



# **RANI CHANNAMMA UNIVERSITY, BELAGAVI**

**WEL-COME**

**TO THE COURSE STRUCTRE AND SYLLABUS OF UNDERGRADUATE  
PROGRAMMES – BSW**

**IV Semester**

**w.e.f.**

**Academic Year 2017-18 and Onwards**

# **BACHELOR SOCIAL WORK (BSW)**

## **GROUP -1 (LANGUAGES)**

### **1. English Basic :**

#### **Detailed Syllabus for BA / BSW / BA in CCJ (With effect from 2017-18 onwards) Semester – IV: Basic English Teaching Hours: 5 Hours per week**

**Text: English Teacher** – novel by R. K. Narayan

#### **Grammar and Composition**

- 1) Correction of errors (focus on the use of articles, prepositions, numbers, subject verb agreement, question tags, Pronouns, adjectives, adverbs, homophones, homonyms)
- 2) Direct and Indirect Speech
- 3) Active Voice and Passive Voice
- 4) Essay Writing on Current topics

#### **Pattern of Question Paper** (80 Marks paper of three hours and 20 Marks for I.A)

- |   |          |
|---|----------|
| 1) Objective type questions   | 10X1= 10 |
| 2) Comprehension questions (Answer in a sentence or two)  | 5X2=10   |
| 3) Essay type question on Novel (One out of Two)  | 10       |
| 4) Essay type question on Novel (One out of Two)  | 10       |
| 5) Short notes on Novel (Two out of Four)   | 2X5=10   |
| 1) 6) Correction of errors – Compulsory one question<br>from each of the above mentioned topics under<br>Correction of errors should be asked | 10       |
| 7) A) Direct and Indirect Speech  | 5X1=05   |
| B) Active Voice and Passive Voice   | 5X1=05   |
| 8) Essay Writing on current topics issue based  | 10       |

**80**

**Detailed Syllabus for BA / BSW / BA in CCJ**  
**(With effect from 2017-18 onwards)**  
**Semester – IV: Additional English**  
**Teaching Hours: 5 Hours per week**

**Text: Wings of Fire – APJ Abdul Kalam**

**Grammar and Composition**

- 1) Misspell words (Pairs of Words)
- 2) Organising a written composition
- 3) Expansion of outlines into a story
- 4) Letters to News paper editors

**Pattern of Question Paper**

(80 Marks paper of three hours and 20 Marks for I.A)

1) Objective type questions	10X1= 10
2) Comprehension Questions (Answer in a sentence or two)	5X2= 10
3) Essay type Question (One out of two)	10
4) Essay type question (One out of two)	10
5) Short notes (Two out of Four)	2X5= 10
6) A) Misspell words (Choosing Correct Spelt word)	5X1= 05
B) Organising a Written composition	5X1= 05
7) Expansion of outlines into a story	10
8) Letters to News paper editors	10
	<b>80</b>

## ಸಾಹಿತ್ಯ ಸಂಗಮ-೪

ಬಿ.ಎ., ಬಿ.ಎಸ್.ಡಬ್ಲ್ಯೂ ಹಾಗೂ ಸಿ.ಸಿ.ಜೆ. ತರಗತಿಗಳಿಗೆ ನಾಲ್ಕನೆಯ ಸೆಮಿಸ್ಟರ್

ಆವಶ್ಯಕ ಕನ್ನಡ ಪಠ್ಯಕ್ರಮ

ಪದ್ಯ ಭಾಗ

- |                            |                       |
|----------------------------|-----------------------|
| ೧. ಧನ್ವಂತರಿ ಕಥೆ            | -ನಯಸೇನ                |
| ೨. ವಚನಗಳು                  | -ವಚನಕಾರರು             |
| ೩. ತನುವ ನೀರೊಳಗದ್ದಿ ಫಲವೇನು? | -ಪುರಂದರದಾಸರು          |
| ೪. ಬುದ್ಧ                   | -ಅಂಬಿಕಾತನಯದತ್ತ        |
| ೫. ನಾಜೂಕದ ನಾರಿ             | -ಬೆಟಗೇರಿ ಕೃಷ್ಣಶರ್ಮ    |
| ೬. ಅನ್ವೇಷಣೆ                | -ಜಿ. ಎಸ್. ಶಿವರುದ್ರಪ್ಪ |
| ೭. ಅಗಸ್ತ್ಯ ಹದಿನೈದು         | -ಚಂದ್ರಶೇಖರ ಪಾಟೀಲ      |
| ೮. ಹಸಿದ ಹೊಟ್ಟೆಯ ಹಾಡು       | -ಅನಸೂಯಾ ಕಾಂಬಳೆ        |

ಗದ್ಯ ಭಾಗ

- |   |   |
|---|---|
| ೯. ಗೆಲವು  | -ಮಿರ್ಜಿ ಅಣ್ಣಾರಾಯ                              |
| ೧೦. ಪರಿಸರ ಮತ್ತು ಪ್ರಜ್ಞೆ   | -ಡಾ. ಶಿವರಾಮ ಕಾರಂತ                             |
| ೧೧. ಶಬರಿಗಾದನು ಅತಿಥಿ ದಾಶರಥಿ  | -ದೇ. ಜವರೇಗೌಡ                                  |
| ೧೨. ಹೊಸ ದಿಕ್ಕಿನೆಡೆಗೆ  | -ಅಪ್ಪಾರಾಯ ಎಂ. ಮದರಿ                            |
| ೧೩. ಕಾಗಿ ಶಕುನ   | -ಡಾ. ಎಚ್. ಟಿ. ಪೋತೆ                            |
| ೧೪. ಸ್ವಾತಂತ್ರ್ಯ ಸಂಗ್ರಾಮದ ಬೆಳ್ಳಿಚುಕ್ಕೆ: ಕಿತ್ತೂರು ರಾಣಿ ಚೆನ್ನಮ್ಮ-ಮನು ಬಳಿಗಾರ್ |   |
| ೧೫. ಆರ್ತನಾದ   | -ಮೂಲ: ಇರಾವತಿ ಕರ್ವೆ ಕನ್ನಡಕ್ಕೆ: ಚಂದ್ರಕಾಂತ ಪೋಕಳೆ |
| ೧೬. ಸರ್ಕಸ್  | -ಬಸವಣ್ಣಪ್ಪ ಕಂಬಾರ                              |

### **3. Marathi Basic**

**Semester IV**

**Basic Marathi**  
**With effect from 2017-18**

**Course: Literary form: Lalit Gadya**

**Text:** Negal: Vilas Manohar (Part -1)

Grantali, Mumbai

## 4. Hindi Basic

### IV<sup>th</sup> Semester

With effect from 2017-18

- 1) Examination : a) One Paper carrying 80 Marks and 3 hours of Duration.  
b) Internal Assessment Marks 20
- 2) Teaching : 5 hours per week
- 3) Course : 1) Collection of Prose  
2) Translation – From Kannada/English in to Hindi
- 4) Distribution of Marks

I	Objective type of Questions 10/14	10 Marks
II	Annotations from Prose 2/4	10 Marks
III	General questions based on Prose 2/4	30 Marks
IV	Short Notes on Prose 3/5	15 Marks
V	Translation	15 Marks
	Total	80 Marks
	Internal Assessment	20 Marks
	Total	100 Marks

#### Text Books- Prose

- 1) **ग य व वधा** पठन के लिए (अमृत राय से फ़णी वरनाथ रेणु तक) Marks: 65

संपादक

डॉ. जयनारायण तवार      डॉ. रामसुधार सिंह  
संजय बुक सटर, वारणास

- 2) Translation (अनुवाद)

Marks: 15

#### Reference Books

1. ह द ग य : व यास और वकास – डॉ. राम व प चतुर्वद
2. अनुवाद व न : भोलानाथ तवार
3. च तन क ण : महादेवी वमा
4. अनुवाद क या, तकनीक और सम याँ : ी नारायण समीर
5. ह द का ग य सा ह य : रामचं तवार
6. सा ह य सुमन : बालकृ ण भ
7. आधुनक ह द सा ह य : व वध आयाम : रमि म हो ।
8. ग य के तमान : व वनाथ साद तवार

## 5. Praakrit Basic

### Syllabus for B.A. /BSW

<b>B. A. Part -II. Fourth Semester</b>			
<b>Basic Praakrit</b>			
Teaching hours	-	5 hours per week	
Exam marks	-	80+20=100 of 3 hours Duration	
Text a)	कंसवहो Canto - I	-	40 Marks
	शाकुन्तलम् Canto - I	-	40 Marks
b)	Internal test	-	10 Marks
	Assignment, Class records Skill, development	-	10 Marks
	Internal Assessment Total	-	20 Marks
<b>Total</b>		<b>100 Marks</b>	

### Question Paper Pattern Fourth Semester

I.	Match the following or select the right answer (Ten only)	10 Marks
II.	Translate & Explain (any three verses out of five)	18 Marks
III.	Explain with reference to context (any four out of six)	16 Marks
IV.	Essay type questions (any one out of two)	16 Marks
V.	a) Short notes (any three out of five)	15 Marks
	b) Grammer (Praakrit forms)	05 Marks
<b>Total</b>		<b>80 Marks</b>

## 6. SAMSKRIT BASIC

### IV Semester Sanskrit Basic (MIL)

Teaching Hours : 5 Hours per week

Examination Marks : One paper carrying 100 Marks (80+20) of 3 hours duration

#### Text

1. मेघदूतम् of Kalidasa  
Ed. Dr. C. S. Naikar. Medha Publishers Kalyan Nagar Dharwad, 2010
2. भजगोविन्दस्तोत्रकाव्यं of Shankaracharyaji  
समाजपुस्तकालय धारवाड, चिदम्बराश्रम बीदर

- |  |          |
|--|----------|
| a) उत्तरमेघ (Verse from 63 to 111)                               | 50 Marks |
| b) भजगोविन्दस्तोत्रकाव्यं of Shankaracharyaji                    | 20 Marks |
| c) Grammar (Swara – Sandhis and Samasas : Tatpurusha & Dvandava) | 10 arks  |
| d) Internal Assessment   | 20 Marks |

#### Total

100 Marks

#### B. A. II: Fourth Semester Sanskrit Basic Question Pattern:

- |  |          |
|--|----------|
| I. Multiple choice questions from उत्तरमेघ & History of भजगोविन्दस्तोत्रकाव्यं (Any ten out of twelve) | 10 Marks |
| II. Translation and explanation of Prose / Verse from उत्तरमेघ - (Any three out of five)               | 15 Marks |
| III. Explain the key sentences from उत्तरमेघ (Any three out of five)                                   | 12 Marks |
| IV. Essay type Question on उत्तरमेघ (With internal choice)   | 10 Marks |
| (a) Short notes from उत्तरमेघ (Any two out of four)  | 8 Marks  |
| V. Essay type question on उत्तरमेघ (with internal choice)  | 8 Marks  |
| भजगोविन्दस्तोत्रकाव्यं (with internal choice)  |          |
| (b) Short notes from भजगोविन्दस्तोत्रकाव्यं (with internal choice)                                     | 7 Marks  |
| VI. Grammar – Swara – Sandhis and Samasas : Tatpurusha and Dvandva                                     | 10 Marks |



## 7. Arabic Basic:

### SYLLABUS OF ARABIC SUBJECT IV Semester Arabic Basic

**Paper :** Prose, Poetry and History of Arabic Literature

**Scheme of teaching :** 5 hours per week

**Prescribed Text Books**

**1. Al-Qiratul Wadhiha Part-II ( Prose)**

By: Waheeduz.zama Al-Kiranvi. Pub.By: Maktaba Husainia  
Deoband (U.P)

Following Lessons.

- (1) Sayul Bareed. (2) AsSaifu. (3) Almataru. (4) AtTilmeezun Najihu  
(5) Nuzhatun Saarratun. (6) Jismul Insaani. (6) Az Zibul khaaib.  
(7) Ad Dajajatu was-salabu.

**2. Qaseeda-e-Burdah (Poetry)**

By: Imam Boosary Pub.By: Azeem Book Depo Deoband (U.P)

Chapter no. 4

**3. Mukhtasar Tareekh-e- Adabiyat-e-Arabi**

By: Dr. syed Abul Fazl  
Pub.By: Deccan Traders Book Seller  
& Publisher 23-2-378, Moghalpura, Hyderabad.

Chapter No.III 3rd & 4th period (daur)

**4. The Holy Quraan.** Pub.By: Taj Company Mumbai

Suratul Lail.

The question paper should be broadly based on the following pattern.

1) Multiple choice from first and second text	10x1	=	10
2) Summary from first text with choice	2x7½	=	15
3) R.C. from first text with choice	3x5	=	15
4) Appreciation of verses from second text 2 out of 3	2x7½	=	15
5) Question from third text with choice	2x7½	=	15
6) Question on Sura	1x10	=	10
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			80

## **8. Persian Basic:**

### **Syllabus for B.A. /BSW IV Semester**

4<sup>th</sup> Semester Persian  
Scheme of teaching (5 hours per week)  
Classical poetry/Modern Prose  
Prescribed textbook  
Shehkar-E-Farsi.  
Following prose portion only.  
Baharistan-E-Jami.

#### **Textbook**

Shahkar-E-Farsi by Hafez Abdul Alim Khan  
Pub by:-Ram Narayanlal Bani mahdho2  
katra road Allahabad(U.P)  
Prescribed text book  
Nisab-E-Farsi.  
Following portion only  
“Gazaliyat”.

#### **Textbook**

Nisab-E-Farsi by Dr.Aaftab Akhtar Razvi & Prof M.M. Jalali  
Pub by:-Shahnaz publication Shamatganj Barilly(U.P)

### **Scheme of Examination**

Q1.Multiple choice questions	1*10=10
Q2.Essay type question from the text with choice	1*15=15
Q3.Question on R.C from the text	3*05=15
Q4.Translation & Explanation from the text	3*05=15
Q5.Appreciation of verses from the text	3*05=15
Q6.Short notes with choice	2*05=10

## **9.Urdu Basic:**

### **IV SEMESTER URDU-BASIC (MIL)**

**Paper IV:** Prose, Poetry & Sketch

**Scheme of teaching:** Duration 16 Weeks – 5 Hours/ Week

#### **Prescribed Text Books:**

##### ***I. MAYAR-E-ADAB***

(Detailed text book)

Edited by: Prof Surayya Hussain  
Published by: Educational Book  
House, Aligarh

The following portions only:

#### **PROSE** - written by:

1. Hasan Nizami
2. Abul Kalam Azaad
3. Farhatulla Baig
4. Abdul Haq
5. Aal Ahmed Suroor

#### **POETRY**

#### **GAZALS** – written by:

1. Aatish
2. Faani
3. Firaag
4. Faiz

**Qasida** by Ghalib

#### **POEMS** by:

1. Sardar Jafri
2. Khurshidul-Islam (second poem)

##### ***II. HAMARE ZAKIR SAHAB***

By: Rasheed Ahmed Siddiqui  
Pub by: Educational Book  
House, Aligarh

## SCHEME OF EXAMINATION (III & IV SEMESTER)

**Total Marks – 100 marks (Theory- 80 + Internal Assessment- 20)**

**a) Each paper of 100 marks shall carry 20 marks Internal Assessment, 4+10 shall for I.A Test and remaining 3+3 shall be for home assignment and attendance respectively**

**b) In each paper 2 tests shall be conducted for the award of I.A marks. First test of one hour duration for maximum 20 marks reduced to 4 marks shall be conducted in 8<sup>th</sup> week. Second test in 12<sup>th</sup> week of respective semester of 80 marks and of 3 hours duration then reduced to ten marks.**

**The question paper shall be broadly based on the following pattern (III & IV semester)**

Q. No. 1: Multiple choice questions from both the texts

(10 out of 10) 10 x 1 = 10

### **Detailed Text**

Q. No. 2: Essay/Critical Question on Prose

(1 out of 2) 1 x 15 = 15

Q. No. 3: Reference to Context

(4 out of 6) 4 x 2.5 = 10

Q. No. 4: Appreciation of verses

(4 out of 6) 4 x 2.5 = 10

Q. No. 5: Summary/Critical Appreciation of a poem/ Qasida/Marsiya

(1 out of 3) 1 x 10 = 10

### **Non-Detailed Text**

Q. No. 6: Essay/Critical type question on authors Art/form (Novelette) with choice 1 x 15 = 15

Q. No.7: Short note on characters (Novelette)

(2 out of 4) 2 x 5 = 10

**COURSE STRUCTURE FOR BACHELOR OF SOCIAL WORK (BSW)**  
**(To be effective from the Academic Year 2017-2018)**

**SEMESTER-IV**

<b>Sl. No.</b>	<b>Group</b>	<b>Code No.</b>	<b>Title of the Paper</b>
1	I	4.1	First Language
2	I	4.2	Second Language
3	II	4.3	Work With Communities
4	II	4.4	Administration of Social Welfare Organisations
5	II	4.5	Disaster Management
6	II	4.6	Social Work Practicum - IV
7	III	4.7	Computer Application

**Total for IV semester = 700**

## **SEMESTER – IV**

**Paper Code: 4.3**

**Paper Title: WORK WITH COMMUNITIES**

### **Objectives:**

- a) To highlight the relevance of community organization and social action as methods of Social Work.
- b) To understand the process of community organization and social action.
- c) To develop the skills as a Community Organizer.

### **UNIT I**

Concept of Community: Meaning, Definitions, Characteristics and Types; Concept of Community Organization: Meaning, Definitions, Objectives and Principles; Historical Development of Community Organization.

### **UNIT II**

Process of Community Organization: community study, Identification, analysis and prioritization of needs; Participatory Planning, Implementation, Evaluation, and Stabilization; Role of Community Organizer through the stages of Community Organization.

### **UNIT III**

Prominent Skills and Techniques of Community Organization: Resource Mobilization, Capacity Building, Conflict Resolution, Organizing and Conducting Meetings, Networking, Recording and Documentation.

### **UNIT IV**

Participatory Rapid Appraisal (PRA), Participatory Training (PT), Role of Community Organizer. Models of Community Organization – Locality Development, Social Planning, and Social Action.

### **UNIT V**

Community Organization in India - National community development programmes - sectoral approaches- multi-sectoral convergence of programmes – target group approach - Anthyodaya model- participatory approaches - community development scenario in Karnataka.

### **References:**

- Arthur, Dunham. 1958. *Community Welfare Organisation - Principles and Practice*. New York: Thomas Y. Crowell Co.
- Chekki A. Dan. 1979. *Community Development*. New Delhi: Vikas Publishing House Pvt. Ltd.
- Cox. M. Fred and Erlich L. John. 1987. *Strategies of Community Organisation*. Illinois: F.E. Peacock Publishers.
- Gangrade, K.D. 1971. *Community Organisation in India*. Bombay: Popular Prakashan.

- Government of Karnataka, Department of Law and Parliamentary Affairs. 1983. *The Karnataka Zilla Parishads, Taluk Panchayath Samithis, Mandal Panchayath and Nyaya Panchayaths Act / Amendments*.
- Gunjal, B.S. 2013. *Community Organization and Social Action*. Bangalore: IBH Prakashana.
- Harper E.B. and Dunham Arthur. 1959. *Community Organisation in Action*. New York: Association Press.
- Henderson, Paul: Jones, Davit and Thomas, David N. 1980. *The Boundaries of Change in Community Work*. Boston: George Allen and Unwin.
- Jones, David and Mayo, Marjorie (Eds). 1974. *Community Work*. London: Routledge and Kegan Paul.
- Lees, R. 1972. *Politics and Social Work*. London: Routledge and Keegan Paul.
- Marulasiddaiah, H.M. 1987. *Community: Area and Regional Development in India*. Bangalore: Bangalore University.
- Paulo, Freire 1992. *Pedagogy of the Oppressed*. Penguin Book.
- Ross, M.G. 1967. *Community Organisation*. New York: Harper and Row.
- Siddiqui H.Y. 1997. *Working with Communities*. New Delhi: Hira Publications.
- Somesh Kumar. 2002. *Methods for Community Participation – A Complete Guide for Practitioners*. New Delhi: Vistaar Publications.
- Thomas, Gracious (ed.). 2010. *Social Work Intervention with Communities and Institutions (Vol.I)*. New Delhi: School of Social Work, IGNOU.

#### **Paper Code: 4.4**

#### **Paper Title: ADMINISTRATION OF SOCIAL WELFARE ORGANIZATIONS**

#### **Objectives:**

- a) To understand Fundamental aspects pertaining to administration of social organizations.
- b) To enhance the skills of administration in different welfare organizations.

#### **Course Content:**

##### **UNIT I**

Social Work Administration: Meaning, Definition of Administration; Meaning, Definition, Objectives, Principles, Scope of Social Work Administration; Significance of Social Work Administration as a Method of Social Work.

##### **UNIT II**

Functions of Social Work Administration (POSDCoRBEEF): Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting, Evaluation, and Feedback.

##### **UNIT III**

Types and Establishment of Social Service Organizations: Registration and Management under the Societies Registration Act, 1860; the Indian Trust Act, 1882; the Cooperative Societies Act, 1904; the section 25 of Companies Act, 1956.

#### **UNIT IV**

Skills and Techniques of Social Work Administration: Programme / Project Development, Public Relations, Decision Making, Fund Raising, Networking, and Conflict Resolution.

#### **UNIT V**

Procedures for seeking Tax Exemption (80G) and Foreign Contribution.

Role of Social Worker in Social Work Administration.

Recent Trends in Social Work Administration.

#### **References:**

- Chowdhary, P. Paul. 1979. Social Welfare Administration. Delhi: Atma Ram & Sons.
- Devi, Rameshwari and Parkash Ravi. 1998. "Social Work and Social Welfare Administration, Methods and Practices", Vol. I. Jaipur: Mangaldeep Publications.
- Gangarade, K.D. 1990. 'Development of Voluntary Action in India', in Social Welfare Administration in India; Issues and Challenges. Mumbai: Tata Institute of Social Sciences.
- Gulati Ravi & Gulati Kaval. 1996. Strengthening Voluntary Action in India. New Delhi: Konark Pvt. Ltd.
- Pathak, S.H. 1981. Social Welfare: An Evolutionary and Development Perspectives. Delhi: McMillan.
- Roy, Bunker. 1990. 'Voluntary Agencies and Government', in Social Welfare Administration in India; Issues and Challenges. Mumbai: Tata Institute of Social Sciences.
- Thomas, Gracious (ed.). 2010. *Social Work Intervention with Communities and Institutions (Vol.I)*. New Delhi: School of Social Work, IGNOU.

#### **Paper Code: 4.5**

#### **Paper Title: DISASTER MANAGEMENT**

#### **Objectives:**

- a) Understand the factors contributing to disaster.
- b) Develop and understanding of the process of disaster management.
- c) Develop an understanding of Social Worker's role in the team for disaster management.

#### **Course Content:**

#### **UNIT I**

Concept of Disaster: Meaning and definition of the term disaster; Impact of disasters on human development; Vulnerability and disaster preparedness; Phases of disaster.

#### **UNIT II**

Classification of Disasters: Natural Disasters – famine/drought, cyclone, earthquake, flood, and tsunami; Human-made Disasters - Biological warfare, industrial, militancy, and accidents.



### **UNIT III**

Issues Concerned with Disasters: Policy issues and its implementations; National Disaster Management Guidelines; Psychological, social, economic and political impact of disasters on special groups such as children, women, elderly, and the differently-abled.

### **UNIT IV**

Disaster Management: Pre-disaster Phase - Prevention, preparation, education, preparedness; Actual Disaster Phase – short-term & long-term plans, stress and trauma, search, rescue, recovery, relief, restoration, resource mobilization; Post Disaster Phase –rehabilitation and mitigation of negative effects.

### **UNIT V**

Role of Government, voluntary organizations, local groups, community participation, and volunteers. Role of Social Workers in the team for Disaster Management.

### **References:**

- Birnbaum, F., coplon, J., & Scarff, T.1973: "Crisis Intervention after a Natural Disaster", Social Casework, vol.54, No-9, 545-551.
- Blanford, It, & Leviue, J.1973: "Crisis Intervention in an Earthquake", Social Work, Vol.17, No.4, 16-19.
- Goel S.L. (2005): Encyclopaedia of Disaster Management (Set in 3 volumes) Deep & Deep Publications, Pvt. Ltd, New Delhi – 27.
- Haff, A.1978. "People in Crisis", understanding and helping, California: Addison Worley publishing company.
- Shader, I. and Schwartz A. 1966. "Management of Disaster, "Social Work, Vol-11, No – 2 99-1-4
- Wolfensterin, M.1977: Disaster: A Psychological Essay, New York: Arno Press.

### **Paper Code: 4.6**

### **Paper Title: SOCIAL WORK PRACTICUM – IV**

#### **Objectives:**

- a) To develop capacity for observation and analyzing social realities.
- b) To develop an understanding of needs, problems and programmes for different target groups.
- c) To develop an understanding of the role of a social worker in different settings.
- d) To develop skills in observation, interview, recording, group discussions and leadership.
- e) To develop skills in report writing and use of supervision.

#### **Course Content:**

This paper comprises:

- Placement in school / agency setting.
- Conducting at least two Social Case Works.

- Interaction with social work practitioners.
- Structured Experiences Laboratory to help students understand and practice various skills required for effective practice of Fieldwork Practicum.

**Note:** Each student is expected to spend ten hours per week in the Field / Agency and the Faculty Supervisor is expected to spend about eight hours per week for this paper by conducting Orientation Classes, arranging for Orientation Visits / Fieldwork Placement, conducting Structured Experience Laboratory classes, Field Visits for Supervision and Guidance, Individual Conferences and Group Conferences on a weekly basis, and Correction of Fieldwork Reports. Thus, the workload for this paper for each of the Faculty Supervisor may be considered equivalent to one full theory paper.

### References:

- Kohli, A.S. 2004. *Field Instruction and Social Work: Issues, Challenges and Response*. Delhi: Kanishka.
- Lawani, B.T. 2009. *Social Work Education and Field Instructions*. Agra: Current Publications.
- Mathew, G. *Supervision in Social Work*. Mumbai: TISS.
- Roy, S. 2012. *Fieldwork in Social Work*. Jaipur: Rawat Publications.
- Sajid, S.M. 1999. *Fieldwork Manual*. New Delhi: Department of Social Work, Jamia Milia Islamia.
- Singh, R.R. (ed.) 1985. *Fieldwork in Social Work Education: A Perspective for Human Service Profession*. New Delhi: Concept Publishing.
- Subedhar, I.S. 2001. *Fieldwork Training in Social Work*. New Delhi: Rawat.
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# RANI CHANNAMMA UNIVERSITY, BELAGAVI

## BA, BSW and B.Sc

### IV Semester

## Computer Applications (Compulsory)

(Under Group-1'IT (Fourth Semester)

Teaching hour per week: 04

Max. Marks: 80

**1. Introduction to Computers:** Introduction, types of computer, components of computer, CPU, motherboard, primary storage devices: ROM, RAM secondary storage: floppy, hard disk and their types; CDROM, pen drive, Input & output devices: keyboard, mouse, scanner, display units, printers (dot matrix, Inkjet & laser), multimedia components, liquid crystal display (LCD) projector, modems and network interfacing card.

8 Hrs

**2. Windows Operating system:** Introduction, loading and starting windows, concept of plug and play, active desktop environment, control panel, adding new programs and hardware, menus, folders, shortcuts, display properties, system tools, multimedia programs, editing pictures using paint.

8 Hrs

**3. MS-Word:** Introduction to MS-office, installing and removing word, running programs and managing files, opening, creating and saving documents, templates, navigating and selecting, editing and sorting, checking spelling and grammar, formatting, importing graphics and pictures, tables, long documents, sharing, data with other users, security, creating and working with web pages, mail merge, editing equations, printing.

8 Hrs

**4. MS EXCEL:** Introduction, creating, opening and saving files, working with workbooks and worksheets, spreadsheets, entering and selecting data, editing and formatting worksheets, mathematical functions, statistical functions, trigonometric functions, date and time functions, text functions, financial functions, lookup and reference functions, creation of charts and graphs, automated tasks, macros, switching from other applications, printing.

8 Hrs

**5. MS-PowerPoint:** Introduction, auto-content wizard, design templates, adding and formatting text, making notes and handouts, adding clip arts, drawings and other objects, equations, tables and charts, controlling the slide show, animations, printing presentations and slides.

6 Hrs

**6. MS-Access:** Introduction, databases, data structures, creating tables, importing and linking tables, working with data, working with queries, formatting forms and reports, writing expressions, working with macros, modules and events, replication, data access objects, data access methods and properties.

6 Hrs

**7. Internet:** Introduction, LAN and WAN, dial-up and broadband networking, internet protocols, TCP/IP protocol, Microsoft internet explorer, Netscape navigator, properties and customization, worldwide web, HTML, creation of web page using templates, search engines, chatting, e-mail.

6 Hr

### References:

1. ITL ESL, Fundamental of Information Technology, Pearson Education.
2. Peter Norton, Introduction to computers, 4<sup>th</sup> edition, Tata McGraw Hill
3. Sagman, MS Office 2000 for windows, Pearson Education.
4. Microsoft-MS-Office 2007 step by step
5. Microsoft-MS-Word 2007 step by step
6. Microsoft-MS-Excel 2007 step by step
7. Microsoft-MS-Power Point 2007 step by step
8. Microsoft-MS-Access 2007 step by step

Scheme of instruction and examination of Computer Applications Compulsory Paper at BA/B.Sc/BSW Semester

Sem.No.	Title of the Paper	Theory Hours	Theory Marks	I.A marks	Exam Hrs	Total marks
IV	Computer Applications(Compulsory paper)	4 Hrs	80	20	1.5 Hrs *	100

**\*Note:** The final Examination is on Multiple Choice Based.