

SWK377 Social Welfare Administration

Level: 3

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY JAN

Synopsis:

This course is aimed at providing students with knowledge on management processes and basic skills to handle administrative matters in social care organisations. Students will learn contemporary management concepts and tools and apply them in social service setting and human service organisations. Topics include functions of management, organisational structures, people management, strategic planning, and governance.

Topics:

- Role of management in social service setting
- Organisational structures
- Environment of human service organizations and regulatory framework
- Strategic Planning
- Job design
- Training and development of employees
- Motivation Theories
- Performance management
- Data management
- Monitoring and evaluation
- Resource development
- Internal controls to prevent financial mismanagement

Textbooks:

Kettner, Peter M: Excellence in Human Service Organization Management 2 Pearson
ISBN-13: 9780205933303

Learning Outcome:

- Examine environmental conditions, including technological changes, on human service organisations.
- Discuss the process of strategic planning.
- Assess the role of management and relevance of management theories in social service settings and human service organisations.
- Critique the strengths and weaknesses of different types of organisational structures.
- Appraise the regulatory framework of charities in Singapore.
- Apply the application of motivation theories in people management.
- Illustrate a logic model.

Assessment Strategies (Daytime Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PRE-COURSE QUIZ 1	5
	TUTOR-MARKED ASSIGNMENT 1	30
	GROUP BASED ASSIGNMENT 1	15
Overall Examinable Components	Written Exam	50
Total		100