

Global Learning Semesters

Course Syllabus

Course: SOWK-410 Administration of Social Agencies

Department: Social Sciences

Host Institution: University of Nicosia, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
SOWK-410	Administration of Social Agencies	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	SOWK-110
Department	Level of Course	Language of Instruction
Social Sciences	Upper Division	English

Course Description

This course is required course for upper-division social work students. The main goal is for students to master fundamental concepts of social service agency administration. Previous completion of or concurrent enrollment in the practice sequence courses and one field practicum is recommended.

Prerequisites

SOWK-110

Topic Areas

1. Basic theories for social services agency and program administration.
2. Managerial styles and role choices needed in social services administration.
3. Overview of essential administrative issues such a structural design choices, agency planning, evaluation, and personnel/staffing considerations.
4. Sensitive to problems in the workplace such as gender-related harassment, discrimination on the basic of race, ethnicity, disabilities, lifestyle choices and other equity-destroying concerns.
5. Approaches for agency design, and will have an opportunity to explore a service area of personal interest.

Readings and Resources

Required Textbook

- Social Work Administration. 2nd Edition. Rext Skidmore. Printice-Hall Inc., Egelwood Cliffs, NJ, 1990.
- Tactics and Techniques of Community Practice, 2nd Edition. Fred Cox et all, editors. F.E. Peacock, Itasca, IL, 1984 (This is also a text for SOWK 320, Social Work Practice III).
- Journals and handouts. Readings from the professional literature are one reserve at Krannert Memorial Library.
- Software. Various public-domain software will be used as demonstrations in this course. Students will be supplied with copies, and are requested to return them intact.