

SWK505 Social Administration and Planning

Level: 5

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY REGULAR SEMESTER

Synopsis:

Social Administration and Planning introduces the theory and practice of managerial and leadership functions for working in social service organisation. The course will cover topics such as working with boards, empirically based practice, logic models and outcome measurement. Fundamentals like finances, programme development and evaluation, policy analysis and implementation, corporate governance, proposal writing, fund raising and liaison with all levels are also included in the course. This course also provides opportunities to build the necessary skills of administration and planning to become effective service providers or change agents in social service organisations.

Topics:

- Components of management
- Unique characteristics of human service organizations
- Stakeholders of human service organizations
- Environmental conditions of human service organizations
- Organizational Theories
- Organizational structures and processes
- Process of strategic planning
- Benefits of strategic planning
- Types of evaluation
- Challenges in evaluating human service programs
- Performance management
- Motivation theories

Textbooks:

Management of Human Service Programs 5th Judith A. Lewis, Thomas R. Packard, Michael D. Lewis
Brooks & Cole
ISBN-13: 9789814844918

Learning Outcome:

- Appraise the key components of managing a human service organisation.
- Discuss the environmental factors that influence a human service organisation.
- Criticise and comment about organisational structure and processes in relation to management challenges.
- Analyse the importance of strategic planning in relation to organizational effectiveness.
- Choose theories of motivation, performance management to improve the performance of HSOs.
- Analyse the challenges in evaluating HSOs.

Assessment Strategies - Regular Semester (Evening Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	TUTOR-MARKED ASSIGNMENT 1	50
Overall Examinable Components	Written Exam	50
Total		100

*The information listed is subject to review and change.