

BSW 2<sup>nd</sup> Year 3<sup>rd</sup> Semester

SEMESTER III

25CP- 301 Functional English – III

***Course Outcomes:***

1. To understand communication in formal and informal environment
2. To acquire ability to use non-verbal communication effectively
3. To be able to develop technique of locating specific as well as general information and making notes
4. To understand the use of vocabulary for effective communication
5. To be able to make requests and learn to give, refuse permission in formal, informal situations
6. To master the skills of descriptive and concise writing
7. To learn to skim and scan information while listening

Section 1 Communication skills

- Types of communication and barriers of communication
- Speaking skills –asking, giving, refusing permission
- Active Listening – skimming and scanning information while listening

Section 2 Reading skills

- The Night Train at Deoli by Ruskin Bond
- Louise by Somerset Maugham
- The Long Exile by Leo Tolstoy
- What is success? By Ralph Waldo Emerson

Section 3 Writing skills

- Note making
- Comprehension

## **25 CP 302 Methods of Social Work: Case Work**

### ***Course Outcomes:***

8. Understand case work as a method & its contribution to social work practice.
9. Develop capacity to understand & accept the uniqueness of individual.
10. Develop ability of establishing and sustaining a working relationship with the client system.

### **Unit 1: Introduction to Social Case Work**

- 1.1 Evolution of case work as a method
- 1.2 Importance of case work as a method
- 1.3 types of problems faced by individuals and families: individual differences & needs

### **Unit 2: Assumptions, Values & Principles of Case Work**

- 2.1 Assumptions of Case Work
- 2.2 Values of Case Work
- 2.3 Principles of Case Work

### **Unit 3: Components of Case Work**

- 10.1 Person & Problem in case work
- 10.2 Place in case work
- 10.3 process of case work and intake sheet recording

## **28 CP 303 Methods of Social Work: Community Organization**

### ***Course Outcomes:***

1. Highlight the relevance of community organization as a method
2. Understand & analysis the issues & act upon them.
3. Develop an attitude & skills for participatory processes.

### Unit 1: Conceptualizing community organization practice

- 1.1 Historical development of community organization practice
- 1.2 Community organization & community development
- 1.3 Concept, structure & functions of community

### Unit 2: Understanding community organization practice

- 2.1 Definition & principles of community organization
- 2.2 Values of community organization practice
- 2.3 ethics of community organization practice

### Unit 3: Issues in Community Organization Practice

- 3.1 Gender, caste, class as axis of inequality
- 3.2 Working with institutional settings
- 3.3 Working with non-institutional settings

## **25 EL 301 Human Resource Management**

### ***Course Outcomes:***

1. To prepare for Understand the importance of Management and Human Resource Management in industry
2. To Develop knowledge and understanding roles and about functions of HRM.

### **Unit- 1: Fundamentals of Management**

- 1.1 Conceptual Framework of Management: concept, nature, elements of management.
- 1.2 Approaches: Human Resource approach, System approach.
- 1.3. Functions of management: Planning, Organizing & Co-ordination, Direction and Supervision, Communication and Controlling.

### **Unit- 2.: Human Resource and Human Resource Management**

- 2.1. Conceptual Frame work of Human Resource: Concept, Human factor in Management, importance of Human Resource in industry
- 2.2. Evolution of HRM in India.
- 2.3. Role and Functions of HRM

## **25 EL 302 Youth Development Programs**

### ***Course Outcomes:***

1. To understand concept & demography of youth
2. to study youth issues & understand welfare strategies

### **Unit 1: Understanding Youth**

- 1.1 Concept & Definition of youth
- 1.2 Characteristics of youth
- 1.3 Youth demography
- 1.4 Needs of youth in India

### **Unit 2: Issues of youths & their measures**

- 2.1 Problems of youth
- 2.2 Youth development services at state level
- 2.3 Youth development services at central level
- 2.4 Youth Ministry & its organizational structure.