4
2163	Social Policy and Planning	100	4
2164	Social Problems and Analysis Techniques	100	4
7420	Computer & Information Technology	100	4
7226	Bangladesh Economy	100	4
2196	Viva-voce + Term Paper	(50+50)=100	(2+2)=4
	Total=	600	24
9999	English (Compulsory)	100	Non-Credit

**Detailed Syllabus**

Course Code	2162	Marks: 100	Credits: 4	Class Hours: 60
Course Title:	Human Growth, Development and Behaviour in Social Environment			Exam Duration: 4 Hours

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. **Influencing Factors of Behaviour:** Illness, Physical Disability, Intellectual Retardation, Family Disorganization, Institutional Services and Poverty.
5. **Nutrition:** Effect of Protein, Carbohydrate, Fat, Vitamins and Minerals on Growth and Development. Malnutrition, Balanced Diet and Food Practice in Bangladesh.
6. **Stress and Deviant Behaviour:** Meaning and Sources of Stress, Impact of Stress on Behaviour, Stress Management, Deviant Behaviour and Psychosomatic Disorder.
7. **Adjustment:** Meaning, Determinants and Process of Psycho- Social Adjustment. Problems in Adjustment
8. **Theories of Personality:** Freud's Psychoanalytic Theory, Erickson's Theory of Psychological Development, Dollard and Miller's Theory of Learning Implications of these Theories in Understanding human Behaviour.
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 Carre).

**Books Recommended**

Coleman, James C. *Abnormal Psychology & Modern Life*, 4<sup>th</sup> ed. Bombay Tara Porevala sons;1972.

Hall, C.S. & Lindsey. *Theories of Personalit*. New York: Jhon Wiley; 1970.

Hurlock, E.B. *Child Development* 6<sup>th</sup> ed. Mcgraw Hill Co. 1974).

Lanzarus, R.S. *Personality and Adjustment*. New York: Prentice Hall Inc. Englewood Cliffs;1963.

সরকার, নীহার রঞ্জন। মনোবিজ্ঞান ও জীবন (৮ম সংস্করণ)। ঢাকা: জ্ঞানকোষ প্রকাশনী; ১৯৯১।



<b>Course Code</b>	2163	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Course Title:</b>	<b>Social Policy and Planning</b>			Exam Duration: 4 Hours

1. **Social Policy:** Meaning and Goals of Social Policy, Factors Influencing in 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.
3. **Policy Practice Framework:** Skills of Social Workers for Policy Practice, Functions of Policy Practitioner. Means of Understanding Social Policy. Tools of Social Policy Implementation.
4. Social Policy and Constitution of Bangladesh. Problem of Social Policy formulation and Implementation in Developing Countries.
5. **Different Social Policies in Bangladesh:** Education Policy, Health Policy, Population Policy, Child Welfare Policy, Youth Development Policy, Women Devellpment Policy.
6. **Plan and Planning:** Meanings, Types, Classification, Pre-requisites of Effective Planning.
7. **Plan Formulation:** Methods, Steps and process. Plan Formulation System at an National Level in Bangladesh.
8. Sources and Methods of Financing Development Plan, Problems of Resource Allocation and Bangladesh.
9. Programme Planning in Bangladesh, Social Welfare Programme Planning in Bangladesh. (5th five year plan) Problems in Plan Formulation in Bangladesh.

#### **Books Recommended:**

- Dahiya, S. Bhagman, ed. *Development Planning Models*. New Delhi:Inter-India Publication; 1982.
- Jansson, Brauce S. *Social Policy from Theory to Practice-Comparative Analysis*. London: Publishing Compnay; 1994.
- Livingstone, Arthur. *Social Policy in Developing Countries*. London: Kegan Paul;1969.
- Sharma P.N. and Shastri, C. *Social Planning Concepts and Techniques*, Lucknow: Print House; 1981.
- Titmuss Richard, M. *Social Policy: An Introduction*, London:.Urwin Otyman; 1990.
- ইসলাম, আ.স.ম. নুরুল ও রহমান, মোঃ হাবিবুর। সামাজিকল্যাণ নীতি ও কর্মসূচী, ঢাকা: বাংলা একাডেমী; ১৯৭৭।



<b>Course Code</b>	2164	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Course Title:</b>	<b>Social Problems and Analysis Techniques</b>			Exam Duration: 4 Hours

1. **Social Problems:** Meaning, Characteristics Causes, Social Problems and Social Evils.
2. **Some Basic Issues Relating to Social Problems:** Cultural Lag, Cultural Conflict, Class Conflict, Family Disorganization, Faulty Socialization, Unequal Distribution of Wealth and Opportunity.
3. **Major Social Problems in Bangladesh:** Poverty, Over Population, Illiteracy, Unemployment, Malnutrition, Ageing, Drug Addiction. Role-Status Conflict, Crime, Juvenile Delinquency. Their Meaning, Causes and Solutions.
4. **Major Social Evils in Bangladesh:** Corruption, Beggary, Dowry, Cruelty to Women, Immoral Trafficking, STD and HIV/AIDS: Their Meaning, Causes and 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:** Social Problems and their Solutions. Understanding Social Movements, Role of Social Action in Dealing with Social Problems.
8. **Social problems and Social Work:** Use of Social work Knowledge, Methods and Techniques in Dealing with Social Problems

**Books Recommended:**

Sullivan, Thomas. J. and Thompson, Kenricks. *Introduction to Social Problems*. New York: Macmillan; 1991.  
Merton. R.K. and Nisbet, R.A. *Contemporary Social Problems*. New York: Holt Rinehart and Winston; 1968.  
Zastrow, Charles. *Social Problems: Issues and Solution*. Chicago: Western Hall; 1996.



<b>Course Code</b>	7420	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Course Title:</b>	<b>Computer and Information Technology</b>			Exam Duration: 4 Hours

- 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, Tables.
- 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:**

Mustafa Jabber, Computer and Information Technology

**Reference Books:**

1. Hutchinson and Sawyer, Computers and Information Systems.
2. James O'Brien: Management Information Systems
3. Laudon and Laudon: Management Information Systems.



<b>Course Code</b>	7226	<b>Marks: 100</b>	<b>Credits: 4</b>	<b>Class Hours: 60</b>
<b>Course 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. GDP, Saving and Investment:** Sector wise Growth of GDP-Savings-Investment.
- 3. Prices, Wages and Employment:** Consumer Price Index & Inflation-Wage-Labor Force & Employment-Overseas Employment and Remittances.
- 4. 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.
- 5. Monetary Management and Financial Market Development:** Monetary Policy & Monetary Management-Money & Credit Situation-Financial Market Management-Banking Sector-Non-Banking Financial Institutions-Interest Rate Movement-Financing in Agriculture, Industry & SMEs-Financial Sector Management and Policy Reforms-Capital Market & Capital Market Scenario.
- 6. External Sector:** World Trade Scenario-Export and Import Policy, Simplification of Tariff Structure-Reduction of Tariff-Export Policy-Steps towards Export Development-World Trade Organization and Bangladesh-Regional Trade Agreement: APTA, SAFTA, BIMSTECFTA,TPS-OIC, D-8, SAPTA, Balance of Payments-Export Position and Composition of Export Commodities, Country wise Export Earnings-Country wise Import Payment-Exchange Rate Policy-Foreign Exchange Reserve.
- 7. 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.
- 8. 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.
- 9. State Owned Enterprises:** Non-Financial Public Enterprises of Bangladesh-Production and Factor Income of SOE Sector-Net profit/Loss-Contribution to public Exchequer-Government Grant/Subsidy-Debt Service Liabilities-Bank Loan-Financial Performance of SOE Sector.
- 10. Power and Energy:** Contribution of Electricity in GDP and its Growth Rate-Present Power Generation Scenario-Transmission and Distribution-Power generation program-Transmission System-Energy Efficiency and Energy Conservation.
- 11. Transport and Communication:** Road and Highways-Activities of Bridges Division- Bangladesh Railway-Water Transport-Air Transport-Information and Communication-Postal Service.
- 12. 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.
- 13. Poverty Alleviation:** Attainment of Millennium Development Goals-Poverty Reduction Strategy Framework-Measurement of the incidence of Poverty in Bangladesh-Trends of Poverty-Poverty Alleviation Programs. Employment generation program for the poorest-Activities of the Department of Cooperatives-Information and Communication Technology (ICT) for Poverty Alleviation.
- 14. 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.



**15. 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**

Islam, Mujahidul, S. M., Bangladesh Economy (Latest Edition)

### **References:**

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

<b>Course Code</b>	2196	<b>Course Title: Viva-voce + Term Paper</b>	<b>Marks: 50+50=100, Credits: 2+2=4</b>
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Viva-voce on courses studied in the first and second years.



<b>Course Code</b>	<b>9999</b>	<b>Marks: 100</b>	<b>Non-Credit</b>	<b>Class Hours: 60</b>
<b>Course Title:</b>	English (Compulsory)			<b>Exam Duration: 4 Hours</b>

Aims and objectives of this course: 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 that 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]

- Understanding different purposes and types of readings
- Guessing word-meaning in context.
- Understanding long sentences
- Recognizing main ideas and supporting ideas.
- Answering comprehension questions.
- Writing summaries.

2. **Writing**

40

- Writing correct sentences, completing sentences and combining sentences. 5
- Situational writing : Posters, notices, slogans, memos, advertisements etc. 4
- 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,**

- Newspaper writing : Reports, press releases dialogues etc.
- Writing resumés.

**Or,**

8

- Writing letters : Formal and informal letters, letters to the editor, request letters, job applications, complaint letters etc.
- Essay : Generating ideas; outlining; writing a thesis sentence; writing the essay: writing introductions, developing ideas, writing conclusions; revising and editing. 15

3. **Grammar**

25

- Word order of sentences.
- Framing questions.
- 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).
- Punctuation.

4. **Developing vocabulary** : Using the dictionary, suffixes, prefixes, synonyms, antonyms, changing word forms (from verb to noun etc.) and using them in sentences. 10

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.)