

SOCW-604

1.	Program	BS Social Work								
2.	Title	Social Welfare Administration								
3.	Semester	6 th								
4.	Code	SOCW-604								
5.	Rating	03 Credit Hours								
6.	Introduction	This course lays foundation for students to understand the concept of social administration and be able to identify and appreciate the administrative structures in which they would be functioning as social workers.								
7.	Objectives	<ol style="list-style-type: none"> 1. The course aims to help students understand basic concepts and principles of social welfare administration 2. It introduces them with administrative structures and functions of a social services unit. 3. It maps out Pakistan's social welfare administration as a field of social work graduates' potential employment so they could be able to perform more effectively and efficiently. 								
8.	Contents	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Week</th> <th style="text-align: left;">Contents</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Week 1</td> <td> Some related concepts <ul style="list-style-type: none"> • social welfare, • social work, • social services, • social policy, • social legislation </td> </tr> <tr> <td style="vertical-align: top;">Week 2-3-4</td> <td> What is Social Administration? <ul style="list-style-type: none"> • Definition • Evolution of social services in philanthropic or residual welfare Contemporary approaches: <ul style="list-style-type: none"> • from system to pluralist approaches, • from contextual to structuralist approaches </td> </tr> <tr> <td style="vertical-align: top;">Week 5-6-7-8</td> <td> Social administrative structure Three sectors of provision of social services <ul style="list-style-type: none"> • The public sector • The private sector (for profit, not for profit/voluntary) • The informal sector (mutual aid) Components of social administrative structure <ul style="list-style-type: none"> • Organization • Personnel • Program • Finances • Management </td> </tr> </tbody> </table>	Week	Contents	Week 1	Some related concepts <ul style="list-style-type: none"> • social welfare, • social work, • social services, • social policy, • social legislation 	Week 2-3-4	What is Social Administration? <ul style="list-style-type: none"> • Definition • Evolution of social services in philanthropic or residual welfare Contemporary approaches: <ul style="list-style-type: none"> • from system to pluralist approaches, • from contextual to structuralist approaches 	Week 5-6-7-8	Social administrative structure Three sectors of provision of social services <ul style="list-style-type: none"> • The public sector • The private sector (for profit, not for profit/voluntary) • The informal sector (mutual aid) Components of social administrative structure <ul style="list-style-type: none"> • Organization • Personnel • Program • Finances • Management
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		Week 9	Mid-Term Exam
		Week 10-11	Administrative functions <ul style="list-style-type: none"> • Planning • Organizing • Staffing • Directing • Co-ordinating • Reporting • Budgeting
		Week 12	<ul style="list-style-type: none"> • Social administrator as supervisor for Social Work trainees
		Week 13-14	Principles of Social Administration <ul style="list-style-type: none"> • Needs and vulnerability, • Risk and insecurity, social investment, • Social justice and social inclusion among others
		Week 15-16-17	Pakistan's Social Welfare Administration <ul style="list-style-type: none"> • Public sector: national, provincial and local jurisdictions • Private sector: NGOs, Trusts, Charitable organizations
		Week 18	Final Term Exam
9.	Outcome	Students shall be able to understand the concept of social administration and be able to identify and appreciate the administrative structures and functions of a social services unit. It is expected that students shall be able to navigate the Pakistan's social welfare administrative set up when enter it as employees/practicing social workers.	
10.	Recommended Books / Reference	<p>Anttonen, A. (Ed.). (2012). <i>Welfare state, universalism and diversity</i>. London: Edward Elgar Publishing.</p> <p>Béland, D. (2005). Ideas and social policy: An institutionalize perspective. <i>Social Policy & Administration</i>, 39(1), 1-18.</p> <p>Benish, A. (2010). Re-bureaucratizing welfare administration. <i>Social service review</i>, 84(1), 77-101.</p> <p>Brass, D. J. (2003). A social network perspective on human resources management. <i>Networks in the knowledge economy</i>, 283-323.</p> <p>Diller, M. (2000). The revolution in welfare administration: Rules, discretion, and entrepreneurial government. <i>NYUL Rev.</i>, 75, 1121.</p> <p>Fimreite, A. L., & Lægreid, P. (2009). Reorganizing the welfare state administration: Partnership, networks and accountability. <i>Public Management Review</i>, 11(3), 281-297.</p> <p>George, V., & Wilding, P. (2013). <i>Ideology and social welfare</i>. London: Routledge.</p> <p>Greve, J. (2017). <i>Comparative social administration</i>. London: Routledge.</p>	

		<p>Greve, J. (2017). <i>Comparative social administration</i>. London: Routledge.</p> <p>Hasenfeld, Y. (2000). Social welfare administration and organizational theory. <i>The handbook of social welfare management</i>, 89-112.</p> <p>Kadushin, A., & Harkness, D. (2014). <i>Supervision in social work</i>. Columbia: Columbia University Press.</p> <p>Lohmann, R. A., & Lohmann, N. (2001). <i>Social administration</i>. Columbia: Columbia University Press.</p> <p>Martin, L. (2000). The environmental context of social welfare administration. <i>The handbook of social welfare management</i>, 55-68.</p> <p>Netting, F. E., Nelson Jr, H. W., Borders, K., & Huber, R. (2004). Volunteer and paid staff relationships: Implications for social work administration. <i>Administration in social work</i>, 28(3-4), 69-89.</p> <p>Patti, R. J. (Ed.). (2000). <i>The handbook of social welfare management</i>. London: Sage publications.</p> <p>Patti, R. J., Rapp, C. A., & Poertner, J. (2014). <i>Managing for service effectiveness in social welfare organizations</i>. London: Routledge.</p> <p>Perlmutter, F. D. (2014). <i>Alternative social agencies: Administrative strategies</i>. London: Routledge.</p> <p>Shoven, J. B. (Ed.). (2007). <i>Administrative aspects of investment-based Social Security reform</i>. Chicago: University of Chicago Press.</p> <p>Slesnick, D. T. (2001). <i>Consumption and social welfare: Living standards and their distribution in the United States</i>. Cambridge: Cambridge University Press.</p> <p>Thompson, J. D. (2017). <i>Organizations in action: Social science bases of administrative theory</i>. London: Routledge.</p>
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Assessment Criteria

Requirements	
Assignments/Quizzes/Project/Field visit	
Mid-Term Exam	
Final Term Exam	