

**CURRICULUM
BS Social Work
4-Years Degree Program
Applicable to Academic Session Fall 2023 and onwards**



**DEPARTMENT OF SOCIAL WORK
FACULTY OF SOCIAL SCIENCES
UNIVERSITY OF SARGODHA
SARGODHA**

1. Overview

The Department of Social Work was established in 2003 to embrace the profession's commitment to the values of human diversity and the dignity of all the individuals of society, with particular attention to the marginalized groups. The mission of the department is to prepare future Social Work professionals who are culturally competent, acquaint with community-engaged practice, know persistent and emerging social problems of diversified groups and be in the lead of societal well-being through social policy and research. Having strong faculty, graduate and postgraduate academic programs; the curriculum is designed to enable the students to get professional Social Work knowledge along with field work practice at micro, macro and mezzo level in an array of settings and with diverse populations. The Department has five PhD and five MPhil qualified faculty members and is one of the leading departments of the University having rich faculty with diversified specializations in the field of social welfare, social policy, social gerontology, human rights, child labor, mental health, gender-based violence, feminization of poverty and social welfare of differently abled persons. Currently, the department offers BS Social Work (4 year degree program), BS Social Work- 5th Semester intake (2 year degree program) and MPhil Social Work and produces graduates and post-graduates every year.

a. Vision of the Department

Followed by profession's commitment to the values of human diversity and the dignity of all the individuals of society, with particular attention to the marginalized groups; the mission of the department is to prepare future Social Work professionals who are culturally competent, acquaint with community-engaged practice, know persistent and emerging social problems of diversified groups and be in the lead of societal well-being through Social Work practice and research.

b. Scope of Social Work

In the present scenario, job opportunities for Social Work graduates are expected to increase more rapidly making it more valuable than ever in a wide range of professional settings including child protection, women welfare, substance abuse treatment, services for senior citizens, rehabilitation centers, hospitals, juvenile services, mental health care and schools at public, private and non-profit sector. The job prospects of Social Work are found at national as well as at international level including Non –governmental Organizations (NGOs), Bilateral Organizations and Multilateral Organizations.

c. Uniqueness of Social Work

The foundation of professional Social Work is a body of knowledge, skills, and values. Knowledge originates not only from social workers but also from a range of disciplines that focus on understanding people's needs and behavior. These include psychology, sociology, political science, economics, biology, psychiatry, counseling, and cultural anthropology. Social workers use knowledge drawn from each field, in conjunction with Social Work skills and values, to help individuals, families, groups, organizations, and communities solve problems and improve their quality of life. Uniqueness of Social Work lies in the framework of practice based profession and is encompassed by three views of Social Work objectives i.e. empowerment, social change & problem solving for the well-being of society.

d. Fields of Practice in Social Work

These are the various practice contexts that address certain types of populations and needs and require a special knowledge and skill base for effective work. Each field of practice involves a labyrinth of typical human problems and the services attempting to address them. Current fields of practice include children and families, aging, disabilities, health, mental health, substance abuse, schools, and corrections. Other contexts for practice are occupational Social Work (focusing on work in employee assistance programs or directed toward organizational change), Rural Social Work (addressing the unique problems of people living in rural areas), Police Social Work (emphasizing work in police, courthouse, and jail settings with crime victims, alleged offenders, and their families), and Forensic Social Work (dealing with the law, educating lawyers, and serving as expert witnesses).

Title of Degree Program: BS in Social Work

1. **Program Learning Objectives:** Program learning objective of Social Work is to prepare students to promote social justice by contributing to the advancement of knowledge and practice in the profession of Social Work. Our graduates have assumed leadership positions in such areas as teaching, research, administration, and policy analysis. More specifically, the objectives of the program for students is to acquire the substantive knowledge of field of social welfare with particular emphasis on issues and questions within the field that require scholarly attention.

2. **Program Structure:**

Duration	Minimum 4-Years (8-Semesters), Maximum 6-Years (12-Semesters)
Admission Requirements:	At least 45% marks in Intermediate (P I/PII) or equivalent.
Degree Completion Requirements:	120-144 Credit Hours

3. **General Education (Gen Ed) Requirements:(Mandatory/Core Courses):**

Sr. No.	Semester	Course Code	Course Title	Credit Hours	Prerequisite
1.	2	URCG-5112	Fables, Wisdom and EPIC	2(2-0)	Nil
2.	4	URCG-5114	Basic Science	3(2-1)	Nil
3.	2	URCG-5116	Science of Society-I	2(2-0)	Nil
4.	1	URCG-5118	Functional English	3(3-0)	Nil
5.	3	URCG-5119	Expository Writing	3(3-0)	Nil
6.	2	URCG-5120	Exploring Quantitative Skills	3(3-0)	Nil
7.	3	URCG-5121	Tools for Quantitative Reasoning	3(3-0)	Nil
8.	1	URCG-5105 URCG-5126	Islamic Studies (OR) Religious Education/Ethics	2(2-0)	Nil
9.	3	URCG-5122	Ideology and Constitution of Pakistan	2(2-0)	Nil
10.	1	URCG-5123	Applications of Information and Communication Technologies (ICT)	3(2-1)	Nil
11.	4	URCG-5124	Entrepreneurship	2(2-0)	Nil
12.	4	URCG-5125	Civics and Community Engagement	2(2-0)	Nil
13.	1-8	URCG-5111	Translation of Holy Quran*	NC	Nil
14.	2	URCG-5127	Seerat of the Holy Prophet (SAW)*	1(1-0)	Nil
GE Courses Credit Hours Total				31	

*for Muslim students only

4. **Single Major Courses:**

Sr. No.	Course Code	Course Title	Credit Hours	Prerequisite
1.	SOWK-5101	Introduction to Social Work & Social Welfare	3(3-0)	Nil
2.	SOWK-5102	Demography	3(3-0)	Nil
3.	SOWK-5103	Youth Wellbeing	3(3-0)	Nil

4.	SOWK-5104	The Practice of Social Work-I	3(3-0)	Nil
5.	SOWK-5105	Introduction to Gender Studies	3(3-0)	Nil
6.	SOWK-5106	Social Development	3(3-0)	Nil
7.	SOWK-5107	The Practice of Social Work-II	3(3-0)	SOWK-5104
8.	SOWK-5108	Geriatric Social Work	3(3-0)	Nil
9.	SOWK-5109	Introduction to Cultural Anthropology	3(3-0)	Nil
10.	SOWK-5110	The Practice of Social Work-III	3(3-0)	SOWK-5107
11.	SOWK-5111	Human Rights for Social Work Practice	3(3-0)	Nil
12.	SOWK-5112	Social Problems	3(3-0)	Nil
13.	SOWK-6114	Social Case Work	3(3-0)	Nil
14.	SOWK-6115	Community Development & Organization	3(3-0)	Nil
15.	SOWK-6116	Human Growth & Behavior in Social Work	3(3-0)	Nil
16.	SOWK-6117	Theories of Social Work-I	3(3-0)	Nil
17.	SOWK-6118	Social Group Work	3(3-0)	Nil
18.	SOWK-6119	Theories of Social Work-II	3(3-0)	SOWK-6117
19.	SOWK-6120	Social Policy	3(3-0)	Nil
20.	SOWK-6121	NGO Management	3(3-0)	Nil
21.	SOWK-6122	Research in Social Work	3(3-0)	Nil
22.	SOWK-6123	Social Action	3(3-0)	Nil
23.	SOWK-6124	Social Welfare Administration	3(3-0)	Nil
24.	SOWK-6125	Statistics & Data Analysis in Social Work	3(3-0)	Nil
25.	SOWK-6126	Laws for Social Work in Pakistan	3(3-0)	Nil
26.	SOWK-6127	Human Resource Development in Social Work	3(3-0)	Nil
27.	SOWK-61xx	Optional Course-I (from list of optional courses)	SOWK-61xx	Nil
28.	SOWK-61xx	Optional Course-I (from list of optional courses)	SOWK-61xx	Nil
Major Courses Credit Hours Total			84 Credit Hours	

5. Interdisciplinary/Allied courses: minimum 12 credit hours:

Interdisciplinary/Allied courses will be offered after 4th semester

1.	SOCI-5101	General Sociology-I	3(3-0)	Nil
2.	EDUC-5101	Introduction to Education	3(3-0)	Nil
3.	PSYC-5101	Introduction to Psychology	3(3-0)	Nil
4.	POLS-5101	Introduction to Political Science	3(3-0)	Nil
5.	INTR-5101	Introduction to International Relations	3(3-0)	Nil
6.	ECON-5104	Fundamentals of Economics	3(3-0)	Nil
7.	CRIM-5101	Fundamentals of Criminology	3(3-0)	Nil
Interdisciplinary Courses Credit Hours Total			*12 Credit Hours	

*Only four courses will be offered from the interdisciplinary courses list.

6. Field experience/internship: Minimum 03 credit hours:

1.	SOWK- 5113	Internship*	3(0-3)	Completion of minimum 60 credit hours
2.	SOWK-6128	Fieldwork & Report Writing-I ** (Social Work Practice at Micro, Macro & Mezo Level)	6(0-6)	Nil
3.	SOWK-6129	Fieldwork & Report Writing-II ** (Social Work Practice at Micro, Macro & Mezo Level)	6(0-6)	Nil

**For student exiting program to have Associate Degree. Lasting 6-8 weeks and ideally scheduled during summer breaks after 4th semester.*

*** Program specific requirement*

7. Capstone Project: Minimum 03 credit hours:

This project, after the sixth semester, requires faculty supervision and evaluation following department guidelines

1.	SOWK-6130	Capstone Project	3(3-0)	Nil
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Scheme of Studies

BS in Social Work

Semester-I

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
GE-1	URCG-5118	Functional English	3(3-0)	Nil
GE-2	URCG-5105 URCG-5126	Islamic Studies (OR) Religious Education/Ethics	2(2-0)	Nil
GE-3	URCG-5123	Applications of Information and Communication Technologies (ICT)	3(2-1)	Nil
GE-4 (i)	URCG-5111(i)	Translation of Holy Quran	NC	Nil
Major-1	SOWK- 5101	Introduction to Social Work & Social Welfare	3(3-0)	Nil
Major-2	SOWK- 5102	Demography	3(3-0)	Nil
Major-3	SOWK-5103	Youth Wellbeing	3(3-0)	Nil

Semester Total Credit Hours: 17

Semester-II

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
GE-5	URCG-5112	Fables, Wisdom and EPIC	2(2-0)	Nil
GE-6	URCG-5116	Science of Society-I	2(2-0)	Nil
GE-7	URCG-5120	Exploring Quantitative Skills	3(3-0)	Nil
GE-8	URCG-5127	Seerat of the Holy Prophet (SAW)	1(1-0)	Nil
Major-4	SOWK- 5104	The Practice of Social Work-I	3(3-0)	Nil
Major-5	SOWK- 5105	Introduction to Gender Studies	3(3-0)	Nil
Major-6	SOWK- 5106	Social Development	3(3-0)	Nil

Semester Total Credit Hours: 17

Semester-III

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
GE-9	URCG-5119	Expository Writing	3(3-0)	Nil
GE-10	URCG-5121	Tools for Quantitative Reasoning	3(3-0)	Nil
GE-11	URCG-5122	Ideology and Constitution of Pakistan	2(2-0)	Nil
GE-4 (ii)	URCG-5111(ii)	Translation of Holy Quran	NC	Nil
Major-7	SOWK- 5107	The Practice of Social Work-II	3(3-0)	SOWK- 5104
Major-8	SOWK- 5108	Geriatric Social Work	3(3-0)	Nil
Major-9	SOWK- 5109	Introduction to Cultural Anthropology	3(3-0)	Nil

Semester Total Credit Hours: 17

Semester-IV

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
GE-12	URCG-5114	Basic Science	3(2-1)	Nil
GE-13	URCG-5124	Entrepreneurship	2(2-0)	Nil
GE-14	URCG-5125	Civics and Community Engagement	2(2-0)	Nil
Major-10	SOWK-5110	The Practice of Social Work-III	3(3-0)	SOWK- 5107
Major-11	SOWK-5111	Human Rights for Social Work Practice	3(3-0)	Nil
Major-12	SOWK-5112	Social Problems	3(3-0)	Nil

Semester Total Credit Hours:16

Summer Semester (For student exiting program to have Associate Degree)

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
Compulsory	SOWK- 5113	Internship	3(0-3)	Completion of minimum 60 credit hours

Semester-V

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
Major-13	SOWK-6114	Social Case Work	3(3-0)	Nil
Major-14	SOWK-6115	Community Development and Organization	3(3-0)	Nil
Major-15	SOWK-6116	Human Growth and Behavior in Social Work	3(3-0)	Nil
Major-16	SOWK-6117	Theories of Social Work- I	3(3-0)	Nil
ID-1	SOWK-6131-6137	From the list of ID courses	3(3-0)	Nil
GE-4 (iii)	URCG-5111(iii)	Translation of Holy Quran	NC	Nil

Semester Total Credit Hours:15

Semester-VI

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
Major-17	SOWK-6118	Social Group Work	3(3-0)	Nil
Major-18	SOWK-6119	Theories of Social Work- II	3(3-0)	SOWK-6117
Major-19	SOWK-6120	Social Policy	3(3-0)	Nil
Major-20	SOWK-6121	NGO Management	3(3-0)	Nil
ID-II	-----	From the list of ID courses	3(3-0)	Nil
Fieldwork Experience	SOWK-6128	Fieldwork & Report Writing-I (Social Work Practice at Micro, Macro &Mezo Level (Program specific requirement)	6(0-6)	Nil

Semester Total Credit Hours:21

Semester-VII

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
Major-21	SOWK-6122	Research in Social Work	3(3-0)	Nil
Major-22	SOWK-6123	Social Action	3(3-0)	Nil
Major-23	SOWK-6124	Social Welfare Administration	3(3-0)	Nil
Major-24	SOWK-61xx	Optional Course-I (from list of optional courses)	SOWK-61xx	Nil
ID-III	-----	From the list of ID courses	3(3-0)	Nil
Fieldwork Experience	SOWK-6129	Fieldwork & Report Writing-II (Social Work Practice at Micro, Macro & Mezo Level) <i>(Program specific requirement)</i>	6(0-6)	Nil
GE-4 (iv)	URCG-5111(iv)	Translation of Holy Quran	NC	Nil

Semester Total Credit Hours: 21

Semester-VIII

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
Major-25	SOWK-6125	Statistics and Data Analysis in Social Work	3(3-0)	Nil
Major-26	SOWK-6126	Laws for Social Work in Pakistan	3(3-0)	Nil
Major-27	SOWK-6127	Human Resource Development in Social Work	3(3-0)	Nil
Major-28	SOWK-61xx	Optional Course-II (from list of optional courses)	3(3-0)	Nil
ID-IV	-----	From the list of ID courses	3(3-0)	Nil

Semester Total Credit Hours: 15

Compulsory	Capstone Project	SOWK-6130	Capstone Project*	3(3-0)	Nil
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* Capstone Project will start from semester VII

List of Optional Courses

Optional Course	SOWK-6131	Medical and Psychiatric Social Work	3(3-0)	Nil
Optional Course	SOWK-6132	Gender & Development	3(3-0)	Nil
Optional Course	SOWK-6133	Child Protection	3(3-0)	Nil
Optional Course	SOWK-6134	School Social Work	3(3-0)	Nil
Optional Course	SOWK-6135	Rural Development and Local Government	3(3-0)	Nil
Optional Course	SOWK-6136	Social Work and Disaster Management	3(3-0)	Nil
Optional Course	SOWK-6137	Drug Abuse Prevention	3(3-0)	Nil

Degree Program Total: 142

Course Code	URCG-5118	Course Title	Functional English	Credit Hours	3(3-0)
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Course Brief:

The course aims at providing understanding of a writer's goal of writing (i.e. clear, organized and effective content and to use that understanding and awareness for academic reading and writing.

Course Learning Objectives:

The objectives of the course are to make the students acquire and master the grammatical academic writing skills. The course would enable the students to develop argumentative writing techniques. The students would be able to logically add specific details on the topics such as facts, examples and statistical or numerical values. The course will also provide insight to convey the knowledge and ideas in an objective and persuasive manner. Furthermore, the course will also enhance the students' understanding of ethical considerations in writing academic assignments and topics including citation, plagiarism, formatting and referencing the sources as well as the technical aspects involved in referencing.

Course Contents:

1. Developing Analytical Skills
2. Transitional devices (word, phrase and expressions)
3. Development of ideas in writing
4. Reading Comprehension
5. Precis Writing
6. Developing argument
7. Sentence structure: Accuracy, variation, appropriateness, and conciseness
8. Appropriate use of active and passive voice
9. Organization and Structure of a Paragraph
10. Organization and structure of Essay
11. Types of Essays

Recommended Texts:

1. Bailey, S. (2011). Academic writing: A handbook for international students (3rd ed.). New York: Routledge.
2. Eastwood, J. (2011). A Basic English grammar. Oxford: Oxford University Press.
3. Swales, J. M., & Feak, C. B. (2012). Academic writing for graduate students: Essential tasks and skills (3rd ed.). Ann Arbor: The University of Michigan Press.
4. Swan, M. (2018). Practical English usage (8th ed.). Oxford: Oxford University Press.

Suggested Readings:

1. Biber, D., Johansson, S., Leech, G., Conrad, S., Finegan, E., & Quirk, R. (1999). Longman grammar of spoken and written English. Harlow Essex: MIT Press.
2. Cresswell, G. (2004). Writing for academic success. London: SAGE.
3. Johnson-Sheehan, R. (2019). Writing today. Don Mills: Pearson.
4. Silvia, P. J. (2019). How to write a lot: A practical guide to productive academic writing. Washington: American Psychological Association
5. Thomson, A. J., & Martinet, A. V. (1986). A Practical English Grammar. Oxford: Oxford University Press.

Course Code	URCG-5105	Course Title	Islamic Studies	Credit Hours	2(2-0)
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Course Brief:

Islamic Studies engages in the study of Islam as a textual tradition inscribed in the fundamental sources of Islam; Qur'an and Hadith, history and particular cultural contexts. The area seeks to provide an introduction to and a specialization in Islam through a large variety of expressions (literary, poetic, social, and political) and through a variety of methods (literary criticism, hermeneutics, history, sociology, and anthropology). It offers opportunities to get fully introductory foundational bases of Islam in fields that include Qur'anic studies, Hadith and Seerah of Prophet Muhammad (PBUH), Islamic philosophy, and Islamic law, culture and theology through the textual study of Qur'an and Sunnah.

Course Learning Objectives:

- To make students understand the relevance and pragmatic significance of Islam in their lives.
- To make learners comprehend the true spirit of Islam with reference to modern world.
- To generate a sense of Islamic principles as a code of living that guarantee the effective solutions to the current challenges of being.
- To provide Basic information about Islamic Studies
- To enhance understanding of the students regarding Islamic Civilization
- To improve Students skill to perform prayers and other worships
- To enhance the skill of the students for understanding of issues related to faith and religious life.

Course Contents:

Introduction to Qur'anic Studies

- 1) Basic Concepts of Qur'an
- 2) History of Quran
- 3) Uloom-ul-Quran

مطالعہ قرآن (تعارف قرآن، منتخب آیات کا ترجمہ و تفسیر: سورۃ البقرہ آیات 1-5، 284-286؛ سورۃ الحجرات آیات 1-18؛ سورۃ الفرقان آیات 63-77؛ سورۃ المؤمنون آیات 1-11؛ سورۃ الاحزاب آیات 6، 21، 32-33، 40، 56-59؛ سورۃ الانعام آیات 151-153؛ سورۃ الصف آیات 1-14؛ الحشر آیات 18-20؛ آل عمران آیات 190-192؛ النحل آیات 12-14؛ لقمن آیت 20، حم السجدہ آیت 53)

Introduction to Sunnah

- 1) Introduction of Hadith
- 2) Legal Status of Hadith
- 3) History of the compilation of Hadith
- 4) Kinds of Hadith

حدیث کا تعارف، حدیث کی دینی حیثیت، حفاظت و تدوین حدیث، حدیث کی اقسام

متن، حدیث: 1 درج ذیل موضوعات پر احادیث کا مطالعہ

- 1- اعمال کا اجر نیت پر منحصر ہے۔ 2- بہترین انسان قرآن کا طالب علم اور اس کا معلم ہے۔ 3- کتاب و سنت گمراہی سے بچنے کا ذریعہ ہیں۔ 4- ارکان اسلام 5- اسلام، ایمان، احسان اور قیامت کی نشانیاں، 6- بچوں کی نماز کی تلقین 7- دین کا گہرا فہم اللہ کی خاص عنایت ہے 8- حصول علم، تلاوت قرآن اور عمل کی اہمیت و فضیلت، 9- روزِ محشر کا محاسبہ، 10- حقوق اللہ کے ساتھ ساتھ حقوق العباد کا لحاظ رکھنا بھی لازم ہے 11- حسن خلق کی عظمت اور فحش و بدگوئی کی مذمت 12- دنیا و آخرت کی بھلائی کی ضامن چار چیزیں، 13- ہلاک کر دینے والی سات چیزیں، 14- بے عمل مبلغ کا عبرت ناک انجام 15- ہر شخص نگران ہے اور ہر شخص مسئول

- 5) Sirah of the Prohet
- 6) Importance of the Study of Sirah
- 7) Character building method of the Prophet

(سیرت النبی ﷺ) مطالعہ سیرت کی ضرورت و اہمیت، تعمیر، سیرت و شخصیت کا نبوی منہاج اور عملی نمونے، اقامت دین کا نبوی طریق کار، اقامت دین بعہد خلافت راشدہ، بیثاق مدینہ، خطبہ حجۃ الوداع، اخلاقی تعلیمات، تشکیل اجتماعیت اور اسوہ حسنہ، قرآن مجید میں سیرت سرور عالم کا بیان، غزوات نبوی ﷺ کے مقاصد و حکمتیں)

Islamic Culture & Civilization

- 1) Basic Concepts of Islamic Culture & Civilization
- 2) Historical Development of Islamic Culture & Civilization
- 3) Characteristics of Islamic Culture & Civilization
- 4) Islamic Culture & Civilization and Contemporary Issues

4. اسلامی تہذیب و تمدن (اسلامی تہذیب کا مفہوم، اسلامی کے عوامل و عناصر، اسلامی تہذیب کی خصوصیات، اسلامی تہذیب، علمی، معاشرتی اور سماجی اثرات، تہذیبوں کے تصادم کے نظریے کا تنقیدی جائزہ، تہذیبی تصادم کے اثرات و نتائج، طبعی، حیاتیاتی اور معاشرتی علوم میں مسلمانوں کا کردار، نامور مسلمان سائنسدان)

Recommended Books:

- 1) Hameed ullah Muhammad, —Emergence of Islam, IRI, Islamabad
- 2) Hameed ullah Muhammad, —Muslim Conduct of State
- 3) Hameed ullah Muhammad, —Introduction to Islam
- 4) Ahmad Hasan, —Principles of Islamic Jurisprudence, Islamic Research, Institute, International Islamic University, Islamabad (1993)

Suggested Readings:

- 1) Dr. Muhammad Zia-ul-Haq, —Introduction to Al-Sharia Al-Islamiall Allama Iqbal Open University, Islamabad (2001)
- 2) Dr. Muhammad Shahbaz Manj, Teleemat-e- Islam

Course Code	URCG-5126	Course Title	Ethics	Credit Hours	2(2-0)
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Course Brief:

This course is designed to provide a basic understanding of ethics and its relationship with science, religion and law. It also provides an insight into historical development of morality, moral theories and moral teachings of major religions.

Course Learning Objectives:

The aim of the general education course in ethics is to prepare students to become responsible moral agents, competent and humane professionals, and informed and engaged citizens. To achieve this, the courses provide students with the conceptual tools to make autonomous, informed, comprehensive and coherent judgments about personal, professional, and public ethical issues.

Course Contents:

1. Meaning and Scope of Ethics.
2. Relation of Ethics with: (a) Religion (b) Science (c) Law
3. Historical Development of Morality: (a). Instinctive Moral Life. (b). Customary Morality. (c). Reflective Morality.
4. Moral Theories: (a). Hedonism (Mill) (b). Intuitionism (Butler) (c). Kant's Moral Theory.
5. Moral Ethics and Society. (a). Freedom and Responsibility. (b). Tolerance (c). Justice (d). Punishment (Theories of Punishment)
6. Moral Teachings of Major Religions: a). Judaism b). Christianity c). Islam
7. Professional Ethics: a). Medical Ethics b). Ethics of Students c). Ethics of Teachers d). Business Ethics

Recommended Texts:

1. William Lille. An Introduction to Ethics., London Methuen & Co. latest edition.
2. Titus, H.H. Ethics for Today. New York: American Book, latest edition.
3. Hill, Thomas. Ethics in Theory and Practice. N.Y. Thomas Y. Crowel, latest edition.
4. Ameer Ali, S. The Ethics of Islam. Culcutta: Noor Library Publishers, latest edition.

Suggested Readings:

1. Donaldson, D.M. Studies in Muslim Ethics. London: latest edition.
2. Sayeed, S.M.A.(Tr.) Ta'aruf-e-Akhlaqiat. Karachi: BCC&T, University of Karachi.

Course Code	URCG-5123	Course Title	Applications of Information and Communication Technologies (ICT)	Credit Hours	3(2-1)
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Course Brief:

The course introduces students to information and communication technologies and their application in the workplace.

Course Learning Objectives:

Objectives include basic understanding of computer software, hardware, and associated technologies. How computers can be used in the workplace, how communications systems can help boost productivity, and how the Internet technologies can influence the workplace. Students will get basic understanding of computer software, hardware, and associated technologies. They will also learn how computers are used in the workplace, how communications systems can help to boost productivity, and how the Internet technologies can influence the workplace.

Course Contents:

1. Introduction, Overview of Information Technology.
2. Hardware: Computer Systems & Components, Storage Devices.
3. Software: Operating Systems, Programming and Application Software.
4. Databases and Information Systems Networks.
5. File Processing Versus Database Management Systems.
6. Data Communication and Networks.
7. Physical Transmission Media & Wireless Transmission Media.
8. Applications of smart phone and usage.
9. The Internet, Browsers and Search Engines.
10. Websites and their types.
11. Email Collaborative Computing and Social Networking.
12. E-Commerce.
13. IT Security and other issues.
14. Cyber Laws and Ethics of using Social media.
15. Use of Microsoft Office tools (Word, Power Point, Excel) or other similar tools depending on the operating system.
16. Other IT tools/software specific to field of study of the students if any.

Recommended Texts:

1. Discovering Computers 2022: Digital Technology, Data and Devices by Misty E. Vermaat, Susan L. sebok; 17th edition.

Suggested Readings:

1. Computing Essentials 2021 by Timothy J. O'Leary and Linda I. O'Leary, McGraw Hill Higher Education; 26th edition.
2. Computers: Understanding Technology by Fuller, Floyd; Larson, Brian: edition 2018

Course Code	URCG-5111(i)	Course Title	Translation of the Holy Quran	Credit Hours	NC
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Topic	Details
Semester/Level	In some discipline 1 st semester and in some discipline 2 nd Semester/ ADP Program 1 st Year
Course Code	URCG-5111
Course Title	Translation of the Holy Quran – I
Credit Hours	1(0-1)
Objectives	<ul style="list-style-type: none"> • To familiarize the students to keys and fundamentals of recitation of the holy Quran. • To develop the skill of the students of recitation the last revelation. • Students will learn the basic Arabic grammar in a practical way. • To develop an eagerness among the students to explore the last divine Book.
Course Contents:	<ul style="list-style-type: none"> • تیسواں پارہ - ناظرہ مع تجوید • بنیادی عربی گرامر اسم اور اسکے متعلقات: اسم فاعل، مفعول، تفضیل، مبالغہ فعل اور اسکی اقسام: ماضی، مضارع، امر، نہی حرف اور اسکی اقسام: حروف علت، حروف جارہ، مشبہ بالفعل
Memorization:	تیسویں پارے کی آخری بیس سورتیں (حفظ مع ترجمہ)

Course Code	SOWK-5101	Course Title	Introduction to Social Work & Social Welfare	Credit Hours	3(3-0)
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Course Brief:

Social Work is a practice-based discipline which aims at improving the well-being of society. Introduction to Social Work is a basic course which elaborates the conceptual foundation of Social Work needed to acquaint students with the contemporary professional knowledge of Social work and generalist Social Work practice.

Course Learning Objectives:

This course is designed to acquaint students an introductory knowledge regarding the development of the Social Work profession and Social Work education, Social Work under religious doctrines and Social Work knowledge, ethics, values and skills. It will orient students to the professional roles of social worker followed by the knowledge of generic principles of Social Work. This course will be a foundation stone in helping the students to gain required knowledge to become an effective Social Worker. Moreover, it will also focus on the generalist Social Work practice along with its practice settings (micro, mezzo and macro practice). It will also provide the understanding of Social Welfare, its history around the globe and contemporary fields of Social Work practice.

Course Contents:

1. Concept and introduction to Social Work
2. History of Social Work
3. The Development of the Social Work Profession
4. Early Development of Social Work Education
5. Concept of Social Work under religious doctrines
6. Social Work Knowledge, ethics, Values and skills
7. Values and multicultural competence
8. Generic principles of Social Work
9. Social worker: a variety of roles
10. Social Work practice
11. The process of generalist Social Work practice
12. Practice settings: micro, mezzo and macro practice
13. Social Work functions and roles: consultancy, resource management, integration, integrating generalist functions
14. Concept and introduction to Social Welfare
15. History of Social Welfare
16. Approaches of Social Welfare
17. Welfare State
18. Contemporary fields of Social Work Practice

Recommended Texts:

1. Kirst-Ashman, K. K. (2017). *Introduction to social work and social welfare: critical thinking perspectives*. Boston: Cengage learning.
2. Zastrow, C.H. (2013). *The practice of social work: a comprehensive worktext*. Belmont: Cengage learning.

Suggested Readings:

1. Birkenmaier, J & Berg-Weger, (2017). *The practice of generalist social work*. New York: Taylor & Francis.
2. Wilson, K, et al. (2008). *Social work: an introduction to contemporary practice*. London: Pearson Education Limited.

Course Code	SOWK-5102	Course Title	Demography	Credit Hours	3(3+0)
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Course Brief:

Demography is the statistical study of human populations. It has two types i.e. formal demography and population studies. Formal demography deals with fertility, marriage/union formation and dissolution, mortality, and migration, normally using specific demographic concepts, measures and methods. Population studies employ concepts, measures and methods of formal demography, statistics, and the other disciplines to which the research topic is related. Population studies are concerned with the various determinants of population changes and the impacts of population changes on societies, economics, biological evolution, environment, politics and culture.

Course Learning Objectives:

The emphasis in this course is on the population planning policies, implementation of and programs, especially in Pakistan. The course also includes information about education and motivation in family planning, techniques and skills of motivation and other important areas.

Course Contents:

1. Introduction
2. Types of Demography: formal demography and population studies
3. Distinct features of Demography
4. Vital Events: registration and purposes
5. History and Sources of Demographic Data
6. Demographic characteristics: age, race, gender, ethnicity, religion, income, education, home ownership, marital status, family size
7. Birth rate
8. Mortality
9. Morbidity
10. Fertility
11. Migration
12. Urbanization
13. Population diversity
14. Demographic transitions at international and national level
15. Theories of Population: Malthusian Theory, Transition Theory, Ester Boserup Theory, Julian Simon Theory
16. Population growth at macro level
17. Population growth in Pakistan: Historical trends, problems, Population welfare programs in Pakistan Present population, situation & Future prospects

Recommended Texts:

1. Thomas, R. K. (2018). *Concepts, methods and practical applications in applied demography an introductory textbook*. Gewerbestrasse: Springer.
2. Harper, S. (2018). *Demography: a very short introduction*. Oxford: Oxford University Press.

Suggested Readings:

1. Lundquist, J. H., Anderton, D. L. & Yaukey, D. (2015). *Demography: the study of human population*. Long grove: Waveland Press, Inc.

2. Poston, D. & Bouvier, L. F. (2010). *Population and society an introduction to demography*. Cambridge: Cambridge University Press.

Course Code	SOWK-5103	Course Title	Youth Wellbeing	Credit Hours	3(3+0)
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Course Brief:

Youth is a relational concept because it exists and has meaning largely in relation to the concept of adulthood. Youth Wellbeing is variously represented as a solution to student disengagement and unhappiness, a technique to fix problems in students and as something of which all young people should simply have more: it is not simply a synonym for mental health in a narrow clinical sense. It is one of the most important fields of professional social work. It will help the students to understand the concept of youth, youth welfare & youth development.

Course Learning Objectives:

It will enhance student's understanding about the issues related to young people and their role in national development. It will acquaint the students with the knowledge of youth development, youth subcultures and youth transitions, youth identity', and the relationship of youth to culture, youth marginalization, youth engagement and youth Theories along with the problems of contemporary problems of youth in our society.

Course Contents:

1. Concept of youth, its historical and contemporary use and usefulness
2. Youth development, youth subcultures and youth transitions
3. Youth identity', and the relationship of youth to culture
4. Youth marginalization
5. Youth Engagement
6. Social Work with Youth
7. Youth Theories a. Resilience Theory b. Positive Youth Development based on Ecological Theory c. Leadership Theories
8. National & Provincial Youth Policies in Pakistan
9. Factors influencing development of youth
10. Youth and Leadership
11. Role of youth in nation building
12. Role of professional social worker for Youth wellbeing
13. Contemporary problems of youth wellbeing in society

Recommended Texts:

1. White, R & Wyn, J. (2020). *Rethinking youth*. Sydney: Allen & Unwin.
2. Wright, K & McLeod, J. (2015). *Rethinking youth wellbeing*. Melbourne: Springer.

Suggested Readings:

1. Shek, D. T. L., Sun, R. C. F., & Merrick, J. (Eds.). (2013). *Positive youth development: theory, research and application*. New York: Nova.
2. Bendit, R & Hahn-Bleibtreu, M. (2008). *Youth Transitions: Processes of social inclusion and patterns of vulnerability in globalized world*. Leverkusen: Barbara Budrich Publishers.

Course Code	URCG-5112	Course Title	Fables, Wisdom and EPIC	Credit Hours	2(2-0)
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Course Brief:

The three components of the course, including fables, wisdom literature and epic, will enable the learners to explore and understand the classic tradition in literature. Development of personal virtue, a deep Sufi ethic and an unwavering concern for the permanent over the fleeting and the ephemeral are some of the key themes explored in the contents that will develop an intimate connection between literature and life.

Course Learning Objectives:

The course will enable students to explore human experiences, cultivate an appreciation of the past, enrich their capacity to participate in the life of their times, and enable an engagement with other cultures and civilizations, both ancient and modern. But independently of any specific application, the study of these subjects teaches understanding and delight in the highest achievements of humanity.

Course Contents:

1. Fables
 - The Fables of Bidpai
 - The Lion and the Bull
 - The Ring-dove
 - The Owls and the Crows
 - Selected poem from Bang-i-Dara
2. Gulistan-e- Sa'di
 - Ten hikāyāt from John T. Platts, *The Gulistan*
3. Epic
 - THE SHĀHNĀMA OF FIRDAUSI

Recommended Texts:

1. John T. P. (1876). *The Gulistan; or, Rose Garden of Shaikh Muslihu'd- Dīn Sa'dī of Shīrāz*. London: Wm. II. Allen.
2. Chishti, Y.S. (1991). *Sharaḥ-i bāng-i darā*. Lāhaur: Maktaba-i ta'mīr-i insāniyat

Suggested Readings:

1. Thackston, W. (2000). *A Millennium of Classical Persian Poetry*. Maryland: Ibex Publishers.
2. Wood, R. (2013). *Kalila and Dimna: Fables of Conflict and Intrigue*. United Kingdom: Medina Publishing, Limited.

Course Code	URCG-5116	Course Title	Science of Society-I	Credit Hours	2(2-0)
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Course Brief:

This course will introduce students with the subject matter of social science, its scope, nature and ways of looking at social phenomenon. It will make the participants acquaintance with the foundations of modern society, state, law, knowledge and selfhood. While retaining a focus on Pakistani state and society, students will encounter theoretical concepts and methods from numerous social science disciplines, including sociology, politics, economics anthropology and psychology and make them learn to think theoretically by drawing on examples and case studies from our own social context. Students will be introduced to the works of prominent social theorists from both western and non-western contexts. Instruction will include the use of written texts, audio-visual aids and field visits.

Course Learning Objectives:

Learning objectives of course are to introduce student with the nature of human social behavior and foundations of human, group life, to incorporate critical thinking in students to analyze the reciprocal relationship between individuals and society, to make student aware with the nature of societies existing in modern world and to familiarize students with the philosophy of knowledge of social sciences.

Course Contents:

1. Introduction to Social Sciences
 - Social world, Human Social behavior, Foundations of society
 - Evolution of Social sciences
 - Philosophy of Science
 - Scope and nature of social sciences
 - Modernity and social sciences
 - Branches of social science: Sociology, Anthropology, Political Science, Economics
2. Society and Community, Historical evolution of Society
 - Types of Societies (Foraging society, Horticultural society, Pastoralist society, Agrarian societies, Industrial society, Postindustrial society)
3. Philosophy of Knowledge in social Science and social inquiry
 - Understanding social phenomenon
 - Alternative ways of knowing
 - Science as a source to explore social reality
 - Objectivity, Value-Free research
 - Positivism vs Interpretivism
 - Qualitative vs Quantitative
4. Culture and Society
 - Idea of Culture, Assumptions of culture
 - Types, Components, Civilization and culture
 - Individual and culture. Cultural Ethnocentrism, Cultural Relativism
 - Outlook of Pakistani culture
 - Global Flows of culture, Homogeneity, Heterogeneity
5. Social Stratification and Social inequality
 - Dimensions of inequality, Social class

- Gender, Race, Religion, Ethnicity, Caste
- Patterns of social stratification in Pakistan
- Class, caste system in agrarian society
- Ascription vs Achievement, Meritocracy
- Global stratification in modern world, Global patterns of inequality
- 6. Personality, Self and Socialization
 - Concept of self, Personality
 - Nature vs Nurture, Biological vs Social
 - Development of Personality
 - Socialization as a process, Agents of socialization
 - Socialization and self/group identity
- 7. Gender and Power
 - Understanding Gender
 - Social construction of Patriarchy
 - Feminism in Historical context, Gender Debates
 - Gender and Development
 - Gender issues in Pakistani society, Women Participation in politics, economy and education
 - Toward a gender sensitive society, Gender mainstreaming
- 8. Pakistan: State, Society, Economy and Polity
 - Colonialism, colonial legacy, National identity
 - Transformation in Pakistani society: Traditionalism vs Modernism
 - Economy, Informality of Economy, Modern economy and Pakistan
 - Political Economy, Sociology of Economy

Recommended Texts:

1. Giddens, A. (2018). Sociology (11th ed.). UK: Polity Press.
2. Henslin, J. M. (2018). Essentials of Sociology: A Down-to-Earth Approach. (18th Edition) Pearson Publisher.
3. Macionis, J. J. (2016). Sociology (16th ed.). New Jersey: Prentice-Hall.
4. Qadeer, M. (2006) Pakistan - Social and Cultural Transformation in a Muslim Nation.
5. Smelser, N.J. and Swedburg, R., The Handbook of Economic Sociology, Chapter 1 'Introducing Economic Sociology', Princeton University Press, Princeton.
6. Systems of Stratification | Boundless Sociology (no date). Available at: <https://courses.lumenlearning.com/boundless-sociology/chapter/systems-of-stratification/>
7. Jalal, A. (ed.) (1995) 'The colonial legacy in India and Pakistan', in Democracy and Authoritarianism in South Asia: A Comparative and Historical Perspective. Cambridge: Cambridge University Press (Contemporary South Asia).

Suggested Readings:

1. Zaidi, S. A. (2015). Issues in Pakistan's Economy: A Political Economy Perspective. Oxford University Press. Chapter 26
2. Akhtar, A. S. (2017) The Politics of Common Sense: State, Society and Culture in Pakistan. Cambridge: Cambridge University Press.

Course Code	URCG-5120	Course Title	Exploring Quantitative Skills	Credit Hours	3(3-0)
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Course Brief:

Since ancient times, numbers, quantification, statistics and mathematics has played a central role in scientific and technological development. In the 21st century, Quantitative Reasoning (QR) skills are essential for life as they help to better understand socio-economic, political, health, education, and many other issues, an individual now faces in daily life.

Course Learning Objectives:

The skills acquired by taking this course will help the students to apply QR methods in their daily life and professional activities. This course will also change student's attitude about statistics and mathematics. It will not only polish their QR skills, but also enhance their abilities to apply these skills.

Course Contents:

1. Introduction to quantitative reasoning
2. Overview of contributions of Mathematicians and Statisticians especially Muslim scholars.
3. Types of standard numbers
4. Proportions, rates, ratio and percentages
5. Odds and odds ratio
6. Scale of measurements
7. Number sequence and series
8. Unit analysis as a problem-solving tool
9. Data handling (small and large)
10. Data errors, absolute and relative and their applications
11. Descriptive statistics
12. Rules of counting: multiplication rule, factorial, permutation and combination
13. Probability and its application in real life
14. A graphical perspective through Venn Diagram
15. Financial indicator analysis, and money management (profit, loss, simple and compound interest)
16. Practical scenarios involving algebraic expressions: linear and quadratic

Recommended Texts:

1. Akar, G. K., Zambat, İ. Ö., Arslan, S., & Thompson, P. W. (2023). Quantitative Reasoning in Mathematics and Science Education. 1stEd., Springer, USA.
2. Peck, R., Olsen, C., & Devore, J. L. (2015). Introduction to statistics and data analysis. 5th Ed., Brooks Cole, USA.
3. Devlin, K. J. (2012). Introduction to mathematical thinking. Palo Alto, CA: Keith Devlin.

Suggested Readings:

1. Triola, M. F., Goodman, W. M., Law, R., & Labute, G. (2006). Elementary statistics. Reading, MA: Pearson/Addison-Wesley.
2. Blitzer, R., & White, J. (2005). Thinking mathematically. Pearson Prentice Hall.

Course Code	URCG-5127	Course Title	Seerat of the Holy Prophet (SAW)	Credit Hours	1(1-0)
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Title	Description
Semester	
Nature of Course	
No. of C.Hrs.	1(1-0)
Total Teaching weeks	18
Objectives of the Course	<p>۱۔ طلباء کو مطالعہ سیرۃ طیبہ کی ضرورت و اہمیت سے آگاہ کرنا</p> <p>۲۔ تعمیر شخصیت میں مطالعہ سیرۃ طیبہ کے کردار کو واضح کرنا</p> <p>۳۔ بعثت نبوی کے موقع پر اقوام عالم کی عمومی صورت حال سے آگاہ کرنا</p> <p>۴۔ رسول اکرم صلی اللہ علیہ وسلم کی مکی اور مدنی زندگی کا اس طرح مطالعہ کروانا کہ طلباء ان واقعات سے نتائج کا استنباط کر سکیں</p> <p>۵۔ طلباء کو عہد نبوی کی معاشرت، سیاست، معیشت سے آگاہ کرنا</p>

Course Description

S.No.	Title	Description
1	حضور صلی اللہ علیہ وسلم کے ابتدائی حالات زندگی	<p>۱۔ حضور صلی اللہ علیہ وسلم کا خاندانی حسب و نسب</p> <p>۲۔ پیدائش اور ابتدائی تربیت</p> <p>۳۔ لڑکپن اور جوانی کے حالات زندگی</p>
2	بعثت نبوی کے وقت دنیا کے حالات (۱)	<p>۱۔ بعثت نبوی کے وقت اہم تہذیبیں</p> <p>۲۔ عرب، مصر، حبشہ، بازنطینی، ساسانی</p>
3	بعثت نبوی	۱۔ مکی عہد میں دعوت اسلام
4	بعثت نبوی	۱۔ مدنی عہد میں دعوت اسلام
5	خصائص النبیؐ	آپؐ بطور پیغمبر امن
6	خصائص النبیؐ	بحیث استاد و معلم
7	خصائص النبیؐ	بحیث تاجر
8	خصائص النبیؐ	بحیث سربراہ ریاست
9	خصائص النبیؐ	ذاتی محاسن اور عالمگیر اثرات
10	خصائص النبیؐ	ناموس رسالتؐ

11	اسوہ حسنہ اور عصر حاضر	غیر مسلموں سے تعلقات
12	اسوہ حسنہ اور عصر حاضر	اسوہ حسنہ کی روشنی میں گھریلو زندگی
13	اسوہ حسنہ اور عصر حاضر	مستشرقین اور مطالعہ سیرت
15	اسوہ حسنہ اور عصر حاضر	وطن سے محبت اور سیرت
16	اسوہ حسنہ اور عصر حاضر	مستشرقین کے اعتراضات اور ان کے جوابات

نصابی کتب

نمبر شمار	نام مؤلف	نام کتاب
1	ابن ہشام	السيرة النبوية
2	مولانا شبلی نعمانی، سید سلمان ندوی	سیرۃ النبی صلی اللہ علیہ وسلم
3	قاضی محمد سلیمان سلمان منصور پوری	رحمة العالمین
4	مولانا سید ابوالحسن علی ندوی	نبی رحمت صلی اللہ علیہ وسلم
5	ڈاکٹر یسین مظہر صدیقی	عہد نبوی کا نظام حکومت
6	ڈاکٹر خالد علوی	انسان کامل

حوالہ جاتی کتب

نمبر شمار	نام مؤلف	نام کتاب
1	سید ابوالاعلیٰ مودودی	سیرت سرور عالم صلی اللہ علیہ وسلم
2	مولانا صفی الرحمن مبارکپوری	الرحیق المختوم
3	پیر محمد کرم شاہ الازہری	ضیاء النبی صلی اللہ علیہ وسلم
4	ڈاکٹر اکرم الضیاء العمری	السيرة النبوية الصحيحة
5	مولانا عبد الرؤف دانا پوری	اصح السير

Course Code	SOWK-5104	Course Title	The Practice of Social Work-I	Credit Hours	3(3-0)
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Course Brief:

Social work practice consists of the professional application of social work values, principles, and techniques to one or more of the following ends: helping people obtain tangible services; counseling and psychotherapy with individuals, families, and groups; helping communities or groups or improve social well-being. Along with knowledge used in making an assessment, this course will emphasize on assessing the problems of individuals, interviewing in Social Work (informational interviews, assessment interviews, intervention interviews), process of interviewing, counselling in Social Work from worker's perspective and from client's perspective.

Course Learning Objectives:

This course is designed to impart knowledge of the practice of Social Work. It will acquaint students with knowledge goals and assessment needed for social work practice. This course will be a foundation stone in helping the students to gain required knowledge of Social Work Practice with individuals.

Course Contents:

1. Introduction: the practice of Social Work
2. Goals of Social Work Practice
3. Assessment in Social Work Practice
4. Sources of information in assessment
5. Knowledge used in making an assessment
6. Assessing problems
7. Social Work with individuals
8. Social Work with individuals: Interviewing
9. Types of interviews in Social Work: informational interviews, assessment interviews, intervention interviews
10. Process of interviewing
11. Social Work with individuals: counselling
12. Counselling from worker's perspective
13. Counselling from client's perspective: eight stages
14. Client's reaction to a personal problem
15. Kubler-Ross Model of Client's reaction

Recommended Texts:

1. Zastrow, C.H. (2013). *The practice of social work: a comprehensive worktext*. Belmont: Cengage learning.
2. Birkenmaier, J & Berg-Weger, (2017). *The practice of generalist social work*. New York: Taylor & Francis.

Suggested Readings:

1. Holosko, M. J., Dulmus, C, N. & Sowers, K. M. (2013). *Social work practice with individuals and families: evidence-informed assessments and interventions*. New Jersey: John Wiley & Sons, Inc.
2. Miley, K. K., O'Melia, M. W. & DuBois, B. L. (2017). *Generalist social work practice: an empowering approach*. Boston: Pearson.

Course Code	SOWK-5105	Course Title	Introduction to Gender Studies	Credit Hours	3(3-0)
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Course Brief:

Gender is encountered in every aspect of our lives and this is an introductory level course which offers basic understanding about gender studies and related concepts. The course examines different theoretical approaches in gender studies and gender construction of society and relations. The students are expected to understand sociological explanation about gender construction and feminism as well. This course also offers fundamental level understanding of gender-based discrimination and violent practices prevailing in Pakistan.

Course Learning Objectives:

After completing the course, the students will be able to understand the difference between women studies and gender studies as well as femininity and masculinity in social context. This course will equip student's knowledge about gender-based social stratification and the role of different agents of socialization including religion, media, family, economy and politics and how it affects different areas of social life. Furthermore, this course will enable the students to understand different gender issues in ecological and cross-cultural perspectives.

Course Contents:

1. Definition, meaning, concept and importance of gender studies
2. Gender and related ideologies (i.e. patriarchy, matriarchy, matrilineal, patrilocal etc.)
3. Gender & sexism
4. Masculinity and femininity
5. Sociological explanations of gender
6. Gender script
7. Gender socialization
8. Gender & ecology
9. Gender, work & economy
10. Gender & politics
11. Gender & Religion
12. Gender and human rights
13. Gender discrimination
14. Gender-based violence
15. Cross-cultural analysis
16. Feminism
17. Gender issues in Pakistan

Recommended Texts:

1. Blakemore, J. E. O., Berenbaum, S. A., & Liben, L. S. (2009). *Gender development*. New York: Psychology Press, Taylor & Francis Group.
2. Momsen, J. (2010). *Gender and development* (2nd ed.). New York: Routledge.

Suggested Readings:

1. Alston, M. (Ed.). (2014). *Women, political struggles and gender equality in south asia*. New York: Palgrave Macmillan.
2. Burn, S. M. (2011). *Women across cultures: a global perspective* (3rd ed.). New York: McGraw-Hill.
3. Verschuur, C., Guérin, I., & Guétat-Bernard, H. (Eds.). (2014). *Under development: gender*. New York: Palgrave Macmillan.

Course Code	SOWK-5106	Course Title	Social Development	Credit Hours	3(3+0)
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Course Brief:

Social development is about improving the well-being of every individual in society so they can reach their full potential. The goal of social development in the context of modern welfare is to produce a social well-being that makes people capable of acting and making their own decisions in the broadest sense. The success of society is linked to the well-being of each and every citizen. Social development means investing in people. It requires the removal of barriers so that all citizens can journey toward their dreams with confidence and dignity. It is about refusing to accept that people who live in poverty will always be poor. It is about helping people so they can move forward on their path to self-sufficiency.

Course Learning Objectives:

This course is designed to acquaint the students with the areas, principles, goals and phases of social development. It will also focus on history, indicators and theories of social development. Moreover, it will also generate the knowledge of religious & cultural paradigm of social development in Pakistan.

Course Contents:

1. Introduction
2. Principles, goals and phases of social development
 1. Areas of social development
 2. History of social development
 3. Indicators of social development
 4. Theories of social development
 5. Modernization Theory
 6. Dependency Theory
 7. Globalization Theory
 8. Sustainable development
 9. Sustainable development goals
 10. Social Development in Pakistan
 11. Five years development plans in Pakistan
 12. Impediments in the Process of Social Development
 13. Religious & cultural paradigm of social development in Pakistan

Recommended Texts:

1. Crowther, D., Seifi, S, & Moyeen, A. (2018). *The goals of sustainable development responsibility and governance*. Singapore: Springer.
2. Pawar, M. S. & David, R. C. (2010). *Social development: critical themes and perspectives*. New York: Routledge

Suggested Readings:

1. Tiliouine, H & Estes, R. J. (2016). *The state of social progress of Islamic societies social, economic, political, and ideological challenges*. Switzerland: Springer.

Course Code	URCG-5119	Course Title	Expository Writing	Credit Hours	3(3+0)
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Course Brief:

This course prepares undergraduate students to become successful writers and readers of English. The course helps students develop their fundamental language skills with a focus on writing so that they can gain the confidence to communicate in oral and written English outside the classroom. The course is divided into five units and takes a Project-based Learning approach. Unit themes target the development of 21st century skills and focus on self-reflection and active community engagement.

Course Learning Objectives:

The course completion will enable the students to develop communication skills as reflective and self-directed learners. They will be able to intellectually engage with different stages of writing process, and develop analytical and problem-solving skills to address various community-specific challenges.

Course Contents:

1. Self-Reflection
 - Introduction to the basics of the writing process
 - Introduction to the steps of essay writing
 - Prewriting activities: Brainstorming, listing, clustering and freewriting
 - Practicing Outlining of the essay
2. Personalized Learning
 - Learning Process, Learning Styles, Goal Setting and Learning Plan
3. Oral Presentation
 - Structure and Significance, Content Selection and Slide Presentation, Peer Review
4. Critical Reading Skills
 - Introducing Authentic Reading (Dawn and non-specialist academic books/texts)
 - Reading Strategies and Practice: Skimming, scanning, SQW3R, Annotating, Detailed reading and note-taking, Standard Test Practice: TOEFL and IELTS, Model Review Reports and Annotated Bibliographies
5. Community Engagement
 - Student-led brainstorming on local versus global issues, Identifying research problems
 - Drafting research questions, Drafting interview/survey questions for community research (in English or L1)
 - Engaging students in Critical reading, Presenting interview/survey information, Fieldwork
 - Writing Community Engagement Project
6. Letter to the Editor
 - Types of letters, Format and purpose of letter to the editor, Steps in writing letter-to-editor

Recommended Texts:

1. Bailey, S. (2011). *Academic writing: A handbook for international students* (3rd ed.). New York: Routledge.
2. Swales, J. M., & Feak, C. B. (2012). *Academic writing for graduate students: Essential tasks and skills* (3rd ed.). Ann Arbor: The University of Michigan Press.

Suggested Readings:

1. Cresswell, G. (2004). *Writing for academic success*. London: SAGE.
2. Johnson-Sheehan, R. (2019). *Writing today*. Don Mills: Pearson.
3. Silvia, P. J. (2019). *How to write a lot: A practical guide to productive academic writing*. Washington: American Psychological Association.

Course Code	URCG-5121	Course Title	Tools for Quantitative Reasoning	Credit Hours	3(3+0)
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Course Brief:

This course is based on quantitative reasoning 1 course. It will enhance the quantitative reasoning skills learned in quantitative reasoning 1 course. Students will be introduced to more tools necessary for quantitative reasoning skills to live in the fast paced 21st century. Students will be introduced to importance of statistical and mathematical skills in different professional settings, social and natural sciences.

Course Learning Objectives:

These quantitative reasoning skills will help students to better participate in national and international issues like political and health issues. This course will prepare the students to apply quantitative reasoning tools more efficiently in their professional and daily life activities. This course will help them to better understand the information in form of numeric, graphs, tables, and functions.

Course Contents:

Types of data and its graphical representation (Histogram, Stem and Leaf display, Box Plot, Scatter diagram, Histogram, Bar chart, etc)

2. Solving practical problems using linear and exponential models
3. Population growth models
4. Analytical approach to solve simultaneous equations
5. Inequalities and their application
6. Comparing quantities using analytical tools
7. Logical reasoning and their application in modern age
8. Logical reasoning and decision making
9. Data tendencies via measure of location
10. Variability and Measure of dispersion

Measuring relationships via Regression analysis and correlation

12. Statistical inference: sampling techniques, estimation techniques and hypothesis testing for decision and policy making

Recommended Texts:

1. Akar, G. K., Zembat, İ. Ö., Arslan, S., & Thompson, P. W. (2023). Quantitative Reasoning in Mathematics and Science Education. 1st Ed., Springer, USA.
2. Sharma, A. K. (2005). Text book of elementary statistics. Discovery Publishing House.
3. Blitzer, R. (2014). Precalculus, 5th Ed. Pearson Education, Limited. New York.

Suggested Readings:

1. Gupta, S. C., & Kapoor, V. K. (2020). Fundamentals of mathematical statistics. 12th Ed, Sultan Chand & Sons.
2. Aufmann, R. N., Lockwood, J., Nation, R. D., & Clegg, D. K. (2007). Mathematical thinking and quantitative reasoning. Cengage Learning
3. Blitzer, R., & White, J. (2005). Thinking mathematically. Pearson Prentice Hall.

Course Code	URCG-5122	Course Title	Ideology and Constitution of Pakistan	Credit Hours	2(2-0)
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Course Brief:

This course focuses on ideological background of Pakistan. The course is designed to give a comprehensive insight about the constitutional developments of Pakistan. Starting from the Government of India Act, 1935 till to date, all important events leading to constitutional developments in Pakistan will be the focus of course. Failure of the constitutional machinery and leading constitutional cases on the subject. Moreover, students will study the process of governance, national development, issues arising in the modern age and posing challenges to Pakistan. It will also cover the entire Constitution of Pakistan 1973. However, emphasis would be on the fundamental rights, the nature of federalism under the constitution, distribution of powers, the rights and various remedies, the supremacy of parliament and the independence of judiciary.

Course Learning Objectives:

This course will enable students to develop an insight into ideology of Pakistan and comprehend constitutional history of Pakistan and what constitutional dilemmas we faced.

Course Contents:

1. Ideology of Pakistan
 - Ideological rationale with special reference to Sir Syed Ahmed Khan, Allama Muhammad Iqbal and Quaid-e-Azam Muhammad Ali Jinnah.
 - Two Nation Theory and Factors leading to Muslim separatism.
2. Constitutional Developments
 - Salient Feature of the Government of India Act 1935
 - Salient Feature of Indian Independence Act 1947
 - Objectives Resolution
 - Salient Feature of the 1956 Constitution
 - Developments leading to the abrogation of Constitution of 1956
 - Salient features of the 1962 Constitution
 - Causes of failure of the Constitution of 1962
 - Comparative study of significant features of the Constitution of 1956, 1962 and 1973
3. Fundamental rights
4. Principles of policy
5. Federation of Pakistan
 - President
 - Parliament
 - Federal Government
6. Provinces
 - Governors
 - Provincial Assemblies
 - Provincial Government
7. The Judiciary
 - Supreme Court
 - High Courts
 - Federal Shariat Courts

- Supreme Judicial Council
- Administrative Court and tribunals
- 8. Islamic Provisions in Constitution
- 9. Significant Amendments of Constitution of Pakistan 1973

Recommended Books:

1. Constitutional and Political History of Pakistan by Hamid Khan
2. Mahmood, Shaukat and Shaukat, Nadeem. Constitution of the Islamic Republic of Pakistan, 3rd edn. Lahore: Legal Research Centre, 1996.
3. Munir, Muhammad. Constitution of the Islamic Republic of Pakistan: Being a Commentary on the Constitution of Pakistan, 1973. Lahore, Law Pub., 1975.

Suggested Readings:

1. Rizvi, Syed Shabbar Raza. Constitutional Law of Pakistan: Text, Case Law and Analytical Commentary. 2nd re edn. Lahore: Vanguard, 2005.
2. The Text of the Constitution of the Islamic Republic of Pakistan, 1973 (as amended).
3. Fundamental Laws of Pakistan by A.K. Brohi

Course Code	URCG-5111(ii)	Course Title	Translation of Holy Quran	Credit Hours	NC
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Topic	Details
Semester/Level	In some discipline 3 rd semester and in some discipline 4 th Semester/ ADP Program 2 nd Year
Course Code	URCG-5111
Course Title	Translation of the Holy Quran – II
Credit Hours	1(0-1)
Objectives	<ul style="list-style-type: none"> ▪ Students will come to know about the real nature, significance and relevance of the Islamic beliefs in light of the text of the Holy Quran. ▪ Students will seek knowledge of translation and transliteration of the Holy Book Quran. ▪ To familiarize the students with the concept of Ibādah (Its significance, scope and relevance) and its types in Islam. ▪ Students will learn literal and idiomatic way of translation of the Holy Book. ▪ Students will learn about the polytheism and its incompatibility in Islam highlighted by the Holy Quran. ▪ To highlight the significance of learning through using all human faculties provided by the almighty Allah and familiarize the students about condemnation of ignorance mentioned in the Quranic text. ▪ To develop Awareness among the students about rights and duties of different circles of society in the light of Holy Quran. ▪ To introduce the students to Quranic Arabic grammar in practical manner.
Course Contents:	<p style="text-align: center;">○ ایمانیات اور عبادات</p> <p style="text-align: center;">اللہ پر ایمان، فرشتوں پر ایمان، رسولوں پر ایمان، آسمانی کتابوں پر ایمان</p> <p style="text-align: center;">یوم آخرت پر ایمان، تقدیر پر ایمان</p> <p style="text-align: center;">نماز، روزہ، زکوٰۃ، حج، جہاد</p> <p style="text-align: center;">○ معاشرے کے حقوق</p> <ul style="list-style-type: none"> • خاندان کی تکوین • حق مہر • رضاعت و حمل • اولاد کو قتل کرنے کے ممانعت • شوہر کی نافرمانی • طلاق • بیوہ کی عدت کے احکام

	<ul style="list-style-type: none"> ▪ ابراهيم (٢٣، ٢٤) ▪ الاسراء (٢٣، ٢٤) ▪ الاحقاف (١٥) ▪ المؤمنون (٢٤) ▪ العنكبوت (٢٥، ٢٨، ٨) ▪ النحل (٢٢) ▪ لقمان (١٥، ١٣) ▪ الاحزاب (٣٥، ٥٠، ٣٨، ٣٩) ▪ الشعراء (٤) ▪ الروم (٢١) ▪ مريم (١٣، ٢٦) ▪ المجادلة (١٢، ١١)
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Course Code	SOWK-5107	Course Title	The Practice of Social Work-II	Credit Hours	3(3+0)
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Course Brief:

Social work practice consists of the professional application of social work values, principles, and techniques to one or more of the following ends: helping people obtain tangible services; counseling and psychotherapy with individuals, families, and groups; helping communities or groups or improve social well-being.

Course Learning Objectives:

This course is a continuation of The Practice of Social Work- I and will acquaint students with knowledge and skills needed for social work practice with groups. This course will be a foundation stone in helping the students to gain required knowledge of Social Work Practice with groups, families and diverse groups. Along with group development models, it will also describe the leadership and its approaches and social power basis in groups. It will also focus Social Work practice with families by including diversity of family forms, societal functions of family, family problems followed by family assessment family counselling.

Course Contents

1. Introduction: the practice of Social Work
2. Social Work with groups: concepts and skills
3. Types of groups, group goals and group norms
4. Start, lead, evaluation and termination of groups
5. Group development: Garlnd, Jones and Kolodny Model
6. Tuckman's Model
7. Bales Model
8. Leadership: the trait approach, the position approach, the style approach, the distributed functions approach
9. Social power basis in groups
10. Conflicts in groups
11. Strategies for resolving conflicts
12. Starting, leading and ending counselling group
13. Social Work with families: diversity of family forms, societal functions of family, family problems
14. Family assessment: the eco map, genogram
15. Family counselling: approaches to family counselling

Recommended Texts:

1. Zastrow, C.H. (2013). *The practice of social work: a comprehensive worktext*. Belmont: Cengage learning.
2. Zastrow, C.H. (2013). *Social work with groups: a comprehensive worktext*. Belmont: Cengage learning.

Suggested Readings:

1. Birkenmaier, J & Berg-Weger, (2017). *The practice of generalist social work*. New York: Taylor & Francis.
2. Holosko, M. J., Dulmus, C, N. & Sowers, K. M. (2013). *Social work practice with individuals and families: evidence-informed assessments and interventions*. New Jersey: John Wiley & Sons, Inc.

Course Code	SOWK-5108	Course Title	Geriatric Social Work	Credit Hours	3(3+0)
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Course Brief:

Aging process begins the moment when we born. *Social gerontology* is a specialization that centers on the *social* aspects of growing old. The goal of *social gerontologists* is to help older adults improve their communication and interactions with others.

Course Learning Objectives:

Ideally, students will be able to help older adults live active, independent lifestyles. Social gerontology is seen as a science-based but application-oriented sub discipline of gerontology. It focuses particularly on social relationships in old age, social participation of elderly and old people and the protection of their individual needs. Self-determination and autonomy are important value orientations. This course is designed to acquaint the students to understand the diversity of elderly population including variations in age, gender, ethnicity, family structure and other factors those are particularly relevant for this population. It also shed light about the problems of older adults uncover the welfare services available them and the role of Social Works in the field of aging.

Course Contents:

1. Aging and society – Physical Aging, Psychological Aging, Social Aging
2. Historical perspectives on aging – Ageism, Ageist Stereotypes and myths.
3. Introduction to Geriatric social work and its fields –Geriatric Care Management, Community Social Service Agencies, Home Health Care Agencies, Adult Day Health, Independent and Assisted Living Settings, Hospitals and Nursing Homes.
4. Introduction to Social Gerontology, its scope and global aging.
5. Problems of elderly – Biological, Psychological and Social and economic.
6. Role of Social Worker-Preventive, Curative, Rehabilitative and Leisure time engagements.
7. Biological theories of aging – Environmental theories- Developmental/Genetics.
8. Social theories of aging- Activity theory, Disengagement theory, Continuity theory, life span/life course theory and exchange theory.
9. Cultural Gerontology: Valuing Older people.
10. Legislation and Welfare Services for Senior Citizens
11. Social Work Practice with Older Adults having mental health problems; Depression, Dementia, Delirium, Anxiety Disorders, stress incontinence, impaired concentration, alcohol abuse, loneliness, withdrawal, apathy and short attentions span.
12. Relationship between social work perspectives, theories and models to practice with older adults (e.g. empowerment-oriented practice model, biopsychosocial model, case management model).
13. Social Policy on the elderly: Examples of USA, UK and Pakistan.

Recommended Texts:

1. Sander, S., Kolomer, S.R., Spellman, C.W., & Rizzo, V.M. (2019). *Gerontological social work and grand challenges: focusing on policy and practice*. Switzerland: Springer International Publishing.
2. Erber, J.T. (2013). *Aging and older adulthood*. Singapore: John Wiley & Son Inc.

Suggested Readings:

1. Hilier, S.M. & Barrow, G.M. (2015). 9th ed. *Aging, the individual and society*. Belmont USA: Wadsworth.
2. Quadagno, J. (2018). *Aging and the life course: an introduction to social gerontology*. New York: McGraw Hill education.
3. Cox, O., Kelchner, E.S., & Chapin, R. (2012). *gerontological social work practice: issues, challenges & practices*. London: Routledge Taylor & Francis.

Course Code	SOWK-5109	Course Title	Introduction to Cultural Anthropology	Credit Hours	3(3+0)
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Course Brief:

Cultural anthropology opens up whole new worlds. Not just out there, but here, there, and everywhere. The subject matter of cultural anthropology may seem distant, exotic, and other. This course will help students to encounter those faraway cultures. “Making the strange familiar” is essential learning in a globalizing world where cultural diversity may equal cultural survival for all of us. “Making the familiar strange” is a priceless revelation because it reduces the divide between “us” and the “other.” “We” becomes “other” through the insights of cultural anthropology.

Course Learning Objectives:

Anthropologists are heirs to an intellectual tradition that has directly and self-consciously attempted to address some of the central questions arising from human existence and social experience. In this course, some of those questions and their possible answers we would be looking for.

Course Contents:

1. Introduction
2. Culture: culture’s evolutionary basis, universality, generality and particularity, culture and the individual
3. Method and theory in cultural anthropology
4. Language and communication: Nonhuman primate communication, nonverbal communication, the structure of language, language, thought and culture, sociolinguistics
5. Ethnicity and race: Ethnic groups and ethnicity, human biological diversity and the concept of race, social construction of race, ethnic groups, nations and nationalities, ethnic tolerance and accommodation, ethnic conflict
6. Social groups and social stratification
7. Making a living: Adaptive strategies based on food production, foraging, modes of production, global economy
8. Political systems: types and trends, bands and tribes, chiefdoms, state systems, The political role of new media, social control)
9. Gender: Sex and gender, recurrent gender patterns, gender roles and gender stratification, gender in industrial societies, measuring and reducing gender stratification, beyond male and female
10. Families, kinship and marriage
11. Religion
12. The world system, colonialism and inequality
13. Anthropological questions

Recommended Books:

1. Angelke, M. (2018). *How to think like an Anthropologist*. Princeton: Princeton University Press.
2. Kottak, C. P. (2017). *Cultural Anthropology: Appreciating cultural diversity (7th ed.)*. New York: McGraw-Hill Education.

Suggested Readings:

1. Astuti, R., Parry, J., & Stafford, C. (Eds.). (2007). *Questions of anthropology (Vol. 76)*. Oxford: Berg.
2. Ember, C. R., & Ember, M. R. (2015). *Cultural anthropology (14th ed.)*. London: Pearson Education, Inc.
3. Miller, B. (2017). *Cultural anthropology(8th ed.)*. London: Pearson Education, Inc.
4. Scupin, R. (2016). *Cultural anthropology: A global perspective (9th ed.)*. London: Pearson Education, Inc

Course Code	URCG-5114	Course Title	Basic Science	Credit Hours	3(2-1)
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Course Brief:

This course is designed to provide understanding of basic scientific concepts about life. It will orient students with natural sciences, biotechnology, microorganism and ecosystem.

Course Learning Objectives:

The objectives of the course are to aware the students with latest developments in natural sciences (Biotechnology); Ecosystem and its components; Environment and its components; Pollutants and their effect on the environment (Greenhouse effect, global warming, acid rains, water pollution and ozone depletion etc); Introduction to micro-organism and its types (bacteria, fungi, viruses).

Course Contents:

1. Life, its characteristics
2. natural science, biology and its branches
3. Importance of Flora & Fauna in biodiversity
4. Importance of Natural Compounds in daily life, medicine and human health
5. Latest developments in natural sciences (Biotechnology)
6. Ecosystem and its components
7. Environment and its components
8. Pollutants and their effect on the environment (Greenhouse effect, global warming, acid rains, water pollution and ozone depletions etc)
9. Introduction to micro-organism and its types (bacteria, fungi, viruses)

Practical:

1. Field Survey of Flora & Fauna and their identification
2. Study of Herbarium
3. Study of Museum

Recommended Texts:

1. Keddy, P.A. (2017). *Plant ecology origins, processes, consequences*. Cambridge, University Press.
2. Canadell, J.G., Diaz, S., Heldmaier, G., Jackson, R.B., Levia, D.F., Schulze, E.D. & Sommer, U. (2019). *Ecological studies*. Springer.
3. Bhat, S.V., Nagasampagi, B.A. & Sirakumar, M. (2006). *Chemistry of Natural Products*. Springer Science
4. De, A.K. (2019). *Environmental Chemistry*. New Age International Press

Suggested Readings:

1. Fath, B. (2018). *Encyclopedia of ecology*. Elsevier.
2. Ajith, H., Urmas, P., Pastur, G.M. & Iversion L.R. (2018). *Ecosystem services from forest landscapes: broad scale consideration*. 1st Edition. Springer International Publishing AG.
3. Xu, R., Ye, Y. & Zhao, W. (2011). *Introduction to Natural Product Chemistry*. CRC Press
4. Tayler, D.J., Green, N.P.O. & Stout, G.W. (1997). *Biological Science 1 & 2*. Cambridge University Press
5. Tayler, M.R., Simon, E.J., Dickey, D.J. & Hogan, K.A. (2020). *Campbell Biology: Concepts & Connections* (10th Edition). Pearson.

Course Code	URCG-5124	Course Title	Entrepreneurship	Credit Hours	2(2-0)
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Course Brief:

This course addresses the unique entrepreneurial experience of conceiving, evaluating, creating, managing, and potentially selling a business idea. The goal is to provide a solid background with practical application of important concepts applicable to the entrepreneurial environment. Entrepreneurial discussions regarding the key business areas of finance, accounting, marketing and management include the creative aspects of entrepreneurship. The course relies on classroom discussion, participation, the creation of a feasibility plan, and building a business plan to develop a comprehensive strategy for launching and managing a new venture.

Course Learning Objectives:

1. To enhance the 'entrepreneurial intentions' of the students by improving their natural willingness to start a business.
2. To understand the process of entrepreneurship and learn the way to manage it by working individually in the class and in the form of groups outside the class to conduct field assignments.
3. To educate the students about the practical underpinnings of the entrepreneurship with the aid of practical assignments and idea pitching.

Course Contents:

1. **Background:** What is an Organization, Organizational Resources, Management Functions, Kind of Managers, Mintzberg's Managerial Roles.
2. **Forms of Business Ownership:** The Sole proprietorship, Partnership, Joint Stock Company
3. **Entrepreneurship:** The World of the Entrepreneur, what is an entrepreneur? The Benefits of Entrepreneurship, The Potential Drawbacks of Entrepreneurship, Behind the Boom: Feeding the Entrepreneurial Fire.
4. **The Challenges of Entrepreneurship:** The Cultural Diversity in Entrepreneurship, The Power of "Small" Business, Putting Failure into Perspective, The Ten Deadly Mistakes of Entrepreneurship, How to Avoid the Pitfalls, Idea Discussions & Selection of student Projects, Islamic Ethics of Entrepreneurship.
5. **Inside the Entrepreneurial Mind:** From Idea to Reality: Creativity, Innovation, and Entrepreneurship, Creativity—Essential to Survival, Creative Thinking, Barrier to Creativity, How to Enhance Creativity, The Creative Process, Techniques for Improving the Creative Process, Protecting Your Ideas, Idea Discussions & Selection of student Projects.
6. **Products and technology, identification opportunities**
7. **Designing a Competitive Business Model and Building a Solid Strategic Plan:** Building a strategic plan, Building a Competitive Advantage, The Strategic Management Process, Formulate strategic options and select the appropriate strategies, Discussion about execution of Students' Project.
8. **Conducting a Feasibility Analysis and Crafting a Winning Business Plan:** Conducting a Feasibility Analysis, Industry and market feasibility, Porter's five forces model, Financial feasibility analysis. Why Develop a Business Plan, The Elements of a Business Plan, What Lenders and Investors Look for in a Business Plan, Making the Business Plan Presentation.

9. **Building a Powerful Marketing Plan:** Building a Guerrilla Marketing Plan, Pinpointing the Target Market, Determining Customer Needs and Wants Through Market Research. Plotting a Guerrilla Marketing Strategy: How to Build a Competitive Edge, Feed Back & Suggestions on Student Project, Islamic Ethics for Entrepreneurial Marketing
10. **E-Commerce and the Entrepreneur:** Factors to Consider before Launching into E-Commerce, Ten Myths of E-Commerce, Strategies for E-Success, Designing a Killer Web Site, Tracking Web Results, Ensuring Web Privacy and Security, Feed Back & Suggestions on Student Project.
11. **Pricing Strategies:** Three Potent Forces: Image, Competition, and Value, Pricing Strategies and Tactics, Pricing Strategies and Methods for Retailers, The Impact of Credit on Pricing
12. **Attracting Venture Capitalist:** Projected Financial Statements, Basic Financial Statements, Ratio Analysis, Interpreting Business Ratios, Breakeven Analysis, Feed Back & Suggestions on Student Project,
13. **Idea Pitching:** Formal presentation, 5-minute pitch, funding negotiation and launching.

Recommended Texts:

1. Scarborough, N.M. (2011). *Essentials of entrepreneurship and small business management*. Publishing as Prentice Hall, One Lake Street, Upper Saddle River, New Jersey.

Suggested Readings:

1. Burstiner, I. (1989). *Small business handbook*. Prentice Hall Press

Course Code	URCG-5125	Course Title	Civics & Community Engagement	Credit Hours	2(2-0)
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Course Brief:

The Civics and Community Engagement course is designed to provide students with an understanding of the importance of civic participation, culture and cultural diversity, basic foundations of citizenship, group identities and the role of individuals in creating positive change within their communities. The course aims at developing students' knowledge, skills and attitudes necessary for active and responsible citizenship.

Course Learning Objectives:

After completing this course, students will be able to

- Understand the concepts of civic engagement, community development, and social responsibility.
- Understand rights and responsibilities of citizenship
- Understand cultural diversity in local and global context
- Analyze the significance of civic participation in promoting social justice, equity, and democracy.
- Examine the historical and contemporary examples of successful civic and community engagement initiatives.
- Identify and assess community needs, assets, and challenges to develop effective strategies for community improvement.
- Explore the ethical implications and dilemmas associated with civic and community engagement.
- Develop practical skills for effective community organizing, advocacy, and leadership.
- Foster intercultural competence and respect for diversity in community engagement efforts.
- Collaborate with community organizations, stakeholders, and fellow students to design and implement community-based projects.
- Reflect on personal growth and learning through self-assessment and critical analysis of community engagement experiences.

Course Contents:

1. Introduction to Civics & Community Engagement

- Overview of the course: Civics & Community Engagement
- Definition and importance of civics
- Key concepts in civics: citizenship, democracy, governance, and the rule of law
- Rights and responsibilities of citizens

2. Citizenship and Community Engagement

- Introduction to Active Citizenship: Overview of the Ideas, Concepts, Philosophy and Skills
- Approaches and Methodology for Active Citizenship

3. Identity, Culture, and Social Harmony

- Concept and Development of Identity, Group identities
- Components of Culture, Cultural pluralism, Multiculturalism, Cultural Ethnocentrism, Cultural relativism, Understanding cultural diversity, Globalization and Culture, Social Harmony
- Religious Diversity (Understanding and affirmation of similarities & differences)
- Understanding Socio-Political Polarization
- Minorities, Social Inclusion, Affirmative actions

4. Multi-cultural society and inter-cultural dialogue

- Inter-cultural dialogue (bridging the differences, promoting harmony)
- Promoting intergroup contact/Dialogue
- Significance of diversity and its impact
- Importance and domains of Inter-cultural dialogue

5. Active Citizen: Locally Active, Globally Connected

- Importance of active citizenship at national and global level
- Understanding community
- Identification of resources (human, natural and others)
- Utilization of resources for development (community participation)
- Strategic planning, for development (community linkages and mobilization)

6. Human rights, constitutionalism and citizens' responsibilities

- Introduction to Human Rights
- Human rights in constitution of Pakistan
- Public duties and responsibilities
- Constitutionalism and democratic process

7. Social Institutions, Social Groups, Formal Organizations and Bureaucracy

- Types of Groups, Group identities, Organizations
- Bureaucracy, Weber's model of Bureaucracy
- Role of political parties, interest groups, and non-governmental organizations

8. Civic Engagement Strategies

- Grassroots organizing and community mobilization
- Advocacy and lobbying for policy change
- Volunteerism and service-learning opportunities

9. Social issues/Problems of Pakistan

- Overview of major social issues of Pakistani society

10. Social Action Project

Recommended Books:

1. Kennedy, J. K., & Brunold, A. (2016). Regional context and Citizenship education in Asia and Europe. New York: Routledge, Falmer.
2. Henslin, James M. (2018). Essentials of Sociology: A Down to Earth Approach (13th ed.). New York: Pearson Education
3. Macionis, J. J., & Gerber, M. L. (2020). Sociology. New York: Pearson Education

Suggested Readings:

1. Glencoe McGraw-Hill. (n.d.). Civics Today: Citizenship, Economics, and Youth.
2. Magleby, D. B., Light, P. C., & Nemacheck, C. L. (2020). Government by the People (16th ed.). Pearson.
3. Sirianni, C., & Friedland, L. (2005). The Civic Renewal Movement: Community-Building and Democracy in the United States. Kettering Foundation Press.
4. Bloemraad, I. (2006). Becoming a Citizen: Incorporating Immigrants and Refugees in the United States and Canada. University of California Press.
5. Kuyek, J. (2007). Community Organizing: Theory and Practice. Fernwood Publishing.
6. DeKieffer, D. E. (2010). The Citizen's Guide to Lobbying Congress. The Capitol Net.
7. Rybacki, K. C., & Rybacki, D. J. (2021). Advocacy and Opposition: An Introduction to Argumentation (8th ed.). Routledge.
8. Kretzmann, J. P., & McKnight, J. L. (1993). Building Communities from the Inside Out: A Path Towards Finding and Mobilizing a Community's Assets. ACTA Publications.
9. Patterson, T. E. (2005). Engaging the Public: How Government and the Media Can Reinvigorate American Democracy. Oxford University Press.
10. Love, N. S., & Mattern, M. (2005). Doing Democracy: Activist Art and Cultural Politics. SUNY Press.

Course Code	SOWK-5110	Course Title	The Practice of Social Work-III	Credit Hours	3(3-0)
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Course Brief:

Social work practice consists of the professional application of social work values, principles, and techniques to one or more of the following ends: helping people obtain tangible services; counseling and psychotherapy with individuals, families, and groups; helping communities or groups or improve social well-being.

Course Learning Objectives:

This course is a continuation of The Practice of Social Work- I & II and will acquaint students with knowledge and skills needed for social work community practice along with models of community practice. This course will be a foundation stone in helping the students to gain required knowledge of Social Work Practice with organizations and communities. With an emphasis on evaluating social work practice, it will also describe the evaluation of social work practice. Framed within theoretical perspectives for understanding diversity, students are offered an overview of Social Work practice with diverse groups, spirituality and religion in Social work practice and common concerns of Social Workers

Course Contents:

1. Introduction: the practice of Social Work
2. Social Work community practice
3. Models of community practice
4. Generalist practice skills for macro practice
5. Knowledge for macro practice
6. Skills for macro practice
7. Generalist Social Work practice with organizations
8. Models of organizational behavior
9. Evaluating Social Work Practice
10. The single-system evaluation approach
11. Single system designs
12. Evaluating programs
13. Ethics of evaluation
14. Information technology in Social Work practice
15. Social Work practice with diverse groups
16. Spirituality and religion in Social work practice
17. Common concerns of Social Workers

Recommended Texts:

1. Zastrow, C.H. (2013). *The practice of social work: a comprehensive worktext*. Belmont: Cengage learning.
2. Netting, F. E., Kettner, P. M., McMurtry, S. L., & Thomas, M. L. (2017). *Social Work Macro Practice* (6th ed.). Boston: Pearson Education, Inc.

Suggested Readings:

1. Birkenmaier, J & Berg-Weger, (2017). *The practice of generalist social work*. New York: Taylor & Francis.
2. Miley, K. K., O'Melia, M. W. & DuBois, B. L. (2017). *Generalist social work practice: an empowering approach*. Boston: Pearson

Course Code	SOWK-5111	Course Title	Human Rights for Social Work Practice	Credit Hours	3(3+0)
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Course Brief:

This course defines and explains human rights for Social Work Practice and distinguishes between various types of human rights i.e. economic, social and cultural rights.

Course Learning Objectives:

Certain objectives of this course are: to understand how human rights are monitored and enforced, to understand the national and international legal documents of human rights and the work of various international organizations in the field of human rights & acquaint students with national and international legal documentation on human rights. The course examines and raises a number of challenging questions for students: the implementation of human rights, the universality and cultural debate etc. The focus of the course would be on Universal Declaration of Human Rights, the enforcement mechanism both under the UN Chartered based bodies and the treaty-based system. National Human Rights Law as contained in the Constitution and other statutes and its enforcement mechanisms. The course will also examine major human rights issues in Pakistan and the region.

Course Contents:

1. Introduction
2. Concept of Rights and Obligations
3. Dimensions of Human Rights
4. Historical Evolution of Human Rights
5. Philosophy, Theories and Perspectives of Human Rights : Natural Rights, Legal Rights, Social Contract ,Utilitarianism, Universalism, Cultural Relativism
6. Culture and Human Rights
7. Human Rights: Human Needs, Obligations & Ethics and Human Rights
8. Participation in the Human Rights Discourse
9. Constructing Human Rights for Social Work Practice
10. Achieving Human Rights through Social Work Practice
11. Respecting Human Rights in Social Work Practice
12. International & national human rights treaties
13. Human Rights in Pakistan: Constitutional Provisions, International legal obligations undertaken by Pakistan, Implementation Mechanism
14. Role of International Human Rights Organizations
15. Role of NGOs and media in Protecting Human Rights
16. Role of social workers in protecting human rights

Recommended Texts:

1. Alston, P., & Goodman, R. (2013). *International human rights*. Oxford: Oxford University Press
2. Ife, J. (2008). *Human rights and social work towards rights-based practice*. Cambridge: Cambridge University Press.

Suggested Readings:

1. Reichert, E. (Ed.). (2007). Challenges in human rights: a social work perspective. New York; Columbia University Press
2. Whelan, D.J. (2010). Indivisible human rights: a history. Philadelphia; University of Pennsylvania.

Course Code	SOWK-5112	Course Title	Social Problems	Credit Hours	3(3-0)
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Course Brief:

Social problems are found in the social structure and social functioning of a society which brings hindrances in the normal and smooth functioning of society. Social problems are studied through social pathology, social disorganization, value conflict, deviant behavior, labeling, the critical perspective, and social constructionism.

Course Learning Objectives:

Unlike most introductory texts, which are organized topically around issues such as drug abuse, racial violence, and juvenile delinquency, this anthology focuses on the major theoretical perspectives used to examine social problems. Each chapter will give an overview of the perspective, its history, and an outline of its major characteristics, and closes with a critique of the perspective and questions for discussion. It will also acquaint student with the basic knowledge of personal problems, social disorganization, natural disasters and major problems of Pakistani society like poverty, illiteracy, unemployment, child labor, beggary, crimes, drugs addiction, Juvenile Delinquency, over population, child abuse, corruption and problems of aging.

Course Contents:

1. Introduction
2. Defining factors of Social Problem
3. Objective and Subjective Realities of Social Problems
4. Assertions about Social Problems
5. Stages of Social Problems Development: emergence and claims making, legitimacy, renewed claims making, development of alternative strategies
6. The Perspectives of Social Problems
7. Social Pathology Perspective
8. Social Disorganization Perspective
9. Value Conflict Perspective
10. Deviant Behavior Perspective
11. Labelling Perspective
12. Critical Perspective
13. Constructionist Perspective
14. Classical and Contemporary Social Problems of Pakistan

Recommended Texts:

1. Eitzen, D. S., Zinn, M. B. & Smith, K. E. (2018). *Social problems*. New York: Pearson Education, Inc.
2. Leon-Guerrero, A. (2016). *Social problem: community, policy and social actions*. London: Sage publications, Inc.

Suggested Readings:

1. Maccains, J. J. (2012). *Social problems*. Boston: Pearson Education, Inc.
2. Kornblum, W & Julian, J. (2012). *Social problems*. New Jersey: Pearson Education, Inc.

Summer Semester (*For student exiting program to have Associate Degree*)

Category	Course Code	Course Title	Credit Hours	Pre-Requisite
Compulsory	SOWK- 5113	Internship	3(0-3)	Completion of minimum 60 credit hours

Course Code	SOWK-6114	Course Title	Social Case Work	Credit Hours	3(3-0)
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Course Brief:

The purpose of this course is to help the students to understand the basic method of social work and the application of social case work as a method of helping individuals. Social case work is one of the primary methods of Social Work which enables social worker students to help individuals and find a solution to the problems of social adjustment which they are unable to handle in a satisfactory way by their own effort. Thus, it will develop the abilities of the students to critically analyze problems of individuals, factors affecting them and will also expand the capability of establishing and sustaining a working relationship with the client.

Course Learning Objectives:

There will be discussion on client-case workers relationship diagnosis and Treatment process, interviewing techniques and tools like recording and its types. Describing the field of practice of Casework like Medical Social Work, School Social Work, Social Work and Mental Health, Social Work with drug addicts, Social Work with aged, Social work with disabled and Social Work with Prisoners: it will emphasize on trends and issues in Social Case Work in Pakistan. It also involves discussion on authority and its use in Social Casework, the Phenomena of transference and types of treatment etc.

Course Contents

1. Introduction to Social Case Work
2. Concept and Scope of Social Case Work
3. Historical Development of Social Case Work
4. Code of ethics of Social Case Work
5. Components of Social Case Work
6. Principles of Social Case Work
7. Skills in Social Case Work
8. Problem Solving in case Work
9. Social Study in Case Work
10. Assessment in Case Work
11. Intervention in Case Work
12. Termination in Case Work
13. Client-Worker Professional Relationship
14. Role of social case worker
15. Approaches to Social Case Work
16. Techniques of Social Case Work Process
17. Tools of Social Case Work Intervention
18. Fields of Social Case Work

Recommended Texts:

1. Aptekar, H. H. (2018). *Basic concepts in social case work*. Chapel Hill: University of North Carolina Press.

2. Deve, R. & Prakash, R. (2014). *Social work methods, practices and perspective*. Jaipur: Mangal Deep.

Suggested Readings:

1. Zastrow, Z. (2010). *Introduction to social work and social welfare: empowering people*. Belmont: Brooks/Cole.
2. Stewart (2010). *Interviewing, principles and practices*. Tata McGraw-Hill Education.

Course Code	SOWK-6115	Course Title	Community Development and Organization	Credit Hours	3(3-0)
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Course Brief:

Community development is a complex field of study- one that is boundary spanning in its scope and multidimensional in its applications. It's because community development not only concerns the physical realm of community, but also the social, cultural, economic, political and environmental aspects as well. Evolving from an original needs-based emphasis to one that is more inclusive and asset-based community development is now a distinct and recognized field of study.

Course Learning Objectives:

Today, scholars and practitioners of community development are equipped to respond to the challenges facing communities. Because its applications are wide-ranging yet always aimed at improving quality of life, it is important to understand the underlying foundations and theory of community development as well as the variety of strategies and tools used to achieve desired outcomes. Students will learn the art of community organizing, visioning, planning, implementing and evaluating the community projects/programs.

Course Contents:

1. Conceptualizing community
2. Dimensions of communities
3. Functions of communities
4. Classical and Contemporary perspectives: strengths, empowerment and resiliency perspectives
5. A framework for community and economic development
6. Community development theories
7. Approaches to community development: need-based community development, asset-based community development
8. Community development practice: role of community worker, community development principles, community development process
9. Social Work practice with communities: engagement, assessment, planning, intervention, termination, evaluation
10. Community visioning and strategic planning
11. Community organizing: establishing community-based organizations, developing leadership skills, assessment, asset-mapping
12. Sustainable community development
13. Project proposal
14. Community development programs in Pakistan

Recommended Books:

1. Netting, F. E., Kettner, P. M., McMurtry, S. L., & Thomas, M. L. (2017). *Social work macro practice* (6th ed.). Boston: Pearson Education, Inc.

2. Phillips, R., & Pittman, R. H. (Eds.). (2015). *An introduction to community development*. Oxon: Taylor & Francis.

Suggested Readings:

1. Bessant, K. C. (2018). *The relational fabric of community*. New York: Palgrave Macmillan.
2. Brueggemann, W. G. (2014). *The Practice of Macro Social Work* (4th ed.). Boston: Cengage Learning.

Course Code	SOWK-6116	Course Title	Human Growth and Behavior in Social Work	Credit Hours	3(3-0)
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Course Brief:

Human growth and behavior mean the potential and expressed capacity for physical, mental, and social activity during the phases of human life. Individuals, like other animal species, have a typical life course that consists of successive phases of growth, each of which is characterized by a distinct set of physical, physiological, and behavioral features. Social workers work with people so understanding, human behavior is essential to be an effective social worker.

Course Learning Objectives:

Human growth and behavior course is designed to acquaint the students with developing concepts in psychology and to give them an understanding of the basic dynamics, which underlie human behavior at various stages in the lifespan. The knowledge of human behavior will contribute to the students as a future practitioner. They will understand their clients and translate into better assessment of their client's needs. Moreover, it helps social workers to understand that every person is a little bit different, thus human development tends to follow a remarkably predictable pattern, and hence they will know what's typical at certain ages and stages.

Course Contents:

1. Meaning and significance of human growth and behaviour
2. Basic assumptions of human behavior
3. Approaches to the study of human growth and development
4. Principles of human growth and development
5. Factors affecting human growth/development
6. Phases of human growth and development
7. Introduction to theories of personality development
8. Freud's Psycho Analytic Theory
9. Jung's Analytical Theory
10. Social Psychological Theory of Adler
11. Eric Erikson's Psychoanalysis and the life cycle
12. Jean Piaget's Theory of Cognitive Development
13. Lawrence Kohlberg's Theory of Moral Development
14. Concepts of abnormal behavior
15. Psychotic Disorder
16. Neurotic Disorder
17. Psychosomatic Disorder
18. Role of Nature & Nurture in Personality Development

Recommended Texts:

1. Schultz, D. P. & Schultz, S. E. (2017). *Theories of personality*. Boston: Cengage Learning.
2. Cameron, N., & Bogins, B. (2012). *Human Growth and Development*. Elsevier.

Suggested Readings:

1. Beckett, C., & Tylor, H. (2010). *Human Growth and Development*. (2nd Edition). Sage.
2. Feldman, R.S. (2005). *Understanding Psychology*. (7th Edition). McGraw-Hills.

Course Code	SOWK-6117	Course Title	Theories of Social Work- I	Credit Hours	3(3-0)
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Course Brief:

A theory is an organized set of ideas that seek to explain a particular phenomenon. Theories are used in the natural sciences to explain various phenomena, including changes in weather patterns or causes of various diseases. Following a similar procedure, social scientists develop theories to explain social phenomena. As a result of the challenges facing social science researchers, the social work knowledge base is grounded in a multitude of theoretical ideas that come together to inform practice. There are varying levels of abstractions when considering theoretical material in Social Work.

Course Learning Objectives:

This course is designed to acquaint the students with the knowledge of social construction of Social Work Theory including different theories like Respondent learning theory Operant Learning, Theory, Cognitive-Behavioral Theory, Ego Psychology Theory, Self-Psychology Theory, Attachment Theory, Psychosocial Theory, Cognitive Development Theory, Person-Centered Theory/Client-centered Theory and Task-Centered Theory. It will also shed light on role of theories in Social Work practice.

Course Contents:

1. The social construction of Social Work Theory
2. Evolution of Social Work Theory
3. Role of theories in Social Work practice
4. Respondent learning theory
5. Operant Learning Theory
6. Rational Choice Theory
7. Cognitive-Behavioral Theory
8. Ego Psychology Theory
9. Self-Psychology Theory
10. Family Systems Theory
11. Attachment Theory
12. Systems Theory
13. Psychosocial Theory
14. Cognitive Development Theory
15. Person-Centered Theory/ Client-centered Theory
16. Task-Centered Theory

Recommended Texts:

1. Payne, M. (2014). *Modern social work theory*. London: Palgrave Macmillan.
2. Langer, C. L. &Lietz, C. A. (2015). *Applying theory to generalist social work practice a case study approach*. New Jersey: John Wiley & Sons, Inc.

Suggested Readings:

1. Lindsey, L. (2009). *Social work intervention*. Exeter: Learning Matters Ltd.
2. Sowers, K. M. & Dulmus, C. N. (2008). *Comprehensive handbook of social work and social welfare: human behavior in the social environment (vol. 2)*. New Jersey: John Wiley & Sons, Inc.

Course Code	URCG-5111(iii)	Course Title	Translation of Holy Quran	Credit Hours	NC
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Topic	Details
Semester/Level	In some discipline 5 th semester and in some discipline 6 th Semester/ BS (5 th Semester intake) 1 st / 2 nd
Course Code	URCG-5111
Course Title	Translation of the Holy Quran - III
Credit Hours	1(0-1)
Objectives	<ul style="list-style-type: none"> To introduce ethics and highlight its importance, need and relevance for individual and collective life. To illuminate the students with the Quranic norms of Morality i.e. truthfulness, patience, gratitude, modesty, forgiving, hospitality etc. To familiarize the students with immoral values like falsify, arrogance, immodesty, extravagance, backbiting etc. To inculcate ethical and moral values in our youth. To develop a balanced dynamic and wholesome personality. To introduce the students to Quranic Arabic grammar in practical manner.
Course Contents:	<p>○ اخلاق (تعارف، ضرورت و اہمیت، اقسام، معنویت)</p> <p>اخلاق حسنہ:</p> <ul style="list-style-type: none"> • برائی کو نیکی سے مٹانا • نیکی کے کاموں میں مسابقت • لوگوں کے درمیان صلح • عدل و انصاف • سچائی • ایثار • سلیم قلب • مہمان نوازی • لغویات سے اعراض

	<ul style="list-style-type: none"> ▪ الاعراف (٣١، ٢٦، ٥١، ١٣٦، ٢٠، ٣٠، ٣٠، ٢٠، ١٣٣، ١٩٩، ١٩٥، ٨١) ▪ القصاص (٨٣، ٥٣) ▪ فصلت (٣٣) ▪ الانعام (٣٢، ٤٠، ٤٠، ٤٠، ١٣٠، ١٥٥، ١٦٠) ▪ النمل (٩٠، ٣٦) ▪ الحج (٣٠، ٥٨، ٦٠، ٨٨، ٤٤) ▪ الحجرات (٩، ١١، ٦، ١١، ٣، ١٢، ١٥، ١٠) ▪ الاحزاب (٣٣، ٥٠، ٥٨، ٥٨، ٥٢، ٥٥، ٥٩، ٣٥، ٣٣، ٣٥) ▪ الحشر (٩) ▪ طه (٤٢) ▪ الانعام (٦٣، ١٣١، ١١٦، ١٥١، ٦٣، ١٢٤) ▪ ق (٣٣) ▪ الانفال (٢٤، ٣٦، ٦١) ▪ الفتح (١٥) ▪ يونس (١٠، ١٩، ٢٤، ٦٦، ٢٢، ٢٢) ▪ الفرقان (٦٣، ٢١، ٦٤، ٦٣) ▪ النور (٢٣، ٦، ٣٠، ٣١، ٣٣، ٣٣، ٦١، ٣١، ٢٢) ▪ لقمان (٦، ٣٣، ١٩، ٣٣، ١٨) ▪ الاسراء (٤٤، ١١٠، ٤٤، ٣٤) ▪ المزمل (١٨) ▪ المدثر (٦، ٣) ▪ المدثر (٣) ▪ فاطر (٣٢) ▪ الفتح (٢٩) ▪ البلد (١٤) ▪ الزمر (٣، ١٠) ▪ الحجر (٨٥) ▪ النجم (٣١) ▪ الرحمن (٦٠) ▪ هود (٨، ٢، ١٠، ٣) ▪ الكهف (٢، ٥٦)
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	<ul style="list-style-type: none"> ▪ الشورى (٣٤) ▪ غافر (٢٤، ٢٨) ▪ الحديد (٢٠، ٢٠) ▪ مریم (٥٩) ▪ النازعات (٣١) ▪ التوبه (٤٤، ٦٣، ٦٥) ▪ الصم و (١)
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Course Code	SOWK-6118	Course Title	Social Group Work	Credit Hours	3(3-0)
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Course Brief:

Social group work represents a broad domain of direct Social Work practice. Social workers work with a variety of groups in all settings in which social work is practiced. While some have proposed that social work practice with groups reflects any and all groups within which social workers participate, other definitional parameters have been established.

Course Learning Objectives:

The course will familiarize the students with the concept and methods of group work, its purpose, principles, group dynamics, group developmental stages and important elements of group dynamics like group structure, group members, and group leaders. It will also enable the students to practically observe the functioning of groups being administered for different age groups in different social welfare agencies during their field work. It will help the students to understand the workers and group relationship and dynamics of group life. Moreover, it will acquaint the students to understand the techniques and skills to meet the needs of individuals and groups and apply their knowledge in-group situations.

Course Contents:

1. Definition, purpose and importance of Social Group Work
2. Structure of the Group
3. History of Social Group Work
4. Principles of Social Group Work
5. Methods of Social Group Work
6. Group Dynamics: Definitions, Concepts and components
7. Models of Social Group Work
8. Planning a Group Work: clarity of purpose, available resources, selection of specific method of Social Group Work, selection of physical settings and non-physical setting, duration of the Group Work, types of group members, mechanism for evaluation of group performance
9. Recording in Group Work
10. Leadership in Social Group Work: Types and Theories
11. Group Development Stages and role of Social Group Worker (Forming, Storming, Norming, Performing and Adjourning)
12. Skills and Functions of Social Group Worker
13. Social Work practice with groups: engagement, assessment, planning, intervention, termination, evaluation
14. Social Group Work with: Children, Adolescents, differently abled, Adults and Aged People
15. Issues and trends in Social Group Work in Pakistan.

Recommended Texts:

1. Lindsay, T. & Orton, S. (2014). *Group work practice in social work*. London: Sage.

2. Zastrow, C.H. (2013). *Social work with groups: a comprehensive worktext*. Belmont: Cengage learning.

Suggested Readings:

1. Alle-Corliss, L & Alle-Corliss, R. (2009). *Group work a practical guide to developing groups in agency settings*. New Jersey: John Wiley & Sons, Inc.
2. Doel, M. (2006). *Using groupwork*. London: Routledge.
3. Greif, G. L. & Ephross, P. H. (2005). *Group Work with Populations at Risk*. New York: Oxford University Press.

Course Code	SOWK-6119	Course Title	Theories of Social Work- II	Credit Hours	3(3-0)
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Course Brief:

A theory is an organized set of ideas that seek to explain a particular phenomenon. Theories are used in the natural sciences to explain various phenomena, including changes in weather patterns or causes of various diseases. Following a similar procedure, social scientists develop theories to explain social phenomena. As a result of the challenges facing social science researchers, the social work knowledge base is grounded in a multitude of theoretical ideas that come together to inform practice. There are varying levels of abstractions when considering theoretical material in Social Work.

Course Learning Objectives:

This course is designed to acquaint the students with the knowledge of social construction of Social Work Theories like Moral Development Theory, Small Group Theory, Family Systems Theory, Organizational Theory, Empowerment Theory, Narrative theory, Transtheoretical Model and the Potentially Harmful Effects of Theory in Social Work.

Course Contents:

1. Role of theories in Social Work practice
2. Solution-focused Theory
3. Crisis Theory
4. Feminist Theory
5. Genetic Theory
6. Moral Development Theory
7. Small Group Theory
8. Humanistic Theory
9. Organizational Theory
10. Empowerment Theory
11. Narrative theory
12. Transpersonal Theory
13. Transtheoretical Model
14. Effects of Theory in Social Work Practice

Recommended Texts:

1. Payne, M. (2014). *Modern social work theory*. London: Palgrave Macmillan.
2. Langer, C. L. & Lietz, C. A. (2015). *Applying theory to generalist social work practice a case study approach*. New Jersey: John Wiley & Sons, Inc.

Suggested Readings:

1. Lindsey, L. (2009). *Social work intervention*. Exeter: Learning Matters Ltd.

2. Sowers, K. M. & Dulmus, C. N. (2008). *Comprehensive handbook of social work and social welfare: human behavior in the social environment (vol. 2)*. New Jersey: John Wiley & Sons, Inc.

Course Code	SOWK-6120	Course Title	Social Policy	Credit Hours	3(3-0)
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Course Brief:

Social policy refers to governmental and legislative efforts to implement changes to benefit society or a particular segment of society and, in this sense, is a social intervention and involves growing recognition that government needs to work with other groups in order to achieve social development. The subject has become more international in scope, recognizing that different countries adopt very different solutions to common problems, as an academic subject, social policy gained prominence in British universities after the Second World War when the rapid expansion of key public services prompted interest in the emerging ‘welfare state’.

Course Learning Objectives:

This course is designed to make students able to understand the contemporary concept of Social Welfare and Social Policy. It will help them in understanding social development in historical context, theoretical debates in social development and strategies for social development. It will enable them to have deeper insight of Social Protection Nets with reference to the Welfare States as well as the current situation of Pakistan.

Course Contents:

1. Introduction
2. History and Development of Social Policy in UK, USA, Canada and Australia
3. Social Policy and society
4. Principles of Social Policy (Need, Equality and Rights)
5. Social Policy, Social Welfare and the Welfare State
6. Social Policy Analysis: Aims, Values, Goals, Methods, Implementation
7. Approaches to the Development of Social Policy: Residual versus Institutional Approaches, Universal versus Selective approaches, Blending Social Welfare Policy Approaches
8. Functions of Social Policy: social functions, economic functions and political functions
9. Models of Social Policy: developmental, productivist, redistributive
10. Theories of Social Policy
11. The New Right Approach
12. The Social Democratic Approach
13. The Radical Socialist or Marxist Approach
14. The Feminist Approach
15. The Anti-Racist Approach
16. Environmentalism.
17. The Third Way
18. Social Protection
19. Social Policy in Pakistan: classical and contemporary issues

Recommended Books:

1. Spicker, P. (2014). *Social policy: theory and practice*. Bristol: Policy Press.

2. Blakemore, K. (2013). *Social policy*. Berkshire: Open University Press.

Suggested Readings:

1. Baldock, J. et al. (2003). *Social policy*. Oxford: Oxford University Press.
2. Blau, J & Abromovitz, M. (2010). *Dynamics of social welfare policy*. New York: Oxford University Press.
3. Rahmatullah, S. (2000). *Social welfare in Pakistan*. Karachi: Oxford University Press.

Course Code	SOWK-6121	Course Title	NGO Management	Credit Hours	3(3-0)
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Course Brief:

The growth in non-governmental organizations (NGOs) that started in the latter part of the 20th century has, despite some early concerns, continued into the 21st century, in almost all parts of the globe and in all spheres of human activity. NGOs have become highly visible components of civil society and are recognized as significant players in the fields of human rights, the environment and social development at local, national and international levels; although they share some characteristics with state and private sector organizations.

Course Learning Objectives:

This course has been designed to give the students the introduction and background knowledge NGOs working at local, regional, national and International level. Due emphasizes is also given on the working of NGOs in Pakistan. This specialization course further gives an insight to the students into the management of NGOs. Students will be well equipped with the knowledge of tools and techniques adopted by NGOs and will also be able to prepare project proposal.

Course Contents:

1. Definitions and meaning of NGOs
2. Historical development of NGOs
3. Types of NGOs (International organizations, National organizations, Regional organizations)
4. NGOs management and the concept of third sector/NGOs management
5. NGO Leadership and NGO Governance
6. Role of NGOs in development
7. Capacity Building of NGOs
8. Monitoring & Project evaluation; stages in the process of programming, preparation and execution of evaluation; guide to procedures and methodology of evaluation.
9. NGO Approach to Solving Community Problems
10. Building a sustainable community organization.
11. Project designing; Community needs assessment; developing a conceptual model; developing a logical framework; project goals; project objectives; project activities; project indicators Writing Concept Papers, Proposal writing; Project budgeting and accounting.
12. Introduction to Fund Raising -Types of Funds (Donors Management, Membership, Donations, Grants), Techniques, & sources of fundraising
13. NGOs in Pakistan: Case studies
14. Role of NGOs in Social Welfare
15. Limitations of NGOs in Pakistan

Recommended Texts:

1. Davies, T. (2014). *NGOs: a new history of transnational civil society*. Oxford: Oxford University Press.
2. Hulme, D. & Edwards, M. (2013). *Making a difference: NGO's and development in a changing world*. New York: Routledge.

Suggested Readings:

1. Abraham, A. (2011). *Formation and management of NGO's: nongovernmental organizations*. New Dehli: Universal Law Publishing.
2. Ben-Ari, R. H. (2012). *The Normative position of international nongovernmental organization sunders international law: an analytical framework*. Leiden: MartinusNijhoff Publishers.

Course Code	SOWK-6128	Course Title	Fieldwork & Report Writing-I (Social Work Practice at Micro, Macro & Mezo Level	Credit Hours	6(0-6)
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Course Brief:

Social Work is a practice-based discipline which provides an opportunity to its students to have a practice-based experience by utilizing the knowledge of Social Work theory. There are various practice contexts that address diversified populations, study their unmet needs & social problems and require a special knowledge and skill base for effective work. Each field of practice involves a labyrinth of typical human problems and the services attempting to address them. Different fields of Social Work practice in Pakistan include child welfare, women welfare, welfare of senior citizens, disabilities, health, mental health, substance abuse, NGO management, and community organization.

Course Learning Objectives:

Students of Social Work are placed in Social Welfare agencies where, under supervision, they demonstrate the generalist skills of engagement, assessment, intervention, and evaluation of practice. They apply ethical principles in interactions with clients demonstrate, critical thinking, engage and embrace diversity, demonstrate and apply the Social Work theoretical knowledge.

Course Code	SOWK-6122	Course Title	Research in Social Work	Credit Hours	3(3-0)
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Course Brief:

Social research provides accurate and timely information on the needs, attitudes and motivations of a population: It plays a vital social role, assisting our government and businesses to develop services, policies, and products that are responsive to an identified need.

Course Learning Objectives:

This course will help students to understand research, types of research, its importance and steps involved in research process. Research in Social Work will also enable students to know social research, its types, steps in social research and data collection methods. This course will enable them to develop skills in the practice of researches. Through research in social work, the professionals can assess the needs and resources of people in their environment and may evaluate the effectiveness of social work services in meeting people's needs in a more comprehensive way. This course is designed to impart knowledge about social research, its scope, nature and importance in Social Work Practice as well as the sampling techniques, formulation of research design, conducting research and social surveys.

Course Contents:

1. Introduction
2. Alternatives to social science research: overgeneralization, selective observation, premature closure, halo effect, false consensus
3. Social research strategies: Theory and research (Deductive and inductive theory), Epistemological considerations (epistemology: positivism, Interpretivism), Ontological considerations (Objectivism, Constructionism, Relationship to social research)
4. Classification of social research: Based on Purpose, Inquiry and Method
5. Approaches to qualitative social research
6. Approaches to quantitative social research
7. Process of Social Research
8. Research design in quantitative research
9. Research design in qualitative research
10. Sampling strategies
11. Development of Research Instrument in qualitative research and quantitative research
12. Research ethics

Recommended Texts:

1. Neuman, W. L. (2014). *Social research methods: qualitative & quantitative approaches*. London: Pearson Education limited.
2. Creswell, J. W. (2013). *Qualitative inquiry and research design: choosing among five approaches (3rd ed.)*. Thousand Oaks, CA: Sage.

Suggested Readings:

1. Bryman, A. (2012). *Social research methods*. Oxford: Oxford University Press
2. Babbie, Earl. (2011). *Basics of social research* (5th edition). Belmont: Thomson.

Course Code	SOWK-6123	Course Title	Social Action	Credit Hours	3(3-0)
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Course Brief:

Social actions are the actions of ordinary individual human persons. These include the actions of individuals performed in accordance with conventions, rules and norms, and the actions of individuals qua occupants of social, institutional, and professional roles. Some theorists claim that the category of social actions includes the “doings” of corporate entities such as governments or nations.

Course Learning Objectives:

This Course is designed to highlight the importance of Social Action in attaining stability, empowerment and for promotion of social development in the society. It will provide the knowledge of elements of Social Action theories of Social Action and strategies of Social Action. The course aims to promote the students’ academic and professional skills in Social Action as a significant secondary method of Social work. It will also help the students to understand the roles and functions of Social Action in forming the basis for existence and functioning of social welfare institutions.

Course Contents:

1. Introduction to social action
2. Social Action as a method of social work
3. Types of social action
4. Importance of social action
5. Principles of Social Action
6. Elements of Social action: Consciousness of group or community, Democratic working, Democratic leadership, Co-ordination/collaboration, Public opinion
7. Philosophical approaches to Social Action.
8. Theories of Social Action
9. Strategies/Instrument of Social Action: Public opinion, Volunteerism, Mobilization, Social advocacy, Confrontation /Bargaining/lobbying/signature campaign, Affirmative and non-affirmative activities
10. Process/steps of Social Action-Awareness raising, development of suitable organization, formulation of Goals and strategies, and execution of social action.
11. Role of social agencies / Civil Society in Social Action.
12. Modern trends and current issues in Social Action at national and international level: Racial and social justice, Sectarianism, Ethnicity Human right
13. Movement of political reforms Terrorism
14. Removing economic disparity Globalization (socio economic) Sensitized society
15. Industrial democracy
16. Civil liberty
17. Social action and social change

Recommended Texts:

1. Miller, S. (2011). *Social action: a teleological account*. Melbourne: Cambridge University Press.
2. Ibrar, M., Thornton, A., & Naqvi, R.H. (2019). *Social action*. Lahore: Department of Social Work, University of the Punjab.

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Suggested Readings:

1. Martin, J. L. (2011). *The explanation of social action*. New York: Oxford University Press.
2. Fararo, T.J. (2001). *Social action system: Foundation and synthesis in Sociological theory*. New York: Greenwood Publishing Group, Inc.
3. Khalid, M. (2013). *Social work theory and practice*. Karachi: Kifayat Publications.

Course Code	SOWK-6124	Course Title	Social Welfare Administration	Credit Hours	3(3-0)
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Course Brief:

Social Welfare Administration focuses on the planning, and administration of social welfare services and the determinants of the distribution of national resources to social welfare needs. This course is designed to explain an introduction to the study and practice of Social Welfare Administration.

Course Learning Objectives:

The students will be able to explore the task of professional social workers and social welfare administrators in different fields of social work practice as well as prevailing issues and situation in Pakistan. The course will equip basic understanding of Social administration as management, social administration as leadership, social administration as decision making and social administration as institution building. Moreover, the course will enable to students to understand administrative process, its principles, components and the role of social workers as planners, coordinators, leaders and decision makers to deliver social services effectively. The course will also enable the students to track, evaluate and analyze the responsibilities of social welfare administrators and social welfare agencies.

Course Contents:

1. Introduction
2. Elements of Social Administration process
3. Social administration as management
4. Social administration as leadership
5. Social administration as decision making
6. Social administration as institution building
7. Social welfare administration and community
8. Principles of Social Welfare Administration a. Needs and vulnerability b. Risk and insecurity c. Social investment d. Social justice e. Social inclusion
9. Social Welfare Administrative structure for provision of social services a. The public sector b. The private sector (for profit, not for profit/voluntary) c. The informal sector (mutual aid)
10. Components of social administrative structure a. Organization b. Personnel c. Program d. Finance e. Management
11. Functions of Social Welfare Administration a. Planning b. Organizing c. Staffing d. Directing e. Co-ordinating f. Reporting g. Budgeting
12. Role of Social Welfare Officer/Administrator
13. Social welfare administration in Pakistan

Recommended Texts:

1. Lohmann, R. A. & Lohmann, N. (2002). *Social administration*. New York: Columbia University Press.

2. Hafford-leitchfield, T. (2009). *Management and organisations in social work*. Exeter: Learning Matters Ltd.

Suggested Readings:

1. Pinch, S. (2002). *Worlds of welfare: understanding the changing geographies for social welfare provision*. UK: Routledge.
2. Rahmatullah, S. (2000). *Social Welfare in Pakistan*. Karachi: Oxford University Press.

Course Code	SOWK-6129	Course Title	Fieldwork & Report Writing-II (Social Work Practice at Micro, Macro & Mezo Level	Credit Hours	6(0-6)
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Course Brief:

Social Work is a practice-based discipline which provides an opportunity to its students to have a practice-based experience by utilizing the knowledge of Social Work theory. There are various practice contexts that address diversified populations, study their unmet needs & social problems and require a special knowledge and skill base for effective work. Each field of practice involves a labyrinth of typical human problems and the services attempting to address them. Different fields of Social Work practice in Pakistan include child welfare, women welfare, welfare of senior citizens, disabilities, health, mental health, substance abuse, NGO management, and community organization.

Course Learning Objectives:

Students of Social Work are placed in Social Welfare agencies where, under supervision, they demonstrate the generalist skills of engagement, assessment, intervention, and evaluation of practice. They apply ethical principles in interactions with clients demonstrate, critical thinking, engage and embrace diversity, demonstrate and apply the Social Work theoretical knowledge.

Course Code	URCG-5111(iv)	Course Title	Translation of Holy Quran	Credit Hours	NC
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Topic	Details
Semester/Level	In some discipline 7 th semester and in some discipline 8 th Semester/ BS (5 th Semester intake) 3 rd / 4 th
Course Code	URCG-5111
Course Title	Translation of the Holy Quran - IV
Credit Hours	1(0-1)
Objectives	<ul style="list-style-type: none"> • To familiarize the students with commandments of trade and inheritance mentioned in the Quranic text (with the help of Urdu translation). • Students • To introduce the students to scientific facts and miracles of the Holy Quran and Quranic stress on deep study of Allah's explored universe. • To motivate the students for reading and exploring the last Holy Book revealed by Almighty Allah. • Through memorization students will develop their relation with last revelation.
Course Contents:	<ul style="list-style-type: none"> ○ تجارت اور وراثت: • مال کی تقسیم • نادان کا مال • عوام الناس کا مال • عورتوں کا مال • یتیموں کا مال • کفار کا مال • جائز مال • معاہدے • رہن • قرض ○ سائنسی حقائق: • تخلیق کائنات

	<ul style="list-style-type: none"> ▪ الفرقان (٥٣، ٦٢) ▪ لقمان (١٦، ٢٩) ▪ طه (٥٣، ١١٣) ▪ النحل (٨٠، ٨١، ١١٥، ٦٨، ٦٨، ٤٩، ٣٩، ٦١، ١١، ٤٥) ▪ النمل (١٨٠، ١٤٠، ١٦٠، ٨٢، ٦٠، ٨٨، ٦٣، ٦٣) ▪ السجده (٢٤) ▪ الحديد (٦) ▪ هود (٦، ٢٣) ▪ يسين (٣١، ٣٤) ▪ الروم (٣٦، ٢٣، ١٩، ٥٠، ٣٩، ٣٩) ▪ فصلت (٣٩، ٣٩) ▪ الحج (٤٣، ٢٢، ٦٥، ٦١) ▪ الحجر (٢٢، ١٩) ▪ الانبياء (٣٤، ٣٠، ٣١) ▪ الزاريات (٣٤) ▪ الزلزله (١) ▪ القصص (٨٢، ٨١، ٨٠، ٤٩، ٤٦) ▪ النور (٣٣، ٣٥، ٣٠، ٢٢، ٢٢، ٣٤) ▪ الحججه (٥٠، ١١، ١٠، ٦٢، ١١) ▪ القمر (٤) ▪ الواقعه (٦٩) ▪ الفاطر (١٣، ٢٠) ▪ الملك (١٩) ▪ الصف (١٠) ▪ الجن (١٣) ▪ الشورى (٢٨) ▪ الزخرف (١١) ▪ القيل (١)
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Course Code	SOWK-6125	Course Title	Statistics and Data Analysis in Social Work	Credit Hours	3(3-0)
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Course Brief:

This course conveys the essential concepts and tools needed to develop and nurture statistical thinking. It presents descriptive, inductive and explorative statistical methods and guides the reader through the process of quantitative data analysis. In the experimental sciences and interdisciplinary research, data analysis has become an integral part of any scientific study. Issues such as judging the credibility of data, analyzing the data, evaluating the reliability of the obtained results and finally drawing the correct and appropriate conclusions from the results are vital.

Course Learning Objectives:

This course would provide a step-by-step introduction for statistics, data analysis, or research methods classes using statistical software. Concise descriptions emphasize the concepts behind statistics rather than the derivations of the formulas. After reading this course students will be able to understand Basic concept of statistics and data analysis, application of descriptive and differential statistics and will be able to identify the nature of statistical data and then by using SPSS they can apply different statistical tests to reach conclusions about data.

Course Contents:

1. Statistical concepts: Introduction and scope
2. Applications of statistics in social sciences
3. Types of variables
4. Levels of Measurement and their use in Statistics
5. Descriptive Statistics
6. Inferential Statistics
7. Hypothesis testing; the null hypothesis; one and two tailed tests; use of null hypotheses
8. Parametric vs. Non-parametric techniques
9. Comparing Measures of Central Tendency between Groups (Paired or Dependent Measures; one-way & Two-way ANOVA; Factorial Analysis of Variance
10. Correlation and Regression
11. Regression analysis
12. Logistic Regression
13. Non-parametric tests: Chi Square test, Kolmogorov-Smirnov Test, Coefficient of Contingency, Crammer's V, Mann-Whitney Test
14. Qualitative data: Types and forms
15. Analysis of Qualitative data
16. Software to analyze the data

Recommended Texts:

1. Daniels, L., & Minot, N. (2019). *An introduction to statistics and data analysis using stata*. SAGE Publishing. Retrieved from www.sagepub.com

2. Coladarci, T., Cobb, C. D., Minium, E. W., & Clarke, R. C. (2016). *Fundamentals of statistical reasoning in education*. Oviedo: John Wiley & Sons.

Suggested Readings:

1. Gravetter, F. J., & Wallnau, L. B. (2016). *Statistics for the behavioral sciences*. Wadsworth CA: Cengage Learning.
2. Ferguson, G.A and Takane, Y. (2015). *Statistical analysis in psychology and education*. NY: McGraw-Hill.

Course Code	SOWK-6126	Course Title	Laws for Social Work in Pakistan	Credit Hours	3(3-0)
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Course Brief:

Laws seek to promote, protect and assist the weaker members of society. Laws for Social Work in Pakistan legislation includes laws assisting oppressed groups of the society, the unemployed, the infirm, the disabled, and the elderly. Social workers professional roles are destined to help individuals, families and communities in order to mobilize their resources.

Course Learning Objectives:

Social legislation can be used by professional Social Workers as tool for social advocacy, empowerment and provision of human rights, thus social legislation works an important tool. The purpose of this course is to give an understanding about the legislation process, its functioning and effectiveness. This course also orients students with various social legislations, laws and process of NGOs registration and functioning in Pakistan. It will enable students in understanding the Laws for Social Work in Pakistan regarding social work practice and includes family laws, women empowerment laws, child protection laws, labor laws, Senior citizens laws and Laws for oppressed groups in Pakistan.

Course Contents:

1. Introduction
2. Relationship between law and Social Work Practice
3. Sources of Law
4. Courts and Law Officers
5. Implication of Laws and role of Social Worker
6. Laws for Social Work theory, research & practice in Pakistan
7. Child protection laws in Pakistan
8. Family laws in Pakistan
9. Women empowerment laws in Pakistan
10. Non-profit organizations registration laws in Pakistan
11. Labor laws in Pakistan
12. Senior citizens laws in Pakistan
13. Laws encompassing social problems in Pakistan
14. Laws for oppressed groups in Pakistan

Recommended Texts:

1. Brammer, A. (2015). *Social work law*. London: Pearson.
2. Brayne, H. & Helen, C. (2010). *Law for social workers*. New York: Oxford University Press.

Suggested Readings:

1. Long, L., Roche, J. & Stringer, D. (2010). *The Law and social work*. New York: Palgrave.
2. Johns, R & Sedgwick, A. (1999). *Law for social work practice working with vulnerable adults*. London: Palgrave Macmillan.

Course Code	SOWK-6127	Course Title	Human Resource Development in Social Work	Credit Hours	3(3-0)
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Course Brief:

Human resource management (HRM&D) refers to the design of formal systems that ensure the effective and efficient use of human talent, and serves as a vehicle to accomplish organizational goals. Human resources management and development is important because it results in a stronger and more effective workforce. When an organization develops their employees, they are strengthening their assets and making these employees even more valuable. Social work organizations depend on a well-trained and responsive workforce to provide quality services.

Course Learning Objectives:

This course is designed keeping in view the fact that Human resource development leads to efficiency on the job, decreases employee turnover and promotes increased productivity for the students in the market. It will make the students, well trained, competitive and will equip them with the needed knowledge and skills, so that they can perform a variety of roles in a human resource setting, such as working as a human resources coordinator, assisting with the hiring and training of new employees, or as a human resources manager, providing direction to staff and coordinating administrative tasks in a company.

Course Contents:

1. Human Resource Development.
2. Meaning and need of human resource development.
3. Formal and informal organizations involved in human resource development.
4. Meaning and interrelationship of organization structure and human resource development.
5. Meaning and types of human resource development activities.
6. Organizational processes involved in human resource development.
7. Motivation
8. Power and Authority
9. Leadership
10. Communication
11. Conflict
12. Decision Making
13. Career planning and human resource development.
14. Importance of human resource development in sustainable national development
15. Techniques of human resource development in social welfare institutions.
16. Financial Resource Mobilization
17. Role of worker as HR manager

Recommended Texts:

1. Ahuja, K.K., (2018). *Management and organization*. CBS Publishers and Distributors. Delhi.
2. Davis, Newstrom. (2017). *Organizational behavior: human behavior at work*. MacGraw-Hill, Inc. New York.

Suggested Readings:

1. Wehrich and Koontz. (2018). *Management: a global perspective* (10thed.). MacGraw-Hill, Inc. New York.
2. Werther, William B. and Davis K. (1993). *Human resources and personnel management* (4thed.). Macgraw-Hill, Inc. New York.

Course Code	SOWK-6130	Course Title	Capstone Project	Credit Hours	3(3-0)
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Course Brief:

A capstone project is multifaceted body of work that serves as a culminating academic and intellectual experience for students. The capstone project (preferably undertaken after the fourth semester) will be supervised and graded by a faculty member as per the protocols prescribed by the department. This is a mandatory degree award requirement of 3 credit hours for all undergraduate / equivalent degree programs.

Course Learning Objectives:

The capstone project is a unique opportunity to carry out independent group research in order to devise an innovative solution for a real-world problem. Students will work together in small groups to come up with innovative solutions for real-life problems with reference to Social Work education and practice.

INTERDISCIPLINARY/ALLIED COURSES

Course Code	SOCI-5101	Course Title	General Sociology-I	Credit Hours	3(3-0)
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Course Brief:

Sociology is the study of society, patterns of social relationships, social interaction, and culture that surrounds everyday life. It is a social science that uses various methods of empirical investigation and critical analysis to develop a body of knowledge about social order and social change. Subject matter can range from micro-level analyses of society to macro-level analyses. The course is designed to introduce the students with basic sociological concepts and to get familiarity with the overall discipline. The focus of the course shall be on basic concepts like scope and significance of Sociology, How Sociology is related as well as distinct from other social sciences. It focuses on the constituent parts of the society i.e. social systems and structures, socio-economic changes and social processes. This will also give an understanding of the Culture, elements of culture and the relationship of culture and personalities. The course will provide due foundation for further studies in the field of sociology.

Course Learning Objectives:

By the end of this course, students will be able to:

1. Define and explain key sociological concepts and theories.
2. Analyze the reciprocal relationship between individuals and society.
3. Understand the impact of social structure, culture, and institutions on human behavior.
4. Identify and analyze patterns of social interaction and socialization processes.
5. Examine social inequality, stratification, and social mobility.
6. Explore the role of social change and social movements in society.
7. Apply sociological perspectives to analyze contemporary social issues.
8. Develop critical thinking and analytical skills through the study of sociological research and theories.

Course Contents:

1. Introduction to Sociology
 - Defining sociology and its relevance
 - The sociological imagination
 - Major sociological perspectives and theories
2. Culture and Society
 - Understanding culture and its components
 - Cultural relativism and ethnocentrism
 - Socialization and the process of acquiring culture
3. Social Interaction and Social Structures
 - Social roles and statuses
 - Social groups and networks
 - Social institutions and their functions

4. Social Stratification and Inequality
 - Social class and socioeconomic status
 - Race, ethnicity, and inequality
 - Gender and inequality
5. Deviance and Social Control
 - Theories of deviance
 - Crime and the criminal justice system
 - Social control mechanisms and their impact
6. Social Change and Social Movements
 - Causes and types of social change
 - Social movements and collective behavior
 - Globalization and social change
7. Family and Marriage
 - The sociological study of the family
 - Changing family structures and dynamics
 - Marriage and intimate relationships
8. Education and Society
 - The role of education in society
 - Educational inequality and access
 - Sociological perspectives on education
9. Health and Illness
 - The social construction of health and illness
 - Health disparities and access to healthcare
 - Medicalization and the pharmaceutical industry
10. Sociology and Social Issues
 - Applying sociological perspectives to contemporary social issues (e.g., poverty, globalization, climate change, technology)

Recommended Texts:

- 1 Giddens, A. (2018). Sociology (11th ed.).UK: Polity Press.
- 2 Henslin, J. M. (2018). Essentials of Sociology: A Down-to-Earth Approach(18th Edition) Pearson Publisher.

Suggested Readings:

- 1 Anderson, M. and Taylor, F. H. (2017). Sociology: The essentials (9th ed.). Boston: Cengage Learning.
- 2 Schaefer, T. R. (2012). Sociology (13th ed.). New York: McGraw-Hill.
- 3 Henslin, M. J. (2011). Sociology: A down to earth approach (11th ed.). Toronto: Pearson.
- 4 Macionis, J. J. (2016). Sociology (16th ed.). New Jersey: Prentice-Hall.
- 5 Thio, Alex (2012) Sociology

Course Code	EDUC-5101	Course Title	Introduction to Education	Credit Hours	3(3-0)
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Course Brief:

The purpose of this course is to examine the evolution of education in the Pakistan with a view to the ideological, philosophical and psychological foundations, historical trends, government involvement, and pedagogical movements. The course will focus on the introduction of basic concepts in education and the Ideological, Philosophical and Psychological foundations of education. The major focus will be on developing an understanding of the education and major terminologies. The course will also throw light on guidance and counseling as an essential component of education. Through this course emphasis will be given on analyzing various sociological, political, economic and ideological forces that influence the process of education in our cultural context. This course will also be used to develop the ability in prospective teachers to interpret knowledge with its historical, philosophical, ideological and social context, which will lead to produce critical aspects of education both within and outside the school. This course will also explore vital issues across all levels including teacher preparation, education theory, and role of society and community in education process.

Course Learning Objectives:

At the completion of this course students will be able to define the basic concepts of Education, describe the important features of foundations of Education, Understand the role of Education in society, Describe the elements of Education, Explain the modes of Education

Course Contents:

1. Introduction to Education
 - 1.1. Definition of Education
 - 1.2. Education as process and product
 - 1.3. Functions of education
 - 1.4. Elements of Education
2. Modes of Education
 - 2.1. Informal Education
 - 2.2. Formal education
 - 2.3. NonFormal Education
3. Islamic and Philosophical Foundation of Education
 - 3.1. Islamic Foundations of Education
 - 3.1.1. Quran
 - 3.1.2. Hadith
 - 3.1.3. Fiqqah
 - 3.2. Philosophical foundations
 - 3.2.1. Relationship between philosophy and education
 - 3.2.2. Main philosophical thoughts
 - 3.2.3. Contributions of Philosophy towards education
 - 3.2.4.

4. Socioeconomic Foundations of Education
 - 4.1. Relationship between education and sociology
 - 4.2. School and Society
 - 4.3. Social conditions and Education
 - 4.4. Economic condition and Education
 - 4.5. Education and Politics
5. Psychological foundations of Education
 - 5.1. Learning
 - 5.2. Maturation
 - 5.3. Relationships between Instruction and Psychology
 - 5.4. Contribution of Psychology towards Education
 - 5.5. Cognitive teaching strategies and Teacher
6. Aims of Education and Curriculum
 - 6.1. Aims of Education (spiritual, Moral, Intellectual, Economic, Vocational, Social and cultural).
 - 6.2. Curriculum, Difference between Curriculum and Syllabus.
 - 6.3. Components of Curriculum (Aims and Objectives, Context and content relations Procedures, characteristics of good text books)
 - 6.4 Methods of Teaching, Different methods of teaching-evaluation, What, Why, When and how to access.]
7. Learning and Methods of Learning
 - 7.1. Strategy, methods and technique
 - 7.2. Traditional methods of teaching
 - 7.3. Non Traditional methods of Teaching
 - 7.4. Comparison in tradition and non-traditional methods
8. Society, Community and Education
 - 8.1. Meaning of Society and Community
 - 8.2. Diversity and schooling
 - 8.3. The structure and culture of school
 - 8.4. Role of Education in Development of Society
9. Guidance and Counselling
 - 9.1. Definition and difference between Guidance and Counselling
 - 9.2. Need of Educational Guidance
 - 9.3. Role of Guidance in Schools
 - 9.4. Forms of Guidance and Counselling

Recommended Texts:

1. ASER-Pakistan (2019). *Annual Status of Education Report 2018*. Islamabad: Idara Taleem-O-Agahi
2. Bartlett, S., Burton, D. (2016). *Introduction to Education Studies*. NY:SAGE Publications Ltd.

Suggested Readings:

1. Semel, S. F. (2018). *Foundations of Education: the Essentials text*. USA: Routledge
2. Shami, P. A. (2015). *Introduction to education*. Lahore: Ilmi Book House.
3. UNESCO (2007). *The Education System in Pakistan: Assessment of the National Education Census*.

Course Code	PSYC-5101	Course Title	Introduction to Psychology	Credit Hours	3(3-0)
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Course Brief:

Introduction to general psychology as the science of the human mind and behavior. The course will examine the different models upon which modern psychology has been built, along with such things as the history and origins of psychology. The course will survey introductory topics such as learning, memory, sensation and perception, personality, lifespan development, the physiological basis of behavior, stress, and health, psychological disorders, social psychology, and research methods. Students explore the key figures, diverse theoretical perspectives, and research findings that have shaped some of the major areas of contemporary psychology. This course also examines the research methods used by psychologists across these areas to study theories and variations in human behavior.

Course Learning Objectives:

The course is designed to be an introduction to the science and profession of psychology. The course will assist the student in the development of a foundation of basic knowledge to pursue further studies in specific areas of psychology.

Course Contents:

- 1 Introduction to Psychology: Nature and Application of Psychology with special reference to Pakistan
- 2 Research Enterprise in Psychology (A brief sketch): Goals of Scientific Enterprise; Steps in Scientific Investigation; Advantages of Scientific Approach; types of research.
- 3 Biological Basis of Behavior: Communication in the Nervous System; Organization of the Nervous System; Brain Research Method
- 4 Sensation and Perception: Psychophysics: Basic Concepts and Issues: Our senses of Sight: The Visual System: Our Senses of Hearing: The Auditory System: Our Senses of Touch: Sensory Systems in the Skin: The other Senses: The Kinesthetic System & The Vestibular System
- 5 Motivation and Emotion. The Motivation of Hunger and Eating; Affiliation: Theories of Emotion (James Lange Theory & Cannon-Bard Theory; Schachter's Two Factor Theory & Evolutionary Theories of Emotion)
- 6 Learning: Definition of Learning; Types of Learning (Classical Conditioning & Operant Conditioning)
- 7 Human Memory: Encoding: Storage: Retrieval; Forgetting: When Memory Lapses; In Search of Memory Trace: The Physiology of Memory; Are There Multiple Memory Systems?
- 8 Language, Thinking & Decision making: The Cognitive revolution In Psychology; Language: Turning Thoughts into Words; Problem Solving: In Search of Solutions; Decision Making: Choices and Chances
- 9 Personality: Theory, Research, and Assessment: The Nature of Personality;

Psychodynamic Perspectives; Behavioral Perspectives; Humanistic Perspectives; Biological Perspectives; Contemporary Empirical Approaches to Personality Traits; Culture and Personality

Recommended Texts:

- 1 Weiten, W. (2017). *Psychology: Themes and variations* (10th ed.). Boston: Cengage Learning.
- 2 Kalat, J. W. (2013). *Introduction to psychology* (10th ed.). New Delhi: Cengage Learning.
- 3 Nolen-Hoeksema, S., Hilgard, E. R. (2014). *Atkinson & Hilgard's introduction to psychology* (16th ed.). New Delhi: Cengage Learning.

Suggested Readings:

- 1 Plotnik, R., & Kouyoumdjian, H. (2013). *Introduction to psychology* (10th ed.). Boston: Cengage Learning.
- 2 Flanagan, C., Berry, D., Jarvis, M., & Liddle, R. (2015). *AQA psychology*. Cheltenham: Illuminate Publishing.

Course Code	POLS-5101	Course Title	Introduction to Political Science	Credit Hours	3(3-0)
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Course Brief:

This course offers the student a comprehensive introduction to politics, political institutions and issues. The course has four main objectives for the student to: understand what is meant by politics, explore competing concepts and approaches, learn about how political institutions and processes work, and discuss contemporary political issues in an informed manner. While highlighting the main objectives of national life, the course explains further the socio-economic, political and cultural aspects of Pakistan's endeavours to develop and progress in the contemporary world.

Course Learning Objectives:

This course will also be very helpful to expand the understandings of the reader pertaining to the existed contemporary knowledge of the world and to excel his personal capabilities to serve for others. It enhances the skill of students to underpin the understanding about political process, its valuable outcome and how to unleash socio-political activities in our surroundings. It enables the students to understand the political realities about polity.

Course Contents:

1. Definition, Nature, Scope and Relations with Other Social Sciences
2. State; Definitions, Elements, Functions, Difference Between State and Society
3. Types of Power
4. Debates in the Study of Power
5. States: State Formation, Development, and Change
6. States and Nations: Relations and Interactions
7. Constitution: The Highest Law of the Land
8. Approaches to Executive leadership
9. Government;
10. Government Functions
11. Kinds of Governments
12. Presidential and Parliamentary Systems
13. Legislatures: Features, Functions, and Structure
14. Judicial Institutions: Structure and Design
15. Agents of Political Socialization
16. Functions of Political Parties
17. Bureaucracy and Democracy
18. Electoral Systems:
19. Single-Member Districts
20. Proportional Representation

Recommended Texts:

1. Grigsby, E. (2008). *Analyzing politics*. Boston: Cengage Learning.
2. Roskin, M. G., Cord, R. L., Medeiros, J. A., & Jones, W. S. (2016). *Political science: An introduction*. New York: Pearson.

Suggested Readings:

1. Brodie, J., Rein, S., & Smith, M. S. (2013). *Critical concepts: An introduction to politics*. New York: Pearson.
2. Kesselman, M., Krieger, J., & Joseph, W. A. (2018). *Introduction to comparative politics: Political challenges and changing agendas*. Boston: Cengage Learning.

Course Code	INTR-5101	Course Title	Introduction to International Relations	Credit Hours	3(3-0)
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Course Brief:

The study and practice of international relations is interdisciplinary in nature, blending the fields of economics, history, and political science to examine topics such as human rights, global poverty, the environment, economics, globalization, security, global ethics, and the political environment. Historically, the establishment of treaties between nations served as the earliest form of international relations. International relations allow nations to cooperate with one another, pool resources, and share information as a way to face global issues that go beyond any particular country or region.

Course Learning Objectives:

This course provides a comprehensive introduction to international relations, focusing in particular on its origins and historical evolution, its key concepts, major theoretical frameworks, main actors and institutions, the global architecture of power, and its dynamic nature in the process of globalization. More specifically, this course introduces concepts of power, statecraft, diplomacy, foreign policy, political economy and international security, and examines the evolution of international relations as a subject.

Course Contents:

1. IR as an academic Field
2. Realism, Liberalism, Marxism, Social Constructivism
3. Relevance to Current Issues
4. US, Russia and Rise of China
5. Development of the International System
6. History of state development (City State to Empires)
7. Westphalia and Emergence of State system
8. Industrial revolution and French Revolution
9. World War I & World War II
10. Cold War and Post-Cold War
11. States and Other Actors
12. Sovereignty and Nationalism
13. States, IGOs, TNAs
14. Globalization
15. Foreign Policy
16. Diplomacy
17. Domestic politics and the outside world, public opinion
18. International Institutions, United Nations, Security Council, General Assembly
19. UN Agencies, World Bank / IMF
20. Regional organizations: NATO, ASEAN and SAARC etc.

Recommended Texts:

1. Devetak, R., George, J. and Percy, S. (2017). *An introduction to international relations*. Cambridge: Cambridge University Press.

2. Baylis, J., Smith, S., & Owens, P. (2004). *The globalization of world politics*. Oxford: Oxford University Press.

Suggested Readings:

1. Jackson, R. and Sørensen, G., (2016). *Introduction to international relations*. (6thed.). Oxford: Oxford University Press.
2. Carlsnaes, W., Carlsnaes, W., Risse-Kappen, T., & Simmons, B. (2013). *Handbook of international relations*. Santa Barbara: SAGE Publications.

Course Code	ECON-5104	Course Title	Fundamentals of Economics	Credit Hours	3(3-0)
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Course Brief:

The course is designed for the beginners with either no formal background or very little acquaintance with economics. The objective is to give students a clear understanding of the basic concepts, tools of analysis and terminologies used both in micro and macro-economics. The course will cover the scope and importance of micro and macroeconomics, overview of the social system and economy as integral part of the social system. The course will also deal with the major issues in Pakistan economy.

Course Learning Objectives:

Upon completion of the Course student should be able to demonstrate skills to:

- Study fundamental concepts of economics and its application in Pakistan.
- Various theories of consumer behavior and its critical analysis.
- Relationship of social system and economy.
- Public finance and taxation and legal significance of it.

Course Contents:

1. Introduction to Microeconomics Economic System and its basic functions
Theory of consumer behavior (Cardinal & ordinal approach)
Supply, demand and market price determination
Concept of elasticity (demand & supply)
Theory of Cost (traditional theory)
Theory of the firm (laws of return & law of variable proportion) Market Structure
Perfect Market
Imperfect Market (Monopoly & monopolistic competition)
2. Introduction to Macroeconomics
Introduction of different concepts of National Income i.e. Gross Domestic Product (GDP), Gross National Product (GNP), Net National Product (NNP), National Income (NI), Personal Income (PI), Personal Disposable Income (PDI) and measurement of GDP: Product, Income and Expenditure approach.
Circular flow and national income
Consumption and saving function
Investment and its types
Concept of multiplier and accelerator
Concept of aggregate, demand and supply and their equilibrium
Monetary and fiscal policies
Inflation and unemployment (Phillips Curve)
Balance of payment (BOP) problems and remedies
Public finance: Taxation, debt and expenditure

Recommended Books:

1. Bade, Robin and Parkin, Michael. Foundations of Economics, 5th edn. Boston: Pearson, 2010.
2. McConnell and Brue. Microeconomics, 18th edn. New York: McGraw-Hill, 2009.
3. Parkin, Michael. Macroeconomics, 7th edn. Boston: Pearson, 2005.

Suggested Readings:

1. Varian Hall R. Intermediate Microeconomics: Modern Approach, 6 th edn. New York: Norton, 2002.
2. Zaidi, Akbar. Issues in Pakistan Economy. Karachi: OUP, 1999.

Course Code	CRIM-5101	Course Title	Fundamentals of Criminology	Credit Hours	3(3-0)
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Course Brief:

The course has been framed with the objectives of providing information regarding the understanding of the socio-political nature of defining certain acts of crime, gaining familiarity with current and historical trends in crime, and learning about the importance of correlates of crime. This course's learning outcomes are to enable the students to promptly gain a grasp of classical and contemporary criminological and sociological theories of crime and deviance, compare and contrast the different theoretical perspectives, and apply the theories to comprehend crime, deviance, and crime control efforts.

Course Learning Objectives:

This course provides detailed knowledge of social institutions, policies, and cultural frameworks in criminal justice. Students learn how the foregoing social structure can both contribute to and ameliorate observed social inequalities. And to convey the student's criminological knowledge in writing and orally to a range of audiences, including the research community, policymakers, and the general public.

Course Contents:

1. Introduction

- i. Criminology and its scope
- ii. Criminology and other branches of learning
- iii. Criminology and criminal law

2. Crime and Society

- i. Related concepts: deviancy, sin, vice
- ii. Crime as a social phenomenon
- iii. Crime and social organization (institutions)
- iv. Crime and social structure
- v. Crime as a social problem

3. Crime and Criminals

- i. The occasional criminal
- ii. The habitual criminal
- iii. The professional criminal
- iv. The white-collar criminal
- v. The organized crime

4. Detection of Crime

- i. Agencies of Detection: formal, informal
- ii. Techniques of detection

iii. Problems in detection

5. Trial and Conviction of Offenders

- i. Agencies: formal, informal
- ii. Criminal Courts: Procedures and problems

6. Punitive and Reformative Treatment of Criminals

(including Islamic Hudood, Qasas and Tazir)

- i. Corporal, punishment
- ii. Transportation for life
- iii. Capital punishment
- iv. Imprisonment

7. Prevention of Crime

- i. Long-term measures
- ii. Short-term measures

Recommended Texts:

1. Davies, P., Rowe, M. (2021). *An Introduction to Criminology*. United Kingdom: SAGE Publications. ISBN: 9781529766950, 1529766958.
2. Miller, J. Mitchell (2009). *21st Century Criminology: A Reference Handbook, Volume 1*, Sage publications, USA.

Suggested Readings:

1. Brown, S.E., Esbensen, F.A. and Geis, G. (2004) *Criminology: Explaining Crime and its Context*, (5thedn). Cincinnati, OH: Anderson Publishing
2. Cavadino, M. & Dignan, J. (2002), *The Penal System: An Introduction* (3rd ed.). London: Sage Publications.
3. Garland, D. (1990). *Punishment and Modern Society: A Study in Social Theory*. Oxford: Clarendon Press.
4. Hale, C., Hayward, K., Wahidin, A. and Wincup E. (eds) (2009) *Criminology* (2nd ed.). Oxford: Oxford University Press
5. International Centre for Prison Studies. (2005). *Prison Brief for Pakistan*.
6. Maguire, M., Morgan, R. and R. Reiner (eds.) (2007) *The Oxford Handbook of Criminology* (4thed.) Oxford: Oxford University Press
7. Nadeem, A. H. (2002). *Pakistan: The Political Economy of Lawlessness*. Oxford: Oxford University Press
8. Newburn, T. (2007) *Criminology*, Cullompton: Willan Publishing
9. Pond, R. (1999). *Introduction to Criminology*. Winchester: Waterside Press
10. Saima Manzoor, A. M. E. A. M. (2014). *Police in Pakistan (A Research Book of Readings)* (2nd Ed.). USA: NewYark, Lulu Publisher.
11. White, R. and Haines, F. (2004) *Crime and Criminology: An Introduction*, Melbourne: Oxford University Press
12. Williams, K. S. (2012). *Textbook on Criminology*. United Kingdom: Oxford University Press. ISBN: 9780199592708, 0199592705.

OPTIONAL COURSES

Course Code	SOWK-6131	Course Title	Medical & Psychiatric Social Work	Credit Hours	3(3-0)
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Course Brief:

Medical social work is a sub-discipline of social work. Medical social workers typically work in a hospital, outpatient clinic, community health agency, skilled nursing facility, long-term care facility or hospice. Medical social workers work with patients and their families in need of psychosocial help. *Medical social workers* specialize in public health, geriatric, palliative, and inpatient *medical* or mental health *care*. They *work* in hospitals or other specialized *medical* settings like nursing homes, rehabilitative *care* centers, or related home-*care services* (i.e. hospice).

Course Learning Objectives:

This course is designed to help the students to understand the importance of Medical and Psychiatric Social Work and analyses its implication as preventive and curative program and to enable the students to understand the nature and dynamics of illness and get familiar with the different ways in order to help the patients to deal with stress situations. It will develop an understanding of multi-disciplinary approach in medical and psychiatric settings.

Course Contents:

1. Introduction
2. General Medical Social Work
3. The Interface of Medicine and Social Work
4. Historical perspective of Medical & Psychiatric social work
5. Development of Medical Social Work in Pakistan
6. Bio-Psycho-Social Factors influencing health and disease
7. Social services in medical settings, their nature and extent
8. Primary prevention, Secondary prevention, Tertiary prevention:
9. Habilitation and Rehabilitation
10. Major issues and trends in Medical & Psychiatric Social work
11. Medical Social Work settings (Social Work in the Rehabilitation Unit, Social Work in the Burn Unit, Social Work in the Emergency Room, Rural Hospital Social Work, Social Work on the Psychiatric Unit, Social Work in the Pediatric Unit, Organ Transplant Social Work, Pediatric Oncology Social Work and any other available setting)
12. Mental Health in Social Work
13. Role of professional social worker in medical & Psychiatric social work

Recommended Texts:

1. Davidson, K. (2014). *Social work in health care: a handbook for practice*. New York: Routledge.
2. Bedar, J. (2013). *Hospital social work: the interface of medicine and caring*. New York: Routledge.

Suggested Readings:

1. Gehlert, S., & Browne, T. (2011). *Handbook of health social work*. New Jersey: Wiley.
2. Carter, C. S. (2006). *Social work and women's health: resources on health, empowerment, advocacy, and literacy (HEAL)*. Alexandria, VA: Council on Social Work Education.

Course Code	SOWK-6132	Course Title	Gender & Development	Credit Hours	3(3-0)
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Course Brief:

This course is designed to provide profound understanding about gender and development related ideologies, practices and debates. Ranging from gender roles, feminist economics to objectification and cost of sexism, this course offers diverse analysis of gender-power relations and gender-based division of labor. The course provides knowledge about evolution of different development associated beliefs and also examines gender related development approaches by exploring our everyday lives.

Course Learning Objectives:

This course will provide an opportunity for the students to go deep down in feminist discourse related to traditional and contemporary development approaches. By analyzing gender identities in terms of choices and participation in labor force (either paid or unpaid), the students are expected to have insight in gender-based contribution in national development as well as reasons behind women's low status and autonomy. At the end of this course the students will be able to have historical analysis of different developing and developed countries to further analyze their gender script and status.

Course Contents:

1. Definition, meaning, concept and importance of gender and development
2. Development related terminologies
3. Gender identities
4. Gender roles
5. Gender stereotyping
6. Gender & objectification
7. Theories of gender
8. Gender, status & power
9. Feminist ideologies: Liberal, Radical, Socialist, Marxist, Cultural, Black, Islamic & Eco Feminism
10. Feminist waves
11. Gender, work & Feminist Economics
12. Gender-based division of household & care labor
13. Gender & Paid Labor
14. The Glass Ceiling: Explanations & Solutions
15. Colonial history and gender in developing nations including Pakistan
16. Feminist concerns with development process
17. Gender related Development approaches: Women in Development (WID), Women and Development (WAD), Gender and Development (GAD), Gender Mainstreaming (GM).
18. Gender, Environment and Sustainable Development: MGDs & SGDs

Recommended Books:

1. Momsen, J. (2010). *Gender and development* (2nd ed.). New York: Routledge.
2. Burn, S. M. (2011). *Women across cultures: a global perspective* (3rd ed.). New York: McGraw-Hill.

Suggested Readings:

1. Alston, M. (Ed.). (2014). *Women, political struggles and gender equality in South Asia*. New York: Palgrave Macmillan.
2. Verschuur, C., Guérin, I., & Guétat-Bernard, H. (Eds.). (2014). *Under development: gender*. New York: Palgrave Macmillan.

Course Code	SOWK-6133	Course Title	Child Protection	Credit Hours	3(3-0)
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Course Brief:

Children's rights are a subset of human rights with particular attention to the rights of special protection and care afforded to minors. The 1989 Convention on the Rights of the Child (CRC) defines a child as "any human being below the age of eighteen years, unless under the law applicable to the child, majority is attained earlier. Children's rights include their right to association with both parents, human identity as well as the basic needs for physical protection, food, universal state-paid education, health care, and criminal laws appropriate for the age and development of the child, equal protection of the child's civil rights, and freedom from discrimination on the basis of the child's race gender, gender identity, national origin, religion, disability, color, ethnicity, or other characteristics. Interpretations of children's rights range from allowing children the capacity for autonomous action to the enforcement of children being physically, mentally and emotionally free from abuse, though what constitutes "abuse" is a matter of debate.

Course Learning Objectives:

This course is designed to acquaint the students with issue concerning family and child welfare with particular reference to conditions prevalent locally. It will help the students understand the nature and intensity of problems and role of the social workers to alleviate the problems of family and children.

Course Contents:

1. Introduction
2. Historical background of Child protection and abuse
3. Safeguarding children: principles for practice
4. Defining vulnerability, abuse and neglect
5. Types of abuse: physical abuse, emotional abuse, sexual abuse, neglect, other types
6. New challenges in child protection
7. The legislative and policy framework
8. Child protection in action: recognizing and responding to concerns
9. Equality practice and safeguarding
10. Policies, procedures and best practice
11. Child maltreatment and cultural competence
12. Wellbeing and effective childcare
13. Supporting children and families
14. Pakistani Laws, Policies and Initiatives related to Child Protection

Recommended Books:

1. Hann, G & Fertleman, C. (2016). *The child protection practice manual: training practitioners how to safeguard children*. Oxford: Oxford University Press.

2. Lindon, J & Webb, J. (2016). *Safe guarding and child protection*. Oxon: Hodder Education.

Suggested Readings:

1. Nelson, S. (2016). *Tackling child sexual abuse radical approaches to prevention, protection and support*. Bristol: Policy Press.
2. Jabeen, T. (2012). Child protection: children's right to protection and the United Nations Convention on the Rights of the Child. *Law & Society*, 42(59&60), pp. 7-18. 6.

Course Code	SOWK-6134	Course Title	School Social Work	Credit Hours	3(3-0)
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Course Brief:

This course is designed to impart student's knowledge about the role of school as an agency outside home, its role in personality development and socialization. This course offers a wide range of theories related to social work and school social work practice. By understanding ethical dimensions, ecological framework, political environment of the school and student's issues and challenges in school setting, the students will be able to understand core values of social work practice and scope of school social work practice in Pakistan. Moreover, this course provides comprehensive information about student-focused interventions, system-focused interventions and proven and promising programs that target classrooms, schools, families, neighborhoods, and communities for change.

Course Learning Objectives:

At the end of the course, the students are expected to have understood about historical development of school social work, emergence and role of National Association of Social Workers as well as exemplary school and community-based programs to prevent bullying, violence, truancy and substance abuse.

Course Contents:

1. Concept, meaning and scope of social work in educational institutions.
2. History of School Social Work (International & National)
3. Ecological Perspective and organizing framework for School Social Work Practice
4. Social Work Methods and School Social Work
5. Roles and Tasks of School Social Workers and Other Professional Support Staff
6. Ethical Dimensions of School Social Work Practice
7. The Organizational Structure and Processes of the School
8. The Culture and Climate of the School
9. The Political Environment of the School
10. Externalizing Behavior Problems & Proven Student-Focused Interventions/Programs
11. Internalizing Behavior Problems & Proven or Promising Student-Focused Interventions
12. Social Problems & Proven or Promising Student-Focused Interventions Targeting Children and Youth Experiencing Social Problems
13. Students with Disabilities & School Social Work Practice
14. Promising Interventions Targeting Students with Disabilities
15. System-Focused Interventions
16. Theories related to social work and school social work practice
17. Rationale of School Social Work Practice in Pakistan
18. Government and non-Government agencies related to child welfare in Pakistan.

Recommended Books:

1. Dupper, D. (2002). *School social work: Skills and interventions for effective practice*. New Jersey: John Wiley & Sons.

2. Openshaw, L. (2008). *Social work in schools: Principles and practice*. New York: Guilford Press.

Suggested Readings:

1. Constable, R. (2009). The role of the school social worker. *School social work: Practice, policy, and research*, 3-29.
2. National Association of Social Workers. (2003). *NASW Standards for School Social Work Services*. USA: Clearinghouse.

Course Code	SOWK-6135	Course Title	Rural Development and Local Government	Credit Hours	3(3-0)
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Course Brief:

Rural development is the process of improving the quality of life and economic well-being of people living in rural areas, often relatively isolated and sparsely populated areas. Rural development has traditionally centered on the exploitation of land-intensive natural resources such as agriculture and forestry. It explores basic democracies, devolution plan and local government Act, 2013 to give us an idea how decentralization of power has been treated by different democratic governments and martial law regimes. This course highlights the role played by successive local governments in rural development.

Course Learning Objectives:

This course is designed to orient students with the rural development projects undertaken in Pakistan and to unearth the factors responsible for their failures. This course aims to develop an understanding of history of local government, its structure, service delivery mechanism and functioning and knowledge of the governance context for rural development in Pakistan.

Course Contents:

1. Understanding rural development
2. Socio-economic characteristics of rural areas
3. Problems of rural communities
4. Strategies of rural development
5. Grassroot rural developments: models of development, capacity of leadership
6. Gender and rural development
7. Social workers and rural congregations: Partnering to build community capacity
8. Social Work education for rural practice
9. Role of NGOs in rural development
10. Harnessing and guiding social capital for rural development in Pakistan
11. Rural development programs in Pakistan (Village-Aid Program, Basic Democracies, Rural Works program, Integrated Rural Development Program, People Works program, Citizen Community Boards)
12. Why local government?
13. Decentralization: Potential and challenges for rural development
14. New approaches to decision making in local authorities
15. New localism
16. Local democracy in Pakistan (Basic democracies, Local Government Ordinance 2001, Local Government Act, 2013, The Punjab Local Government Act, 2019)
17. Gender and local governance in Pakistan
18. Future of local government

Recommended Books:

1. Netting, F. E., Kettner, P. M., McMurtry, S. L., & Thomas, M. L. (2017). *Social work macro practice (6th ed.)*. Boston: Pearson Education, Inc.
2. Phillips, R., & Pittman, R. H. (Eds.). (2009). *An introduction to community development*. New York: Routledge.

Suggested Readings:

1. Bessant, K. C. (2018). *The relational fabric of community*. New York: Palgrave Macmillan.

2. Brueggemann, W. G. (2014). *The practice of macro Social Work* (4th ed.). Belmont, CA Brooks/Cole, Cengage Learning.
3. Shore, A. R., & Carfora, J. M. (2011). *The art of funding and implementing ideas: A guide to proposal development and project management*. Los Angeles: SAGE Publications Ltd.
4. Weil, M., Ohmer, M. L., & Reisch, M. (Eds.). (2013). *The handbook of community practice (2nd ed.)*. California: SAGE Publications, Inc.

Course Code	SOWK-6136	Course Title	Social Work and Disaster Management	Credit Hours	3(3-0)
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Course Brief:

Disaster Management can be defined as the organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies, in particular preparedness, response and recovery in order to lessen the impact of disasters. It is a serious disruption of the functioning of a community or society, which involves widespread human, material, economic or environmental impacts that exceed the ability of the affected community or society to cope using its own resources.

Course Learning Objectives:

This main objective of the course is to introduce students with the concept, nature and diversities of the disaster and its different natural and human created types. It will also familiarize students with different impacts of disaster on human society; possible solutions to stop or minimize the disaster's occurrence and impacts minimizing. It also helps the students to gain the knowledge of various disaster management strategies as well as the role of Social Work process in Disaster Management.

Course Contents:

1. Disaster: Definition, Meaning and Explanation
2. Types of Disasters; a. Natural Disasters: Avalanches, Landslides, Droughts, Earth Quakes, High Temperatures, Floods, Forest Fires, Volcanic Eruptions, Wind Storms/ Hurricanes b. Man-Made Disasters: Technological Disasters Like Accidents, Warfare, Terrorism, Industrial Accidents
3. Effects of Disasters
4. Understanding Basic Terminology in Disaster Management: a. Hazards, b. Risk, c. Disaster d. Vulnerability. e. Capacity f. Coping g. Capacity h. Resilience /Resilient i. Disaster Risk Reduction j. Disaster Risk Management k. Prevention, l. Mitigation m. Preparedness.
5. Disaster Management Cycle a. Preparedness b. Response c. Reconstruction d. Recovery e. Mitigation
6. Risks and Trends: disasters in Asia and the World: Some Statistics
7. Situational Analysis of Disasters in Pakistan
8. Global Issues & Initiatives: World Conference on Disaster Reduction (2005), Hyogo Framework for Action (2005-15), Sphere Standards-2102.
9. Disaster Risk Reduction and Management Authorities in Pakistan a. NDMA b. PDMA c. FDMA
10. Role of community in disaster risk reduction
11. Social Work Approach to Disaster Management: a. Aim of Risk Reduction Measures b. Appropriate and Adequate Risk Reduction Measures: Elements & Process (43) c. Community Based Disaster Risk Reduction/ Disaster Preparedness (CBDRM): Elements, Process and Outcome d. PCRA (Participatory Community Disaster Risk Assessment) or PRA (Participatory Risk Assessment/ Participatory Rural Appraisal)
12. Post Disaster Phenomenon: a. Emergency Response. b. Disaster Relief c. Disaster Recovery: Recovery -Opportunity to Build Better and Establish Sustainable DRR Organizations d. Rehabilitation. e. Reconstruction f. Disaster and Development.

Recommended Books:

1. Shaw, R. & Nibanupudi, H. K. (2014). *Mountain hazards and disaster risk reduction*. London: Springer.
2. Lyons, K. H., Hokenstad, T. Pawar, M., Huegler, N. & Hall, N. (2012). *The sage handbook of international social work*. London: SAGE.

Suggested Readings:

1. Shaw, R. (2012). *Community based disaster risk reduction*. Bingley: Emerald Group Publishing.
2. Shaw, R., Srinivas, H. & Sharma, A. (2009). *Urban risk reduction: an Asian perspective*. Bingley: Emerald Group Publishing.

Course Code	SOWK-6137	Course Title	Drug Abuse Prevention	Credit Hours	3(3-0)
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Course Brief:

Drug abuse prevention grew out of the public health field and has a strong interdisciplinary tradition in which social work plays a very important part. Social work practitioners conducting prevention collaborate with a wide array of professionals and paraprofessionals. Social workers provide community-based alcohol and drug prevention services across the life span to those of diverse socioeconomic status, race and ethnicity, gender, sexual orientations, and ability status.

Course Learning Objectives:

The course is designed to help students to understand the nature and extent of drug abuse as a social problem. It will enhance the approach of students about the various methods used in the field of prevention, treatment and rehabilitation. It will also strengthen the professional work approach of students against adverse effect of drug abuse.

Course Contents:

1. Definition and meaning of drugs, Drug Abuse and drug addiction
2. Historical perspective of Drug Abuse in Pakistan
3. Elements of Drug Abuse a. Production b. Processing c. Peddling d. Provision e. Consuming
4. Causes of Drug Abuse
5. Symptoms of Drug Abuse
6. Effects of Drug Abuse on mental health
7. Drug Abuse and its consequences on family and community at large
8. Detoxification of Drug dependents
9. Social Case Work, Group Work and Community Development in prevention, treatment and rehabilitation of drug dependency
10. Legislation to control Drug Abuse in Pakistan
11. Government Programs for control of Drug Abuse
12. Role of social worker in Drug Abuse prevention

Recommended Books:

1. Sussman, S. (2017). *Substance and behavioral addictions: concepts, causes, and cures*. New York: Cambridge University Press.
2. Sussman, S. & Ames, S. (2008). *Drug abuse: concept, prevention and cessation*. New York: Cambridge University Press.

Suggested Readings:

1. Sloboda, Z., & Bukoski, W. J. (Eds.). (2007). *Handbook of drug abuse prevention*. Springer.