

# COURSE SYNOPSIS

## FACULTY OF PSYCHOLOGY AND EDUCATION

### BACHELOR OF PSYCHOLOGY WITH HONOURS

BPKP CODE	PROGRAMME
HA13	Industrial and Organizational Psychology
HA16	Youth and Community Development
HA19	Counselling Psychology
HA20	Child and Family Psychology

### BACHELOR OF SOCIAL WORK WITH HONOURS

BPKP CODE	PROGRAMME
HA52	Social Work

### BACHELOR IN EDUCATION WITH HONOURS

BPKP CODE	PROGRAMME
HT06	Education with TESL
HT16	Education with Science
HT18	Education with Economy

### BACHELOR IN SPORTS SCIENCE WITH HONOURS

BPKP CODE	PROGRAMME
HS20	Sports Science

## FACULTY OF PSYCHOLOGY AND EDUCATION

### PT10103 INTRODUCTION TO PSYCHOLOGY

This course provides basic knowledge of individual and interpersonal relationship towards job identity development. Topics featured in this course included: introduction and perspective of psychology, personality development, social function and influence, emotion, motivation, psychological problems, perception and memory, learning and thinking, and measurement.

#### References

- Asmawati D., Getru C., Mariny A.G., Siti Rozaina K., Noor Azniza I, Nabisah I., Mohd Makzan M. (2015) *Pengantar Psikologi*. KL: SJ Learning.
- Coon, D., & Mitterer, J.O. (2010). *Introduction to Psychology* (12th ed.). Belmont, CA: Cengage. Feist, G.J., & Rosenberg, E.L. (2010). *Psychology: Making Connections*. New York: McGraw-Hill. Feldman, R.S. (2009). *Understanding Psychology* (9th ed.). New York: McGraw-Hill.
- Huffman, K., Vernoy, M., & Vernoy, J. (2009). *Psychology in Action* (7th ed.). Singapore: Wiley.
- Morris, V.G. & Maisto. A.A. (2008). *Understanding Psychology* (9th ed.). New Jersey: Prentice-Hall. Wade, C., & Tavis, C. (2008). *Psychology* (9th ed.). Upper Saddle River, NJ: Pearson.

### PT10203 RESEARCH METHOD

This course introduces the philosophy and basic concept of research method in behavioral sciences. Students will be introducing to the quantitative and qualitative research method. The main focus of this course more on the introductory topics, such as definition and the main purpose of science, scientific method, the definition of research, types of research, characteristics of researcher, the research process, statement of the problem, creating the research objective, literature review/ basic theory, research methodology, and using the appropriate references and citation. The course also provides the basic skills to create a research proposal.

#### References

- American Psychological Association. (2009). *Ethical principals in the conduct of research with human participants*. Washington: Author.
- Shaugnessy, J.J., Zechmeister, E.U., & Zechmeister, J.S. (2009). *Research methods in psychology* (8th ed.). New York: McGraw-Hill.
- Elmes, D.G., Kantowitz, B.H., & Roediger III, H.L. (2003). *Research methods in psychology* Wadsworth/Thomson Learning.
- Goodwin, C.J. (2003). *Research in psychology: Methods and design* (3rd ed.). New Jersey: John. Wiley & Son, Inc. Kerlinger, F.N., & Lee, H.B. (2000). *Foundation of behavioral research* (5th ed.). California: Wadsworth/Thomson Learning.

### PT10303 SYSTEM AND THEORY IN PSYCHOLOGY

This course introduces and provides knowledge to students about the history of the psychology disciplines beginning in the late 19th century, when psychology became a separate and independent discipline. This course is also related to the contribution of ideas and theoretical point of views from various disciplines such as philosophy, physiology, engineering, mathematics and medical that lead to the establishment of psychology as a new and distinct field of study.

#### References

- Schultz,D.P. & Schultz, S.E. (2012). *Modern Psychology A History* (10th Ed.). United States:Wadsworth.
- Benjamin, L.T. (2008). *A History of Psychology: Original sources and contemporary research*. Boston, MA: McGraw-Hill. Brennan, J.F. (2005). *Readings in the history and systems of psychology*. Upper Saddle River, NJ: Pearson. Hargenhahn, B.R. (2008). *An Introduction to the history of psychology*. Belmont, CA: Brooks/Cole.
- Hothersall, D.E. (2005). *History of Psychology*. Boston, MA: McGraw-Hill.
- Leahey, T.H. (2001). *Readings in the history of psychology*. Upper Saddle River, NJ: Pearson. Weithermer, M. (2008). *A Brief history of psychology*. Singapore: Wadsworth.

### PT10403 INTRODUCTION TO DEVELOPMENTAL PSYCHOLOGY

The course introduces and exposes student to the growth and development during early human development from child until old. It also covers social and personal adjustment, career and family adjustment during adult period. Among the topics to be discussed are growth, prenatal development, early development of newborn infants, children, maturity, adolescent, adult and older people.

### References

- Lefrancois, G.R. (1999). *The lifespan. (6th ed.)*. Belmont: Wadsworth.
- Newman, N.M., & Newman, P.R. (1999). *Development through life: Psychosocial approach. (7th ed.)*. Belmont : Brooks/Cole.
- Papalia, D.E., Olds, S.W., & Feldman, R.D. (2001). *Human development. (8th ed.)*. New York: McGraw Hill.
- Vander Zanden, J.W. (2000). *Human development. (7th ed.)*. Boston : McGraw Hill.
- Crain, W (1992). *Theories of developmental : Concepts and applications*. New Jersey : Prentice Hall.

### PT10503 INTRODUCTION TO SOCIAL WORK

This course will discuss the basic query relating to social work, social well-being, social policies and social services. It starts with the idea to analyze the social well-being, the issues on the value of welfare, welfare rights, the functions of the leader and the concept of social problems. This is followed by the handling of these social problems by discussing the history of social work practice, philosophy and the practice of social work. The course will also talk about the theories involved in the foundation of social work.

### References

- Farley O.W., Smith L.L., & Bowle S.W. (2012). *Introduction to social work*, 12th ed. Pearson. Allyn & Bacon.
- Hepworth, D.H., Rooney, R.H., Rooney, G.D., Strom-Gottfried, K., and Larsen, J.A. (2006). *Direct Social Work Practice : Theory and Skills. (7th ed.)* Australia: Thomson, Brooks/Cole.
- Horejsi C.R., & Sheafor B.W. (2006) *Tecniques & Guidelines for social work practice*. Allyn & Bacon.
- Morales, T., Sheafor B.W., & Scott, M.E (2006). *Social work: A profession of many faces*. Pearson.
- Zastrow, C. (2000). *Introduction to Social Work and Social Welfare. (7th ed.)*. Belmont, CA: Brooks/Cole

### PT10603 PERSONALITY AND INDIVIDUAL DIFFERENCES

This course provides the vital aspects in psychology such as personality, individual differences and intelligence to students as well as it covers the definition and concept of personality, theories in personality, methods of personality research, psychopathology, creativity, leadership and vocational interest.

### References

- Camorro-Premusic, T. (2007). *Personality and Individual Differences*. USA: BPS Blackwell.
- Carver, C.S. & F. Schier. (2004). *Perspectives on Personality (5th ed.)*. Boston: Allyn & Bacon.
- Feldman, R.S. (2005). *Essentials of Understanding Psychology(6th Edition)*. USA: McGrawHill.
- Funder, David. C. (2007). *The Personality Puzzle (4th ed.)*. New York: W. Norton.
- Maltby, J., Day, L. & Macaskill, A. (2007). *Personality, Individual Differences and Intelligence*. Harlow: Pearson

### PT10703 INDIVIDUAL AND SOCIETY DEVELOPMENT

This course discusses the theory, philosophy, basic concepts and principal related to individual and society development that covers socialists, community, cultural, organisation and social institution, social change, population as well as social stratification and environment.

### References

- Baum, M. & Twiss, P. (1996). *Social work intervention in a economic crisis*. Binghamton The Wort Press. Inc.
- Junaenah Sulehan et al. (2005). *Masyarakat perubahan dan pembangunan*. Bangi: Penerbit Universiti Kebangsaan Malaysia.
- Todaro, M.P. (1977). *Economic development in the third world: An introduction to problems and policies in a global perspectives*. London: Longman.
- Rokiah Talib & Tan C.C (1995). *Dimension of traditional and development in Malaysia*.Kuala Lumpur: Pelanduk Publication.
- Rahimah Abdul Aziz (2001). *Pengantar sosiologi pembangunan*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

### PT20803 DATA ANALYSIS

This course focuses on introducing statistical inferential techniques by applying them in the context of data analysis. The principle of data analysis is introduced by recapitulating the following concepts: variable, scale of measurement, hypothesis, testing hypothesis, interpretation and writing up of the interpretation (accordingly as suggested). After recollecting about the elements of descriptive statistics which have been taught in an earlier course, the following techniques will be introduced: correlation, regression, t-test, ANOVA and post hoc test, 2-way ANOVA, one-way repeated measures ANOVA, and nonparametric statistics. Each one will be introduced by using the principle 'data analyses as implied above by referring students to a set of collected data. Students are required to use a set of data for the required assignments.

### References

- Coakes, S.J., Steed, L., & Dzidic, P. (2010). *SPSS version 17.0 for windows: Analysis without anguish*. Sydney: John Wiley & Son Australia, Ltd.
- Dunn, S.D. (2001). *Statistic and data analysis for the behavioral sciences*. New York: McGraw-Hill.
- Howitt, D., & Cramer, D. (2000). *An introduction to statistics in psychology: A complete guide for students*. (2<sup>nd</sup> ed.). Harlow, England: PrenticeHall.
- Iran Herman. (2004). *Statistik dan analisis data sains sosial*. Alor Star: Percetakan Ustaras Sdn. Bhd.
- Kerlinger, F.N., & Lee, H.B. (2000). *Foundation of behavioral researched.* Belmont, CA: Wadsworth/Thompson Learning.

### PT20903 SOCIAL STATISTICS

The course aim is to introduce the statistical concepts to the student. Student will be guided to solve statistical problems in the context of psychology and social work. The topics covers in the course are statistics as a tool in research, scale of measurement, type of data and data collection, descriptive statistics, and inferential statistics: parametric and non-parametric statistics.

### References

- Aaron, A., Aaron, E.N, & Coups, E. J. (2009). *Statistics for psychology* (5<sup>th</sup> ed.) New Jersey: Pearson Education, Inc..
- Heiman, G.W. (2006, 2011). *Basic statistics for the behavioral sciences*(ed.). Belmont, CA. Wadsworth, Cengage Learning.
- Iran Herman. (2004). *Statistik dan analisis data sains sosial*. Alor Setar: Percetakan Ustaras Sdn. Bhd.
- Dunn, S.D. (2001). *Statistics and data analysis for the behavioral sciences*: Boston: McGraw-Hill.
- Yahya Mahamood. (2001). *Statistik inferensi untuk sains tingkahlaku*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
- Howitt, D., & Cramer, D. (2000). *An introduction to statistics in psychology: A complete guide for students*. (2<sup>nd</sup> ed.). Harlow, England: PrenticeHall.
- Alias Baba. (1999). *Statistik dalam penyelidikan sains social dan pendidikan*. Kuala Luampur: Dewan Bahasa dan Pustaka.

### PT21003 INTRODUCTION TO EXPERIMENTAL PSYCHOLOGY

This course provides a basic knowledge and practical about how to conduct laboratory research. Among the topics in this course are the introduction and history of laboratory psychology, formulating hypothesis, research method and ethics in conducting experimental research. This course provides on how to write a proper research report based on APA (American Psychological Association) format.

### References

- Christensen, L.B. (2007). *Experimental methodology*. Boston: Pearson/Allyn & Bacon.
- Kantowitz, B.H., Roediger, H. L, & Elmes, D. G. (2005). *Experimental psychology: Understanding psychological research*. Belmont, CA: Wadsworth/Thomson.
- Martin, D.W. (2008). *Doing psychology experiments* (7<sup>th</sup> Ed.) Belmont, CA: Thomson/Wadsworth.
- McGuigan, F.J. (1997). *Experimental psychology: Methods of research* (7<sup>th</sup> Ed.) New Jersey: Prentice Hall.
- Shaughnessy, J.J., Zechmeister, E. B. & Zechmeister, J. S. (2006). *Research methods in psychology*. Boston, MA: McGraw-Hill
- Solso, R.L., MacLin, M. K. (2002). *Experimental psychology: A case approach*. (7<sup>th</sup> Ed.). Boston, MA: Allyn and Bacon, 2002.

### PT21103 INTERVIEWING AND OBSERVATIONAL SKILLS

This course will provide the basic knowledge about the methods and techniques of interview among the topic to be discussed are interviewing principal, technique in interview, observation principal, level of observation and instrument using in doing observation. The student also will be exposed the method in doing interview and observation through laboratory practical and how to write a report.

### References

- Ivey, A.E & Bradford, M. Carlos P. Zalaquett . (2010). *Intentional Interviewing and Counseling, facilitating client development in a multicultural society*. (4<sup>th</sup>). Pacific Grove:Thomson Brooks/cole.
- Cormier. S & Nurius, P.S. (2003). *Interviewing and change strategy for helpers: Fundamental skills and cognitive behavioral interventions*. (4<sup>th</sup>). Pacific Grove: Brooks/Cole.
- De Jong, P & Berg, K.I. (2002). *Interviewing for solutions*. (2<sup>th</sup>). Pacific Grove: Brooks/Cole.
- Epstein, L. (1985). *Talking and Listening: A Guide to the Helping Interview*. St. Louis: Mirror.
- Fear, R. (1978). *The Evaluation Interview*. New York: McGraw Hill.

### PT21203 PHYSIOLOGICAL PSYCHOLOGY

This course focused on the relationship between human physiological system and the human behavior. Attention will be given to the physiological aspect such as human brain and central nerves system and its relationship to motivation, language, thinking, learning and human experience.

### References

- Carlson, N.R. (2009). *Foundations of physiological psychology*. Boston, MA: Pearson.
- Kalat, J.W. (2009). *Biological psychology*. Belmont, CA: Cengage
- Pinel, J.P.J. (2009). *Biopsychology*. Boston, MA: Pearson Fox,
- S.I. (2008). *Human physiology*. NY: McGraw-Hill.
- Martin, G.N. (2008). *Human neuropsychology*. Harlow, Essex: Pearson
- Kierman, J.A. (1998). *Human nervous system: An anatomical viewpoint*. Philadelphia, PA: Lippincott-Raven.

### PT21303 HUMAN BEHAVIOUR AND SOCIAL ENVIRONMENT

This course critically discusses the concepts, theories and studies relating to the bio-psychosocial development of human survival, human development and behavior in social environment especially in family context, group, organization and community. The course will teach learner the impact of human varieties in development and behavior in the context of social environment.

### References

- Berger, R.L (1996). *Human Behavior: A perspective for the helping professions*. (4<sup>th</sup> Ed.). Needhan Heights, MA: Allyn & Bacon.
- Furr, L.A. (1997). *Exploring human behavior and the social environment*. Boston: Allyn & Bacon.
- Norlin, J.M. (1996). *Human behavior and the social environment: Social systems theory* (3<sup>rd</sup> ed.). Boston: Allyn & Bacon.
- Schrifer, J.M. (2004). *Human behavior and the social environment: shifting paradigms in essential knowledge for social work practice* (4<sup>th</sup> Ed.) Boston: Allyn & Bacon.
- Macionis, J.J. (2005). *Social problem* (2<sup>nd</sup> Ed). Pearson Education.
- Tumin M.M. (1967). *Stratifikasi sosial: Bentuk dan fungsi ketaksamaan*. Terjemahan oleh Atiah Salleh dan Zainab Ahmad.  
Dewan Bahasa dan Pustaka.

### PT21403 SOCIAL POLICY AND PLANNING

This course discusses the concepts, theories, models of policy and the social health development program. It covers the meaning of social policy, social health, the process of formulate policy, the formulation of social policies, the implementation of policies to the plan, the process of arranging the plans, strategies, methods and approaches in social development, the implementation of the plans to the social programs, types of social programs and the structure of social program. This course will also talk about the influence of economy, politic and social structure of the community on the formulation, application and implementation of the policies and social planning. Some methods on the evaluation of policies, planning and the social health program (CBA, CEA, SWOT) as well as the accountability of the policies, planning and social health program will also be debated.

### References

- Popple. P.R. & Leighninger L., (2004). *The policy-based profession. An introduction to social policy analysis for social workers*. Allyn & Bacon.
- Chambers D.E., (1993) *Social policy and social programs. A method for the practical public policy analysis*. Macmillan Publishing Company.
- Conyers. D (1984) *Pengenalan perancangan sosial di dunia ketiga*. John Wiley & Sons.
- Jansson B.S. (1999) *Becoming an effective policy advocate. From policy practice to social justice*. Brooks/Cole Publishing.
- Gilbert N. & Paul T. (2005). *Dimension of social welfare policy*. Pearson.

### **PT31503 ABNORMAL PSYCHOLOGY**

The main focus of this course is to understand abnormal behavior start from classifying the abnormal behavior up to the scientific research in this area. This course also introduces a various category of psychopathology among children, adolescence and older people in terms of description, assessment and treatment.

#### **References**

Barlow, D.H., & Durand, V.M, (2015). *Abnormal Psychology: An Intergrative Approach (7<sup>th</sup> ed.)* Cengage Learning, Singapore  
Butcher, J.N., Mineka, S., & Hooley, J.M. (2008). *Abnormal Psychology.Core Concepts*. Pearson: USA.  
Hansell, J., & Damour, L.(2008). *Abnormal Psychology (2<sup>nd</sup> ed)*.Wiley: USA  
Nevid, J.S., Rathus,S.A, & Greene, B. (2008). *Abnormal Psychology in A Changing World*. Pearson: USA  
Davison,G.S., Neale, J.M., & Kring, A.M.(2004).*abnormal Psychology*. Wiley: USA.

### **PT31603 SOCIAL PSYCHOLOGY**

This course discusses human behavior in the social context. Social psychology will be discussed as a formal discipline from the aspect of theories, the methodologies used and the related issues. This course will focus on important topics such as attribution, perception, self-concept, and attitude. The issues will be relate to the various phenomena that happened in the social context such as prejudice and discrimination, interpersonal attraction, interdependency relationship, social influence, pro-social behavior and aggression.

#### **References**

Myers, D.G. (2009). *Social Psychology*, Ninth Edition. McGraw Hill Companies, Inc., New York.  
Aiken, L. (2002). *Attitudes and related psychosocial constructs*. Thousand Oaks: Sage Publication.  
Buss, A.H. (2001). *Psychological dimensions of the self*. Thousand Oak: Sage Publications.  
Goldstein, A.P. (2002) *The psychology of group aggression*. Chicheste: John Wiley and Sons.  
Hogg, M.A. (2003). *People in groups*. London: TJ International Ltd.  
Wrightsmann, L.S. (2001). *Forensic Psychology*. Belmont: Wadsworth.

### **PT31703 PSYCHOLOGICAL TESTING AND MEASUREMENT**

This course emphasizes on the psychometric properties of a test, methods used to analyze the reliability and validity of psychological tests, types of tests and assessment used in personnel, counseling and education setting. Through this course students will be able to know, understand, to identify, evaluate and select a reliable and valid test. The course is divided into four parts: First, an introduction to the basic concepts of psychological tests and measurements. Second, discusses the principles of psychological measurement and the techniques used to analyze tests. Third, discusses types of psychological tests, with particular attention to the domain of ability tests, personality tests and interest tests. Fourth, discusses the use of psychological tests and assessment in industry, counseling and education setting.

#### **References**

Aiken, L. (1994). *Psychological testing and assessment (8<sup>th</sup> ed.)*. Massachusetts: Allyn & Bacon.  
Anastasi, A. (2003). *Psychological testing*. New York: Macmillan.  
Cronbach, L.J. (1990). *Essentials of psychological testing*. New York: Harper Collins Publishers.Inc.  
Hogan, T.P. (2003). *Psychological testing: A practical introduction*. USA: John Wiley & Sons,Inc.  
Kaplan, R. M. & Saccuzzo, D.P. (2002). *Psychological testing: Principles, applications and issues*. California: Brooks/ Cole Publishing Company Pacific Grove.  
Murphy, K & Davidshofer, C. (2004). *Psychological testing: principles and applications*. New Jersey: Prentice-Hall.

### **PT31803 LEARNING AND COGNITIVE PSYCHOLOGY**

This course evaluates the cognitive process such as perception, mental image, long term and short term memory, language, decision making and solving problem. It also involves exploration on how human remember, think, imagine, arranging information and decision making. This course also focus on early theories of learning and correlation between learning and human behavior.

#### **References**

Ainon Mohd & Abdullah Hassan. (2000). *Kursus berfikir untuk kolej dan universiti*. Kuala Lumpur: PTS Publications.  
Galotti, K.M. (2004). *Cognitive Psychology in and out of the laboratory(3<sup>rd</sup> ed.)* Belmont: Thomson Learning.  
Harre, R. (2002). *Cognitive science*. London: Sage Publications.  
Muhamed Awang. (1999). *Psikologi Kognitif*. Kuala Lumpur: Dewan Bahasa dan Pustaka.  
Sternberg, R.J. (2003). *Cognitive Psychology (3<sup>rd</sup> ed.)*. California: Wadsworth.

### **PT31903 SOCIAL WORK LABORATORY**

This course provides experience for learners who need the skills to work with an individual and a group in a situation that requires self-development and problem solving. The skills learnt are self-skills, empathy and interview techniques. Most of the lessons and trainings will be conducted in a Social Work Laboratory.

#### **References**

- Cournoyer, B. (1991). *The social work skills workbook*. CA: Wadsworth.
- Kadushin, A. (1992). *The social work interview*. New York: Columbia University Press.
- Royse, D., Dhooper, S.S., & Rompf, E.L. (1993). *Field instruction: A guide for social work students*. New York: Longman.
- Sevel, J., Madrigal, C., & Cummins, L. (1999). *Social work skills demonstrated: Beginning direct practice CD-ROM with student manual*. Boston: Allyn & Bacon.
- Wilson, S. (1980). *Recording: Guidelines for social workers*. New York: Free Press.

### **INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY (HA13) PROGRAMME**

#### **PI10103 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY**

This course provides a big picture of the theories, researches, and practices in industrial and organizational psychology. Among the issues to be addressed includes research method in industrial and organizational psychology; personnel issues such as job analysis, recruitment, staffing, test selection and training; the workers issues such as motivation, job satisfaction managing stress, and the quality of works life; organizational issues such as communication at work place, group dynamic, leadership power (authority); the political issues and the influences at work place, organization structure and the employee-union relation; and job environment issues such as human factor, the roles of the job and job safety.

#### **References**

- Aamodt, M. G. (2013). *Industrial/Organizational Psychology: An applied approach*. California: Thomson.
- Berry, L.M. (1998). *Psychology at work: An introduction to industrial and organizational psychology*. Boston: McGraw-Hill.
- Levy, P.E. (2006). *Industrial/Organizational psychology: Understanding the workplace*. Boston: Houghton Mifflin.
- Riggio, R.E. (2013). *Introduction to industrial/organizational psychology* (6<sup>th</sup> Edition). New Jersey: Prentice Hall.
- Schultz, D.P. & Schultz, S.E. (2010). *Psychology and work today: An introduction to industrial and organizational psychology*. (10<sup>th</sup> ed) New Jersey: Prentice Hall.

#### **PI10203 LEADERSHIP**

Leadership knowledge and skills are important to students for managing themselves and organizations effectively and efficiently. This course exposes students to leadership and how it influences behavior, human relations, and task completion. Among the topics to be discussed are leadership characteristics, leadership theories, leadership in groups and teams, the relationship between motivation and leaders' personality, and leaders' creativity.

#### **References**

- American Psychological Association. (2001). *Publication manual of the American Psychological Association*. Washington, DC: Author.
- Bratton, J., Grint, K., & Nelson, D.L. (2004). *Organizational leadership*. United States: South-Western, Thomson.
- Dubrin, A.J. (2010). *Leadership: Research findings, practice and skills*. (6<sup>th</sup> ed) New York: Houghton Mifflin Company.
- Malek, M.D., Baco, B. S. & Bee Seok, C. (2000). *Teori-teori motivasi dalam psikologi industri dan organisasi (Theories of motivation in industrial and organisational psychology)*. Kota Kinabalu: Universiti Malaysia Sabah.
- Richard, L.D. (2008). *The leadership experience*. (4<sup>th</sup> ed.). Canada: South-Western, Thomson.
- Yukl, G. (2002). *Leadership in organizations*. (5<sup>th</sup> ed). New Jersey: Prentice Hall.

#### **PI20303 PERSONNEL PSYCHOLOGY**

The basic objective of this course is to introduce student the personnel aspects in organizations. Topics that will be discussed in this course are selection, placement, job performance, test and measurement in psychology, training and learning process, motivation and the safety of the workers.

### References

- Berry, L. M. (1998). *Psychology at work: An introduction to industrial and organizational psychology*. Boston: McGraw-Hill.
- Cascio, W.F. & Aguinis, H. (2005). *Applied psychology in human resource management*. New Jersey: Pearson Prentice Hall.
- Levy, P.E. (2006). *Industrial/Organizational psychology : Understanding the workplace*. Boston: Houghton Mifflin.
- Riggio, R.E. (2013). *Introduction to industrial/organizational psychology* (6<sup>th</sup> Edition). New Jersey: Prentice Hall.
- Patrick, J. (1992). *Training: Research and practice*. London: Academic Press.

### PI20403 WORK, PHYSIOLOGY AND ERGONOMICS

This course provides knowledge and skills to students about ergonomics field (human factors) that relates to the industry. This course relates closely to experimental psychology and is a combination of engineering and psychology. The main topic of this course includes production and workstation design, cognitive ergonomics, anatomy and anthropometry, human machine interaction and the technical aspects of social ergonomics tools and computer software based on commercial aspects.

### References

- Bridger, S. (2008). *Introduction to ergonomics*. New York: McGraw-Hill.
- Fuller, C.W. & Vassie, L.H. (2008). *Health and safety management*. London : FT Times.
- Goetsch, D.L. (2008). *Occupational safety and health*. Upper Saddle River, NJ: Pearson
- Wickens, C.D. (2004). *An introduction to human factors engineering*. New York: Addison
- Kromer, K.H.T. (2002). *Fitting the task to human: An occupational ergonomics*. London: Taylor & Francis.
- Noyes, J. (2003). *Designing for humans*. London: The Psychology Press.
- Dul, J. & Weerdmeester, B.A. (2002). *Ergonomics for beginners*. London: Taylor & Francis.

### PI20503 ORGANIZATIONAL PSYCHOLOGY

The course provides knowledge and skills to the students on methodology, management issues and effective organizational management. This course is important as it helps students to be equipped with knowledge and skills in understanding how organizations affect individual behavior. The topics are discussed in this course are as follows; issues in management, organizational structures, organizational culture, critical thinking about organization, management process, individuals in the organization, role expectations, perception, diversity and personality, problem solving and decision making. The course is expected to improve student's skills and efficiency in organization management, especially on the psychological aspect.

### References

- Arnold, J., Silvester, J., Patterson, F., Robertson, I., Cooper, C.L. & Burnes, B. (2004). *Work psychology: Understanding human behaviour in the workplace* (4<sup>th</sup> ed.). London: FT Press, Prentice Hall.
- Cooper, C.L. & Robertson, I. (Eds.). (2003). *Organizational psychology & development: Key topics for students and practitioners (Key issues in industrial & organizational psychology)*. England: John Wiley & Sons
- Borman, W.C. Ilgen, D.R. Klimoski, R.J. & Weiner, I.B. (Eds.). (2003). *Handbook of psychology, industrial and organizational psychology*. Volume 12. Wiley.
- Jex, S.M. & Britt, T.W. (2008). *Organizational psychology: A scientist-practitioner approach* (2<sup>nd</sup>. Ed.). New York: John Wiley & Sons, Inc.

### PI30603 INTRODUCTION TO PERSONNEL ASSESSMENT

This course emphasizes on the varieties of personnel decision in industry and organizational setting, types of tests and assessment used for personnel decision, and techniques used to develop tests and assessment used for personnel decision making. Through this course students will be able to know, understand, important of using assessment in personnel decision, know how to select and to develop tests and assessment use for personnel decision making. The course is divided into two main parts: First, an introduction to the varieties of personnel decision in industry and organizational setting. Second, discusses types of assessments used for personnel decision, and third discussed psychological tests used in personnel setting, with particular attention to the domain of cognitive tests, personality tests and integrity tests.

### References

- Anastasi, A. (1998). *Psychological testing*. New York: MacMillan.
- Cronbach, L.J (1990). *Essentials of psychological testing* (5<sup>th</sup> ed.). New York : Harper & Row.
- Cronbach, L.J & Gleser, G.C (1975). *Psychological tests and personnel decision*. Urbana : University of Illinois Press.
- Guion, R.M. (1965). *Personnel testing*. New York: McGraw-Hill.
- Guion, R.M. & Highhouse, S. (2006). *Essentials of personnel assessment and selection*. London: Lawrence Erlbaum Associate, Inc.
- Jones, J.W. (1994). *Personnel testing: A manager's guide to establishing a quality workforce*. Great Britain: Clays Ltd St Ives Place.



### PI30703 CONSUMERISM AND MARKETING

This course will focus on consumerism and marketing in society aspects. The major discussion includes how psychological aspect will involve in advertising, marketing, consumer research, consumer communication, consumer perception, consumer decision making, consumer personality and motivation, consumer attitude, and the influences of culture towards consumer behaviour.

#### References

- American Psychological Association. (2009). *Ethical principals in the conduct of research with human participants*. Washington: Author.
- American Psychological Association. (2001). *Publication Manual of the American Psychological Association*. Washington: Author.
- Mick, David Glen (2003), "Appreciation, Advice, and Some Aspirations For Consumer Research," in *Journal of Consumer Research*, 29 (March), Editorial.

### PI30803 ISSUES IN INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY

This course gives an opportunity to the student to gain experience on seminar besides discussing selected topics intensively. On top of that, this course will focus on the practice of industrial and organizational psychology. Selected topics will be determined based on the importance of the current issues. Students will study the selected topics, present and discussed the topic in the seminar.

#### References

- American Psychological Association. (2009). *Ethical principals in the conduct of research with human participants*. Washington: Author.
- Arnold, J. Silvester, J. Patterson, F. Robertson, I. Cooper, C.L. & Burnes, B. (2004). *Work psychology: Understanding human behaviour in the workplace* (4<sup>th</sup> ed.). London: FT Press, Prentice Hall.
- Cooper, C.L. & Robertson, I. (Eds.). (2003). *Organizational psychology & development: Key topics for students and practitioners (Key issues in industrial & organizational psychology)*. England: John Wiley & Sons.
- Borman, W.C. Ilgen, D.R. Klimoski, R.J. & Weiner, I.B. (Eds.). (2003). *Handbook of psychology, industrial and organizational psychology*. Volume 12. Wiley.
- Jex, S.M. & Britt, T.W. (2008). *Organizational psychology: A scientist-practitioner approach* (2<sup>nd</sup> ed.). New York: John Wiley & Sons, Inc.

### PI30903 SAFETY AND HEALTH IN WORKPLACE

This course introduces and provides students with the knowledge and skills of health and safety in workplace. This course covers various aspects of psychology, ergonomic as well as focusing on occupational safety and health.

#### References

- Goetsch, D.L. (2008). *Occupational Safety and Health*. Upper Saddle River, NJ: Pearson.
- Fuller, C.W. & Vassie, L.H. (2006). *Health and safety management*. Harlow, England: Financial Times.
- Barling, J., & Frone, M. (2004). *The psychology of workplace safety*. New York: American Psychological Association
- Geller, E.S. (2004). *The psychology of safety handbook*. New York: CRC Press.
- Anton, T.J. (2002). *Occupational safety & health management*. New York: McGraw-Hill.
- Petersen, D. (2002). *Safety management: A human approach*. Chicago: American Society of Safety Engineers.

### PI31003 PSYCHOLOGY OF ADVERTISING

This course exposes students about the relationship between advertising and psychology in organization and industries. The main topic in the course includes advertising theories, and psychological approach, communication skill, persuasion techniques, clients/consumers influences, social perception, advertising interpretation and attitude change.

#### References

- American Psychological Association. (2009). *Ethical principals in the conduct of research with human participants*. Washington: Author.
- American Psychological Association. (2001). *Publication Manual of the American Psychological Association*. Washington: Author.
- Mick, D.G. (2003), "Appreciation, Advice, and Some Aspirations For Consumer Research," in *Journal of Consumer Research*, 29 (March), Editorial.

### PI31206 PRACTICUM / PI31406 ACADEMIC EXERCISE

This course is part of the requirement to obtain a bachelor degree in psychology. Students could choose whether to do a practical training at various organization involving directly with human resource department, or they could opt for writing an undergraduate exercise in the field concerned.

### References

- American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington: Author.
- Sekolah Psikologi dan Kerja Sosial. (2004). *Manual Latihan Praktikum*. Kota Kinabalu: Penulis.
- Beddu Salam Baco (Penyelenggara). (2000). *Panduan penulisan latihan ilmiah Sekolah Psikologi dan Kerja Sosial*. Kota Kinabalu: Universiti Malaysia Sabah.
- Mohd. Zahedi Daud & Ismail Ibrahim. (2003). *Panduan penulisan ilmiah gaya UMS: Manual penulisan pengajian prasiswazah dan pascasiswazah*. Kota Kinabalu: Universiti Malaysia Sabah

## YOUTH AND COMMUNITY DEVELOPMENT (HA16) PROGRAMME

### PB10103 INTRODUCTION TO MENTAL HEALTH

This course discusses on the mental health issues in society such as mental disorder and mental illness. Furthermore, it also discuss about mental health community and services. There are professions role involvein mental health such as social worker, counselor, nurse land, psychiatrics also discuss in this course.

### References

- Ogden, J. (2007). *Health Psychology: A textbook (4th ed.)*. New York: Open University Press/McGraw-Hill.
- Joseph, S. & Linley, P.A. (2006). *Positive Therapy: A meta-theory for positive psychological practice*. New York: Routledge.
- Compton, W.C. (2005). *An Introduction to Positive Psychology*. Belmont, CA: Thomson Wadsworth.
- Taylor, S.E. (2003). *Positive Psychology (5th ed.)*. New York: McGraw-Hill (bahan bacaan 2).
- S.M. Hatta. (2000). *Perubatan Psikologi Islam*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

### PB10203 INTRODUCTION TO DEVIANCE SOCIAL

This course will be discussing problems and social sickness in society. These courses also discussing ways to prevent these social problems from become more chronic. In this manner, we looking from the perspective of psychology, understanding the background of social problems, the cause to the problems with multiple discipline approach, psychology theory on deviance, deviance behavior and social policy to overcome deviance.

### References

- J.Jeffries Mc Whirter (2004). *At risk youth: A comprevensive response (3rd ed.)*. Canada: Thomson Learning Academic.
- Mark Cieslik & Cary Pollock (2002). *Young People in Risk Society*. Ashgate PUBLISHING Company.
- Richard M. Lerner (1999). *Risks and problem Behaviors in Adolescence*. New York& London. Garland Publishing Inc.
- Atwater, E., & Duffy, K.G. (1999). *Psychology for living: Adjustment, growth and behavior today (6th ed.)*. New Jersey : Prentice Hall.
- Calhoun, J.F., & Acocella, J.R. (1990). *Psychology of adjustment and human relationships (3rd ed.)*. New York: McGraw-Hill.

### PB20303 LEADERSHIP IN COMMUNITY

This course provides knowledge about leadership in community such as the definition of leadership, research on leadership and theories of leadership (trait, behavior, tranformational, charisma). Moreover, issues such as culture, gender, religion, creativity and conflict resolution also discussed in this course.

### References

- Dubrin, A.J.(2010). *Principles of Leadership*. (6th ed.). Australia: South Western Cengage Learning.
- Achua, F.C., & Lussier, R.N.(2007). *Effective Leadership*. Canada: Thompson.
- Bratton, J., Grint, K.,& Nelson, D.L.(2005). *Organizational Leadership*. USA: Thompson Learning.
- Lim, G,S., & Daft, R.L.(2004). *The Leadership Experience in Asia*. USA: Thompson Learning.

### PB20403 CROSS CULTURAL PSYCHOLOGY

This course introduces the cross cultural psychology as one of the psychology sub-discipline emerged from the awareness towards the limitation in studying the human behavior. This awareness is arise through methodology and generalization of mainstream psychology.

### References

- Matsumoto, D., & Juang, L. (2008). *Culture and psychology*. (3rd ed.) California: Wadsworth/Thompson.
- Shiraev, E., & Levy, D. (2004). *Cross-cultural psychology*. (2nd ed.) Boston: Pearson Education.
- Lonner, W.J. & Malpass, R.S. (eds.) (1994). *Psychology and culture*. Boston: Allyn and Bacon.
- Abdul Halim Othman. (ed.) (1993). *Psikologi Melayu*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
- Brislin, R.W., Lonner, W.J., & Thorndike, R.M. (1973). *Cross-cultural research methods*. New York: John Wiley & Sons.

### **PB20603 CONFLICT AND CONFLICT RESOLUTION**

This course provides knowledge about social factors that caused conflict and to understand the model system in analyzing the conflict. This course also discusses on how to overcome conflicts as well as the volunteer and professional roles in overcoming the conflict. Skills in conflict solution are also stressed in this course.

#### **References**

- Malike Brahim. (2008). *Mengurus Konflik*. Selangor Darul ehsan: IBS Buku Sdn. Bhd. Huffman, K. (2007). *Psychology In Action* (8<sup>th</sup> ed). USA: John Wiley & Sons.
- Baron, R.A., Byrne, D. (2004). *Social Psychology*. (10<sup>th</sup>). USA: Pearson.
- Chetkow-Yanoov, B.(1997). *Social Work Approaches To Conflict Resolution. Making Fighting Obsolete*. NY: The Haworth Press.
- Abdul Halim Othman. (1993). *Psikologi Melayu*. Kuala Lumpur:DBP.

### **PB30703 YOUTH AT RISK**

This course will be discussing on the new concept of youth at risk in context of society. Risk youth referring on the problems facing by today's youth and the problems are increasing every day. Youth should be prepared from perspective of theoretical and practical of Psychology to resolve problems when they in the community. This course also prepares students to understand the concept of psychology in way that is more practical. Among the important issue, which were discuss in Risk Youth, is factor that cause youth at risk, dysfunctional in family, sickness, maladaptive, incompetence and deviance. Top of that, this cause also discussed programmes that created to help youth at risk such as in house detention centers, opportunity classes, independent study and community intervention.

#### **References**

- J. Jeffries Mc Whirter (2004). *At risk youth: A comprehensive response (3<sup>rd</sup> ed.)*. Canada: Thomson Learning Academic. Mark Cieslik & Cary Pollock (2002). *Young People in Risk Society*. Ashgate Publishing Company.
- Richard M. Lerner (1999). *Risks and problem Behaviors in Adolescence*. New York & London: Garland Publishing Inc.
- Atwater, E., & Duffy, K.G. (1999). *Psychology for living : Adjustment, growth and behavior today (6<sup>th</sup> ed.)*. New Jersey: Prentice Hall.
- Calhoun, J.F., & Acocella, J.R. (1990). *Psychology of adjustment and human relationships (3<sup>rd</sup> ed.)*. New York: McGraw-Hill.

### **PB30803 ATTITUDE AND ATTITUDE CHANGE**

This course provides comprehensive knowledge on attitude and attitude change. Issues such as the processes of attitude change, attitude measurement and methodology, theories of attitude and behavior will be discussed in this course. Moreover, this course also apply the issues that have been learnt by doing research, program and activities in a community.

#### **References**

- Haddock, G., & Maio, G.(2004). *Contemporary Perspectives on The Psychology of Attitudes*. (Editor). USA: Psychology Press.
- Getrude C. Ah Gang @ Grace.(2003). *Sikap Komuniti Miskin Terhadap Pembangunan*. UMS: Kota Kinabalu.
- Bohner, G., & Wanke, M. (2002). *Attitude and Attitude Change*. UK: Psychology Press.
- Eagly, A.H.,& Chaiken S. (1993). *The Psychology of Attitude*. USA: Harcourt Brace Jovanovich.

### **PB30903 COMMUNITY PSYCHOLOGY**

This course provides exposure about concepts and theories related to community psychology as a fundamental to the understanding of the youth and community. This course discusses the social issues faced by the youth and community as well as programmes or interventions that being conducted in youth works and youth work management such as youth work profesionalisme and ethic issues in youth works. The students will also expose with research methods in community and its issues.

#### **References**

- Dalton, J.H., Elias, M.J.,& Wandersman, A. (2007). *Community Psychology. Linking individuals and communities*. Belmont, CA: Wadsworth.
- Villaruel, F.A., Perkins, D.F., Borden, L.M., Keith, J.G. (eds.) (2003). Thousand Oaks, CA : Sage Publications.
- Eccles, J. & Appleton Goodman, J. (eds.) (2002). *Community programs to promote youth development*. Washington, DC : national Academy Press.
- Miles, S., Pohl, A., Stauber, B., Walther, A., Banha, R.M.B., & do Carmo Gomes, M. (2002). *Communities of youth. Cultural practice and informal learning*. Burlington, VT: Ashgate Publishing Company.
- Azizan Bahari. (1995) *Belia dan masyarakat*. Pulau Pinang: Institut Kajian Dasar.

### **PB31003 INTERVENTION AND PROGRAM ASSESSMENT IN SOCIETY**

This course will discuss about the synonym of risks with the youth nowadays. The environment factors, family and school environment as well as characters that contribute to the negative and positive development of the youth in overall. Intervention and prevention approach will also discuss in details such as family intervention, education and friends and also legal issues.

#### **References**

- Hepworth, D.H., Rooney, R.H., Rooney, G.W., & Larsen, J. (2006). *Direct Social Work Practice: Theory and Skills*. (7<sup>th</sup> ed.) Thomson Brooks/Cole.
- Shapiro, E.S. (2004). *Academic Skills Problems : Direct Assessment and Intervention* (3<sup>rd</sup> ed.) New York. Shinn, M.R. (1999). *Advanced Application of Curriculum Based Measurement*. New York; Guilford.
- Tull, D.M.S. (1999). *Reference Guide – A Primer On Crisis Intervention For College Professionals*, California Community Colleges.
- Weiten, W., & Lyod, M.A. (1997). *Psychology applied to modern life*. California : Brooks/Code.

### **PB31103 YOUTH PSYCHOLOGY**

This course will discuss about the development of youth in various aspects such as physical development, cognitive, social and personality. The comparison between teenager in different age, birth cohort, culture and race are also discuss based on the values and their way of thinking. Issues related to youth such as family, friends, school, and social problem will also be focused in this course.

#### **References**

- Santrock, J.W. (2008). *Adolescence*. (12<sup>th</sup> ed.). Boston: McGraw Hill.
- Steinberg, L. (1999). *Adolescence* (5<sup>th</sup> ed.). Boston: McGraw Hill.
- Dacey, J., & Kenny, M. (1994). *Adolescent development*.  
*Dubuque: Brown & Benchmark.*
- Muus, R.E. (1996). *Theories of adolescence*. 6<sup>th</sup> ed. New York: McGraw-Hill.
- Rutter, M., & Smith, D.J. (ed.) (1995). *Psychological disorders in young people: Time trends and their cases*. London: John Wiley & Sons.
- Dacey, J., & Kenny, M. (1994). *Adolescent development*. Dubuque: Brown & Benchmark.

### **PB31203 ISSUES IN SOCIAL PSYCHOLOGY**

This course provides exposure to students about social psychology issues that will discuss in details through organizing workshop or seminar that will expose the student in practice in obtaining information of the issues discussed.

#### **References**

- Baron Donn Byane (2003). *Social Psychology*. Allyn and Bacon.
- Pontell, H. (ed). (2000). *Social Deviance: Reading in Theory and Research*. New Jersey: Prentice Hall.
- Field, R. (1998). *Drugs in Perspective: A personalized look at substance use and abuse*. Boston: WCB-McGraw-Hill.
- Endleman, R. (1990). *Deviance and Psychopathology: The Sociology and Psychology of Outsiders*. Boston: Krieger.

### **PB31406 PRACTICUM TRAINING**

Practical training is the requirement of the theoretical courses that have been attended. Practical training is conducted in the last semester. Students' placement is conducted in the suitable organizations that are dealing the youth and community development. The aim of this practical training is to enhance the application skills of students and make them understand theories about youth and society in practical and real world setting.

#### **References**

- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington: Author.
- Kerlinger, F.N. & Lee, H.B. (2000). *Foundations of behavioral research*. (4<sup>th</sup> ed.). Wadworth: Thomson Learning.
- Mohd. Zahedi Daud & Ismail Ibrahim. (2003). *Panduan penulisan ilmiah gaya UMS: Manual penulisan pengajian prasiswazah dan pascasiswazah*. Kota Kinabalu: Universiti Malaysia Sabah.
- Sekolah Psikologi dan Kerja Sosial. (2004). *Manual latihan praktikum*. Kota Kinabalu: Penulis.
- Shaugnessy, J.J., Zechmeister, E.B. & Zechmeister, J.S. (2004). *Research methods in psychology*. Chicago: McGraw-Hill.

### **PB31606 ACADEMIC EXERCISE**

Thesis is a research project conducted by students under the supervision of one supervisor. Empirical research is conducted as field working or laboratory work. The aim of this course is to train students' research in research method and provide them with experiences of conducting researches. Students are actively involved in planning the research proposals, finding research tools, collecting data, analyzing and interpreting data and presenting their findings in the form of thesis. This course helps in enhancing students' critical thinking, reasoning abilities, and knowledge about the topic under research.

#### **References**

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington: Author.
- Beddu Salam Baco (penyelenggara). (2000). *Panduan penulisan latihan ilmiah Sekolah Psikologi dan Kerja Sosial*. Kota Kinabalu: Universiti Malaysia Sabah.
- Kerlinger, F.N. & Lee, H.B. (2000). *Foundations of behavioral research*. (4th ed.). Wadworth: Thomson Learning.
- Mohd. Zahedi Daud & Ismail Ibrahim. (2003). *Panduan penulisan ilmiah gaya UMS: Manual penulisan pengajian prasiswazah dan pascasiswazah*. Kota Kinabalu: Universiti Malaysia Sabah.
- Shaugnessy, J.J., Zechmeister, E.B. & Zechmeister, J.S. (2004). *Research methods in psychology*. Chicago: McGraw-Hill. ng individuals and groups. Itasca, IL: F.E., Peacock.

### **COUNSELLING PSYCHOLOGY (HA19) PROGRAMME**

#### **PK10103 PRINCIPLES AND PHILOSOPHY IN COUNSELLING**

This course discusses various aspects of counseling such as the history, its definition, basis of philosophy, principles, model of the process, its approaches, and its helping services. It also stresses on the types of counseling and clients. Issues such as ethics, licenses, organizations, research and evaluation will also be discussed in the course.

#### **References**

- Brown, D. & Srebalus D. J. (2003) *Introduction to the Counseling Profession, 3rd edition*. Boston: Allyn and Bacon.
- Corey, G. (2005). *Theory and Practice of Counseling & Psychotherapy, 7th edition*. Belmont: Brooks/Coles.
- Gelso, C. & Fretz, B. (2001). *Counseling Psychology, 2nd Edition*, Fort Worth: Harcourt College Publishers.
- Gladding, S.T. (2004). *Counseling A Comprehensive Profession, 5th edition*. New Jersey: Prentice Hall.
- Neukrug, E. (2003). *The world of the Counselor: An introduction to the Counseling Profession, 2nd edition*. Pacific Grove: Brooks/Cole.

#### **PK10203 THEORIES OF PSYCHOTHERAPY AND COUNSELLING**

The course focuses on two approaches, i.e. first, Psychodynamic approach which emphasizes on knowledge in therapy especially Psychoanalysis Therapy and Adlerian Therapy; second, Experiential and orientation relationship that is the Individual Focus Theory and Gestalt Theory. The focus of this course is the theoretical and practical aspects which will focus on every aspect such as the perception and basic theoretical principle, the perception of human's theory, the purpose of counseling, the process and techniques as well as the function of a counselor and a client. Trainings in laboratory for each theory will be conducted as exercise.

#### **References**

- Corey, G. (2009). *Theory and Practice of Counseling and Psychotherapy* (8th ed.). Pacific Grove: Brooks/Cole.
- Corsini, R. (1997). *Current Psychotherapies*. Illinois: Peacock Publishers.
- Gladding, S.T. (2000). *Counseling: A comprehensive Profession. (4th ed.)*. New Jersey: Prentice Hall.
- Prochaska, J.O. & Norcross, J. C. (2007). *Systems of Psychotherapy: A transtheoretical analysis*.
- Sharf, R.S. (2000). *Theory of Psychotherapy & Counseling: Concepts and cases* (2nd ed.). Belmont: Brooks/Cole.

#### **PK20303 THEORIES OF PSYCHOTHERAPY AND COUNSELLING II**

This course will focus on two approaches that are the Behavior Cognitive approach which stresses on the thinking aspect and oriented behavior towards Action Orientation such as Behavioral Therapy and Emotive Rational Therapy as well as Reality Therapy. The focus would be from the theoretical and practical aspects which will be discussed as assumptions and basic principle theory, theory of perception on human, the purpose of counseling, the process and techniques and also the functions of a counselor and a client. Practically, the training for each four theory will be conducted in laboratories.

### References

Corey, G. (2006). *Theory and Practice of Counselling and Psychotherapy (5th ed.)*. Pacific Grove, Gladding, S.T. (2006). *Counselling: A comprehensive profession. (4th ed.)*. New Jersey: Prentice Hall, Inc.  
Sharf, R.S. (2000). *Theories of Psychotherapy & Counseling: Concepts and cases (2nd ed.)*. Belmont: Brooks/Cole.

### PK20403 GROUP COUNSELLING

This course will explain and expose the aspects of management of the group counseling. Learners will be guided theoretically in order for them to understand the concepts and the function of group counseling, the process and the implementation of group counseling, leaders and leadership, leadership skills, activities on therapeutic approach and issues relating to group counseling. Learners will also be trained to practically undergo activity-based group counseling such as experiencing the experience in a group counseling as well as observing, analyzing and evaluating the process of group counseling. Learner will also practice the skills through self-experience as the leader of the group.

### References

Association for Specialist in Group Work. (1989). *Ethical guidelines for group counselors*. Alexandria, VA: Author.  
Corey, M. & Corey, G. (1977). *Groups: Process and practice (5th ed.)*. Pacific Grove, CA: Brooks/Cole.  
Gazda, G.M. (1989). *Group counseling: A developmental approach*. Boston: Allyn and Bacon.  
Gladding, S.T. (2008). *Group Work: A counseling speciality*. Ohio: Merrill Prentice Hall.  
Jacobs, E.M. & Harvill, R.L. (1998). *Group Counselling: Strategies and skills. (3rd ed.)*. Pacific Grove, CA: Brooks/Cole.

### PK30503 FAMILY COUNSELLING

This course educates learners on the knowledge and skills in family counseling. It covers the theory of family system – psychoanalysis approach, humanistic approach, Bowen family system, multigeneration approach, Alderian family therapy, Satire prose model, Minuchin structured family approach – the course will also discuss the process in counseling practices and family therapy and marriage counseling and approaches used such as behavioral approach, mapping technique and measurement and absurd technique. The course focuses on the application and technical applications.

### References

Becvar, D. S. & Becver, R. J. (2000). *Family Therapy: A systematic integration. 4th Edition*. Boston: Allyn & Bacon  
Brock, G. W. & Barnard, C. P. (1999). *Procedures in Marriage and Family Therapy. 3rd Edition*. Boston: Allyn & Bacon.  
Davis, K. (1996). *Families: A handbook of concept and techniques for the helping professional*. New York: Brooks/Cole Publishing Company.  
Minuchin, S. (1991). *Families and Family Therapy*. London: Brooks/Cole Publishing Company.  
Rosnah Ismail (1999). *Kaunseling Keluarga dan Perkahwinan: satu kaedah menangani Cabaran*. Kota Kinabalu: Universiti Malaysia Sabah.  
Rosnah Ismail (2002). *Panduan Asas Kaunseling Keluarga*. Kota Kinabalu: Universiti Malaysia Sabah.

### PK30603 ASSESSMENT IN COUNSELLING

The purpose of this course is to tell learners the goals and the importance of assessment in counseling. Besides that, the sources and methods of the assessment in counseling will also be introduced and discussed. Learners will also be exposed to the implementation of the process of assessment in counseling. Issues or problems in assessment and considerations on the cultural aspects will also be taken into account in the process or the implementation of the assessment. The main discussion will highlight the essential relationship or correlation between assessment and diagnosis in counseling.

### References

Cohen, R.J. (2005). *Exercise in Psychological Testing and Assessment (6th ed)*. Boston: McGraw Hill.  
Drummond, R.J. (2004). *Appraisal Procedures for Counsellors and Helping Professionals*. New Jersey: Pearson.  
Hood, A.B. & Johnson, R.W. (2002). *Assessment in Counselling (3rd ed.)*. Alexandria, VA: American Counselling Association.  
Kaplan, R.M. & Saccuzzo, D.P. (2001). *Psychological Testing: Principles, applications, and issues (5th ed)*. Pacific Grove, CA: Brooks/Cole.  
Whiston, S.C. (2005). *Principles and Applications of Assessment in Counselling (2nd ed)*. Belmont: Brooks/Cole.

### **PK30703 CAREER AND PLACEMENT**

The course explains the definition of career, career planning as well as theories of choice and career development. A few vocational tests will be introduced and managed, namely Personality Inventory, Career Interest Inventory and Career Value Inventory. This course will also focus on the process of career counseling, the models of career allocation, counseling program for employees including the self-enrichment and placement. On top of that, topics on Career Information which will cover the types, importance, management, enhancement and evaluation of career information will also be discussed.

#### **References**

- Brown, D. Brooks, L. & Assoc. (1990). *Career choice and Development: Applying contemporary theories to practice (2nd ed.)*. San Francisco: Jossey-Bass Publishers.
- Capuzzi, D. & Stauffer, M.D (2006). *Career Counseling: Foundations, perspectives, and applications*. Boston: Pearson Education, Inc.
- Gysbers, N. C., Heppner, M.J., & Johnston, J. A. (2002). *Career Counseling, Process, Issues, and Techniques. (2nd ed.)*. Boston: Allyn & Bacon Brook/Cole Publishing Co.
- Herr, E.L. & Cramer, S. H. (1996). *Career Guidance and Counseling through the Lifespan: Systemic approaches.(5th ed.)*. New York: HarperCollins College Publishers.
- Sharf, R.S. (2002). *Applying Career Development Theory to Counseling(3rd ed)*. Pacific Grove, CA: Zunker, V.G. (2002). *Career counseling: Applied concepts of life planning(6th ed)*. Pacific Grove: Brooks/Cole Publishing Co. Zunker, V.G. (2006). *Career Counseling A Holistic Approach(7th ed)* Belmont, CA: Thomson Brooks/ Cole.

### **PK30803 ETHICS IN COUNSELLING**

This course explains the code of ethics and standard practice of a counselor, social workers, and those who involve in the helping/facilitating profession. Issues that will be discussed are counselors as individuals, the values in facilitation relationship, ethical issues such as secrets, variety of relationships, professional efficiency, various cultures, marriage and family and group therapy. Act of Counselor (Act 580), the ethics of PERKAMA (The Association of Counselors Malaysia) and the Standard and Competency Training for Counselor, The Board of Counselor will also be discussed.

#### **References**

- Corey, G., Corey, M.S., & Callanan, P. (2002). *Issues and Ethics in the Helping Profession. 6th. Ed.*.California: Brook/Cole Publishing.
- Freeman, S.J. (2000). *Ethics: An introduction to philosophy and practice*. Australia: Wadsworth, Thomson. Papalia, D.E., Olds, S.W., & Feldman, R. D. (2001). *Human Development. 8th ed.*. New York: McGraw. Santrock, J.W. (2002). *A Topical Approach to Life-span Development*. New York: McGraw- Hall.
- Vander, J.W. (2000). *Human Development 7th ed*. Boston: McGraw-Hill.

### **PK30903 INDUSTRIAL COUNSELLING**

This course explains the needs and the importance of industrial counseling which cover the aspects of personal counseling, career's training and development, program planning, occupations and the source of learning information and performance appraisal. It will also cover about the factors relating to job satisfaction, motivation, leadership, communication between employees and employers in the industry as well as the handling of stress in the workplace.

#### **References:**

- Adrian, C. (2003). *Counselling in the workplace*. New York: McGraw Hill. Carol, M. (1996). *Workplace Counselling*. London: Sage.
- Carol, M. & Walton, M. (1997). *Handbook of Counselling in Organizations*. London: Sage. Coles, A. (2003). *Counselling in the Workplace*. England: Open University Press.
- Loretta, F. (2003). *An Introduction to Workplace Counselling: A practitioner's guide*. USA: Basingstoke.

### **PK31003 PRACTICUM\*\***

This course provides the learning process through experience by applying the theoretical knowledge into practice. It will expose learners to the working environment and as a preparation before Internship. Learners need to fulfill at least 252 hours for practicum in which 96 hours are for the face to face meeting with clients. This course also encourage self-growth through learning experience in retreat situation.

**References:**

- Abdul Halim Othman (ed). (1997). *Manual Retreat: Kaunseling Kelompok*. UKM Bangi: Pusat Sumber.
- Abdul Halim Othman, et al. (2000). *Manual Latihan Praktikum Kaunseling*. UMS: Sekolah Psikologi dan Kerja Sosial.
- American Psychological Association. (1987). *Ethical Principals of Psychologists*. Washington DC :American Psychological Association.
- Baird, N.B. (1996). *The Internship, Practicum, and Field Placement Handbook*. New Jersey: Prentice-Hall.
- Russell-Chapin, L.A. & Ivey, A.E. (2004). *Practicum and Internship*. Belmont: Brooks/Cole.

**PK41206 INTERNSHIP**

Internship is the process of experiential learning outside the class. This is to apply the theory that they have learnt into practice. Learners need to fulfill at least 504 hours for practicum in which 192 hours are for the face to face meeting with clients. Despite conducting sessions and need to deal with common and various issues, learners will also need to do a case study and to present it. They will also need to prepare a counseling report , guidance or activity report and overall report covering the whole experience throughout the internship. Learners will conduct an individual counseling, group counseling and guidance or community service at the setting as a preparation before involving in the real working environment of the counseling profession.

**References:**

- Abdul Halim Othman, et. al (2009). *Manual Latihan Praktikum Kaunseling*. UMS: Sekolah Psikologi dan Kerja Sosial.
- Abdul Halim Othman (ed) (1997). *Manual Retreat: Kaunseling kelompok*. UKM Bangi: Pusat Sumber.
- Faiver, C., Eisengart, S., & Colonna, R. (2000). *The Counselor Intern's Handbook(2nd ed.)*. Belmont, CA: Wadsworth/Thomson Learning.
- Welsel, E.R. (1998). *Ethics in Counselling & Psychotherapy: Standards research & emerging issues*. Pacific Grove: Brooks/Cole Publishing Company.

**PK41303 INDIVIDUAL COUNSELING LABORATORY**

Through this course, learners can apply Person Centered, Behavior Therapy, Gestalt Therapy and Integrative approach techniques and strategies in applying their role as a counselor. Learners require to understand the basic elements, theory and focus on the application of techniques and strategies in conducting the counseling sessions. Learners should be able to show their ability to conduct counseling process using the technique in the laboratory.

**References:**

- Corey, G. (2009). *Theory and Practice of Counseling and Psychotherapy, 8th ed.*. Pacific Grove: Brooks/Cole.
- Corey, G. (2005). *Theory and Practice of Counselling & Psychology, 7th ed.*. Belmont: Brooks /Cole Publishing Co..
- Brown, D. & Srebalus, D.J. (2003). *Introduction to Counselling profession, 3rd ed.*. USA: Pearson Education, Inc..
- Geldard, D. & Geldard, K. (2009). *Basic Personal Counselling, 6th ed.*. Australia: Pearson Prentice Hall.
- Prochaska, J.O. & Norcross, J.C. (2007). *Systems of Psychotherapy: A transtheoretical analysis*.
- Gladding, S.T. (2000). *Counseling: A comprehensive profession. (4th ed)*. New Jersey: Prentice Hall.

**PK41503 GROUP COUNSELLING LABORATORY**

This course increases conducting group skills and develop the learning awareness of group interaction and intervention based on group. The discussion focus is on clients' issues and other issues in group such as leadership, power and influence, cohesiveness, groups' stress, status and role, conformity and changes. The learning method is through demonstration and group counseling session analysis using recording.

**References:**

- Corey, G. (2000). *Theory & Practice of Group Counseling. (5th ed)*. CA: Wadsworth/ Thomson Learning.
- Corey, G. (2004). *Theory & Practice of Group Counseling (6th ed)*. CA: Brooks / Cole.
- Gladding, S.T. (2008). *Groups a Counseling Specialty (5th ed)*. Ohio: Pearson.
- Jacobs, E.E., Masson, L.R. & Harvill, R.L. (2009). *Group Counseling*. USA: Thomson.
- Zuraidah Abdul Rahman (1998). *Pengenalan Kaunseling Kelompok*. Selangor Darul Ehsan: IBS Buku Sdn Bhd.



### PK41703 MULTICULTURAL COUNSELING

This course introduces to the learners the history and development of Multicultural Counseling as one of the learning aspect in Counseling Psychology. Among the main topics covered in understanding client from various multicultural backgrounds are acculturation, the development of ethnic and cultural identity, ethnicity and its distinguish features. Nevertheless, issues in multicultural such as ethics, therapy/counseling issues, career counseling issues will also be discussed and addressed. Finally, the introduction to the enhancement of and development of knowledge on this subject matter will also be done. This process will focus comprehensively on the ethnic / minority ethnic in and out of Malaysia especially in America, despite exploring into the wholesome of related topics such as sexual orientation, disabilities, and gender.

#### References:

- Corey, G. (2009). *Theory and Practices of Counseling and Psychotherapy*. Eight Edition. Brooks/Cole. Belmont, USA.
- Matsumoto, D., & Juang, L. (2008). *Culture and Psychology*. 4<sup>th</sup> Edition. Wadsworth, Belmont, USA.
- American Psychological Association. (1987). *Ethical Principles of Psychologists*. Washington DC: American Psychological Association, Inc.
- Corey, G., Corey, M. & Callahan, P. (1998). *Issues and Ethics in Helping the Professions*. California: Brooks/Cole Publishing Co.

### PK41903 CAREER COUNSELING PROCESS

This course aims to expose learners to the skills of career counselor, career counseling process, the strategy and techniques in career counseling and models available in the career counseling process. It will also involve the introduction administration of few vocational tests such as Personality Inventory, Career Interest Inventory, Career Value Inventory. This course will also discuss the issues in career choices.

#### References:

- Brown, D. Brooks, L. & Assoc. (1990). *Career choice and Development: Applying contemporary theories to practice* (2<sup>nd</sup> ed.). San Francisco : Jossey-Bass Publishers.
- Capuzzi, D. & Stauffer, M.D. (2006). *Career Counseling, Foundations, Perspectives and Applications*. Boston : Pearson Education Inc.
- Gysbers, N.C., Heppner, M.J., & Johnston, J.A. (2002). *Career Counseling, Process, Issues, and Techniques*. (2<sup>nd</sup> ed). Boston : Allyn & Bacon.
- Herr, E.L. & Cramer, S.H. (1996). *Career Guidance and Counseling through the Lifespan: Systemic Approaches*. (5<sup>th</sup> ed.). New York: HarperCollins College Publishers.
- Zunker, V.G. (2002). *Career counseling: Applied Concepts of Life Planning* (6<sup>th</sup> ed). Pacific Grove: Brooks/Cole Publishing Co.
- Sharf, R.S. (2002). *Applying Career Development Theory to Counseling* (3<sup>rd</sup> ed). Pacific Grove, CA: Brooks/Cole Publishing Co.

### PK42103 RESEARCH IN COUNSELLING

This course aims to expose learners to the importance and necessity of research in counseling. Moreover, types of approach, research design will be introduced and discussed. Learners will also be exposed on how to prepare research proposal and the process in conducting a research. Issues and problems surrounded a research such as the cultural aspects which need to be taken into consideration throughout the research process and implementation will also be addressed. The focal point of discussion will also be centered in the relationship and linkage between research and counseling.

#### References

- Matsumoto D. & Juang, I. (2004). *Culture and Psychology*. Singapore: Wadsworth.
- Othman Mohamed (2001). *Penulisan Tesis dalam Bidang Sains Sosial Terapan*. Serdang: Universiti Putra Malaysia.
- Parker, I. (2005). *Qualitative Psychology: Introducing radical research*. New York: McGraw-Hill Education.
- Pederson, P. (2001). *A Handbook For Developing Multi-Cultural Awareness*. Alexandria, VA: American Counseling Association.
- Sidek Mohd Noah (2002). *Rekabentuk Penyelidikan, Falsafah, Teori dan Praktis*. Serdang: Universiti Putra Malaysia.
- Sabitha Marican (2006). *Penyelidikan Sains Sosial: Pendekatan Pragmatik*. Kuala Lumpur: Edusystem.

### PK42203 PROJECT PAPER I

Research proposal is a planning project facilitate by one or more supervisors. This course aims to expose learners with an experience in completing a research proposal as a preparation and guidance to implement a real research in the future.

### References

- American Psychological Association (2010). *Publication manual of the American Psychological Association*, (6th edition) Washington: APA.
- Beddu Salam Baco (penyelenggara) (2000). *Panduan Penulisan Latihan Ilmiah Sekolah Psikologi dan Kerja Sosial*. Kota Kinabalu: Universiti Malaysia Sabah.
- Kerlinger, F.N & Lee, H.B. (2000). *Foundations of Behavioral Research*. Wardsworth: Thomson Learning.
- Mohd Zahedi Daud & Ismail Ibrahim (2003). *Panduan Penulisan Ilmiah Gaya UMS: Manual penulisan pengajaran prasiswazah dan pascasiswazah*. Kota Kinabalu: Universiti Malaysia Sabah.
- Publication Manual of The American Psychological Association. (2010) 6th ed. Unites States Of America: American Psychological Association.
- Shaugnessy, J.J., Zechmesiter, E.B. & Zechmester, J.S. (2004), *Research Methods in Psychology*. Chicago: Mc Graw-Hill.
- Sabitha Marican (2006). *Penyelidikan Sains Sosial: Pendekatan Pragmatik*. Kuala Lumpur: Edusystem.

### PK41303 PROJECT PAPER II

Project paper II is an expended course of the Project Paper I. Therefore, the course emphasize more on the research practice. Learners are expected to have been exposed with the background, planning, implementation and completing research process systematically and efficiently. Learners are able to analyzed data using computer technology and understand how to run a research.

### References

- Abrahams, S. (1998). *Satisfaction of participants in university-administred elderhostel programms*. Educational Gerontology. Ahmad Mahdzan Ayob (1983). *Kaedah Penyelidikan Sosioekonomi: Satu pengenalan*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
- Mohd Majid Konting (1998). *Kaedah Penyelidikan Pendidikan*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
- Samarudin Rejab & Nazri Abdullah (1982). *Panduan Menulis Tesis*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
- Sabitha Marican (2006). *Penyelidikan Sains Sosial: Pendekatan Pragmatik*. Kuala Lumpur: Edusystem.

## CHILD AND FAMILY PSYCHOLOGY (HA20) PROGRAMME

### PA10103 INTRODUCTION TO CHILD PSYCHOLOGY

This course focuses on introduction to child psychology. Theories of child development, history, research methods that can be used with children and ethics while working with children are also discussed. This course directly focuses on Psychoanalytic perspective, Behaviorist perspective, Humanistic perspective and biological theories of human development. Piaget theory of cognitive development, Vygotsky, theory of cognitive development and information process sing theories are also introduced in this course.

### References

- Berk, Laura E. 2008. *Infants, Children, & Adolescents*. 6th ed. United States of America: Pearson Education, Inc.
- Harwood, Robin, Miller, Scott A. & Vasta, Ross. 2008. *Child Psychology: Development in a Changing Society*. 5th ed. United States of America: John Wiley Sons.
- Hoffnung, Michele, Hoffnung, Robert J., Seifert, Kelvin L., Smith, Rosanne Burton & Hine, Alison. 2010. *Childhood*. First Australasian Edition. Australia: John Wiley & Sons Australia, Ltd.
- Parke, Ross D. & Gauvain, Mary. (2009). *Child Psychology: A Contemporary Viewpoint*. 7th ed. Singapore: McCraw-Hill Education (Asia).
- Vasta, R. Miller, S.A. Ellis, S (2004). *Child Psychology*: 4th edition. New Jersey: John Wiley & Sons Inc.
- Thomas, R. Murray. 2005. *Comparing Theories of Child Development*, 6th ed. United States of America: Thomson Wadsworth.

### PA10203 INFANT AND CHILD DEVELOPMENT PSYCHOLOGY

This course focuses on infant and child development from prenatal until the age of 12years. It discusses different aspects such as cognitive, emotional, social and physical development of toddlers and children. Apart from that course will also focus as gifted children in the course of development students will do observation and conduct case studies as children.

### References

- Berk, Laura E. 2013. *Child Development*, 9th ed. United States of America: Pearson Education, Inc.
- Bee, Helen & Boyd, Denise. 2007. *The Developing Child*. 11th ed. United States of America: Pearson Education, Inc.
- Berk, Laura E. 2008. *Infants, Children, & Adolescents*. 6th ed. United States of America: Pearson Education, Inc.
- Berk, Laura E. 2009. *Child Development*. 8th ed. United States of America: Pearson Education, Inc.
- Hoffnung, Michele, Hoffnung, Robert J., Seifert, Kelvin L., Smith, Rosanne Burton & Hine, Alison. 2010.

*Childhood*. First Australasian Edition. Australia: John Wiley & Sons Australia, Ltd.  
Hoffnung, M., Hoffnung, Robert J., Seifert, Kelvin L., Smith, Rosanne B., Hine, A., Ward, L. & Quinn, A. 2010. *Lifespan Development First*. First Australasian ed. Australia: John & Wiley Sons.  
Papalia, Diane E., Olds, Sally W. & Feldman, Ruth D. 2008. *A Child's World: Infancy through Adolescence*. 11th ed. Singapore: McGraw-Hill Education (Asia).  
Shaffer, David R. & Kipp, K. 2010. *Developmental Psychology: Childhood & Adolescence*. 8th ed. United States of America: Wadsworth Cengage Learning.

### **PA20303 MARRIAGE AND FAMILY**

This course will focus on family and marital institution. Emphasis will be given to the selection of partners and dynamics of marriage and family life. Discussions will focus on family relationship and kinship. Issues related to marital and family institution, family law regulations from religious point of view, civil, law and culture will be discussed. Future challenges on marriage and family institution also are discussed.

#### **References**

Benokraitis, N.V. 1996. *Marriages and Changes*. New Jersey: Prentice Hall.  
Knox, D. & Schacht, C. 1999. *Marriage & Family*. Belmont: Wadsworth. Thomson Learning Inc.  
Lammana, M.A & Riedmann, A. 2003. *Marriages and Families: Making Choices in a Diverse Society*. 8th ed. Belmont: Wadsworth, Thomson Learning Inc.  
Strong, B. DeVault, C. Sayad, B.W. & Cohen, T.F. 2001. *The Marriage & Family Experience*. 8th ed. Belmont: Wadsworth, Thomson Learning Inc.  
Wolf, R. 1996. *Marriages and Families in a diverse society*. New York: Harper Collins.

### **PA20403 INTRODUCTION TO PARENTING AND NON-TRADITIONAL FAMILY**

The aim of this course is to introduce and promote a healthy parent child relationship and discuss pros and cons of different ways of parenting. It reviews parent contribution in the process of socialization and acquiring functional communication skills in childhood. The main element of this course is parenthood significance, different aspects of parenting in accordance with child developmental stages, conflicts caused by inappropriate parental behavior and how parents can play role in resolving these conflicts. Children who have been weakened by many other crisis and whose development has been slowed or halted in past will need more time and more support to get back on track. It discusses how quickly and to what extent children recover and begin their journey anew depends on guidance and support provided by their parent family members, teachers and members of helping profession. This course will also discuss non traditional family systems such as step and separated families.

#### **References**

Bigner, J.J. (2006). *Parenting- Child Relations : An introduction to parenting*. New Jersey: Pearson & Merrill Prentice Hall. Brooks, J. (2008). *The process of parenting*. Boston: McGrawhill.  
Hamner, T.J. & Turner, P.H. (2001). *Parenting in contemporary society*. Boston: Allyn & Bacon. Muzi, M.J. (2000). *The experience of parenting*. New Jersey: Prentice Hall.

### **PA20503 CHILDREN IN TROUBLED FAMILY**

This course exposes students with the knowledge about children in troubled family. The issues will be discussed in detail on why and how the issue exists. Students will also be exposed in practice as well as the theories involved. This course has been diverted from road leading to healthy development by such forces as child neglect, parental divorces separation, alcoholism, illness and death, and the impact these crisis have on individual child's development as it will depend on their perception of events, their individual personality characteristics, and the strength of their coping skills.

#### **References**

Bigner, J.J. (2002). *Parent-Child Relations: An Introduction to Parenting*. (6th Ed). New Jersey: Merrill Prentice Hall. Brooks, J.B. (2001). *Parenting*. (3rd Ed). California: Mayfield Publishing Company.  
Kemp, A. (1998). *Abuse in the Family: An Introduction*. Brooks Cole Publishing Company. Mckenry, P.C & Price, S.J. (2000). *Families & Change*. California: Sage Publication, Inc.  
Meadows. (1996). *Parenting Behavior and Children's Cognitive Development*. Hove: Psychology Press.  
Orton, G.L. (1996). *Strategies for Counseling with Children and their Parents*. Pacific Grove: Brooks Cole Publishing.

### **PA20603 ISSUES IN CHILD AND FAMILY PSYCHOLOGY**

This course will expose the students to current issues of child and family as well as the impact of these issues on the child and family psychological development. This course will be conducted by organizing seminar and workshop to discuss the related issues.

#### **References**

- Mohd. Sharani Ahmad et., al. (2010). *Issues on child and family psychology*. Kota Kinabalu: Penerbit Universiti Malaysia Sabah.
- Gimpell, G. A. & Holland, M.L. (2008). *Emotional and behavioral problems of young children*. New York: Guilford.
- Journal of child and family studies*
- Clinical child and family psychology*
- review Journal of Family Psychology*

### **PA30703 CHILD REARING PRACTICES IN MULTI CULTURAL SETTING**

This course will discuss about the development of children in mutli cultural setting. The comparison conducted towards the child care provided by a different cultures and it's effect on different culture, language development, moral, gender, cognitive, motivation, social interaction and behaviour differences. The effects of environment such as family, school as well as child rearing quality for various cultural are also being discussed.

#### **References**

- Gardiner, Harry W. & Kosmitzki, Corrine.2002. *Lives across culture: Cross-culture human development*. 2nd ed. Boston: Ally and Bacon.
- Matsumoto, D., & Juang, L. (2004). *Culture and psychology*. Australia: Thomson Wardsworth.
- Sameroff, A. (2009). *The transactional model of development: How children and contexts shape each other*. Washington: American Psychological Association.
- Shiraev, E., & Levy, D. (2007). *Cross-cultural psychology*. (3rd. Ed.). Boston: Preston.

### **PA30803 PHYSICAL AND COGNITIVE EVALUATION OF CHILDREN**

This course is designed to teach assessment skills and specialize students in the cognitive and physical evaluation of children. Few assessment tools used with children will be introduced. A part from that, the course will also explain children potential for growth and change. Several cognitive development theories, in accordance with the measures being used with children will be discussed. The aim of the course will be to assess competencies as well as the limitations of the child. Proper assessment skills can help children, parent's teachers and other professionals to obtain valuable insights. On the basis of such assessment, actions are taken and critical decisions are made.

#### **References**

- Sattler. J.M. & Hoge. R.D. (2006). *Assessment of Children: Behavioral, social, And Clinical foundations*.(5th Ed). California: Jerome M. Sattler Publisher, Inc.
- Lidz,C.S.(2002). *Early Childhood Assessment*. New Jersey: John Wiley & Sons Inc.
- Graziano, A.M (2002) *Developmental Disabilities: Introduction to aDiverse Field*. New York: Allyn and bacon, Inc.
- Gregory, R.J (2000). *Psychological Testing: History, Principles And Applications (3rd Ed)* Needham Heights: Allyn and Bacon, Inc.
- Aiken. L.R (2000). *Psychological Testing And Measurement (10th Edition)*.Needham Heights: Allyn and Bacon, Inc.
- Sattler. J.M (1992). *Assessment Of Children (Revised & updated 3rd Ed)* California: Jerome M. Sattler Publisher, Inc.

### **PA30903 ANALYSIS OF FAMILY OF DISABLED CHILDREN**

The course will provide a fresh dimension to the children who for one reason or another are called exceptional-children with diverse needs and characteristics. It refers to any individual who's physical, mental, or behavioral performance deviates substantially from norms, either higher or lower. Another feature is interacting in Natural Setting, which is intended to provide the guidelines to communicate teach or just socialize with exceptional children across a variety of settings (home, schools and community) and age span ranging from infancy to adolescent and young adulthood.

#### **References**

- Mohd. Sharani Ahmad.(2004). *Special Children*. Serdang: University Putra Malaysia Press.
- Sameroff, A. (2009). *The transactional model of development : How children and contexts shape each other*. Washington: American Psychological Association.
- Seligman, M. & Darling, R. B. (2007). *Ordinary Families, Special Children*. (3rd Ed). A system approach to childhood disability. New York: Guilford Press.
- Siegel, B. (2008). *Getting the best for your child with autism*. New York: Guilford Press.

### PA31003 THERAPEUTIC TECHNIQUES WITH CHILDREN

The main objective of this course is to introduce therapeutic techniques and intervention programs that can be used with children and their families. Attention is being paid to diverse types of interventions, including programs to promote health and positive behavior, the prevention of psychological problem and physical illnesses, as well as psychological treatment of psychopathology and illness. The focus is on the process and practice specifically applied to the counseling of children and their parents. It will help in integrating process and skills to facilitate changes in the child's thoughts, feelings, and behaviors. Within this flexible framework, counselors are able to select those counseling techniques that are uniquely appropriate for each child. Different types of therapeutic techniques such as Speech Therapy, Play Therapy, Art Therapy, Music Therapy, Bibliotherapy, and Behavior Therapy will also be introduced.

#### References

- Shapiro, Jeremy P., Friedberg, Robert D. & Bardenstein, Karen K. 2006. *Child and Adolescent Therapy: Science and Art*.  
United States of America: John Wiley & Sons, Inc.
- Brammer, Lawrence M. & MacDonald, Ginger. 2003. *The Helping Relationship: Process and Skills*. 8th ed.  
Boston: Allyn & Bacon.
- Johnson, James H., Rasbury, Wiley C. & Siegel, Lawrence J. 1997. *Approaches to Child Treatment: Introduction to Theory, Research, and Practice*. 2nd ed. Boston: Allyn & Bacon.
- Morris, Richard J. & Kratochwill, Thomas R. 1998. *The Practice of Child Therapy*. 3rd ed. Boston: Allyn & Bacon.
- Orton, G.L. 1997. *Strategies for Counseling with Children and their Parents*. Pacific Grove: Brooks/Cole Publishing Company.
- Thompson, C.L. & Rudolph, L.B. 2000. *Counseling Children*. 5th ed. Pacific Grove California: Brooks/Cole Publishing Company.
- Schaefer, Charles E. 1999. *Innovative Psychotherapy Techniques in Child and Adolescent Therapy*. 2nd ed.  
New York: John Wiley & Sons, Inc.

### PA31006 PRACTICUM

Practical training is the requirement of the theoretical courses that have been attended. Practical training is conducted in the last semester. Students' placement is conducted in the suitable organizations that are dealing the children and their families. The aim of this practical training is to enhance the application skills of students and make them understand theories about child development and family relations in practical and real World setting.

#### References

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.).  
Washington: Author.
- Kerlinger, F.N. & Lee, H.B. (2000). *Foundations of behavioral research*. (4th ed). Wadsworth: Thomson Learning.
- Mohd. Zahedi Daud & Ismail Ibrahim. (2003). *Panduan penulisan ilmiah gaya UMS: Manual penulisan pengajian prasiswazah dan pascasiswazah*. KotaKinabalu: Universiti Malaysia Sabah.
- Sekolah Psikologi dan Kerja Sosial. (2004). *Manual Latihan Praktikum*. Kota Kinabalu: Penulis.
- Shaugnessy, J.J., Zechmeister, E.B. & Zechmeister, J.S. (2004). *Research methods in psychology*. Chicago: McGraw-Hill.

### PA31206 ACADEMIC EXERCISE

Thesis is a research project conducted by students under the supervision of one or more supervisors. Empirical research is conduct as field working or laboratory work. The aim of this course is to train students' research in research method and provide them with experiences of conducting researches. Students are actively involved in planning the research proposals, finding research tools, collecting data, analyzing and interpreting data and presenting their finding in the form of thesis. This course help in enhancing students critical thinking, reasoning abilities, and knowledge about the topic under research.

#### References

- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed). Washington: Author.
- Beddu Salam Baco (penyelenggara). (2000). *Panduan penulisan latihan ilmiah Sekolah Psikologi dan Kerja Sosial*. Kota Kinabalu: Universiti Malaysia Sabah.
- Kerlinger, F.N. & Lee, H.B. (2000). *Foundations of behavioral research*. (4th ed.). Wadsworth: Thomson Learning.
- Mohd. Zahedi Daud & Ismail Ibrahim. (2003). *Panduan penulisan ilmiah gaya UMS: Manual penulisan pengajian prasiswazah dan pascasiswazah*. KotaKinabalu: Universiti Malaysia Sabah.
- Shaugnessy, J.J., Zechmeister, E.B. & Zechmeister, J.S. (2004). *Research methods in psychology*. Chicago: McGraw-Hill.

## SOCIAL WORK (HA52) PROGRAMME

### PS10003 METHODS, PROCESS AND TECHNIQUES OF THE INTERVENTION OF SOCIAL WORK

This course discusses the basic theories of social work, issues on the formulation of the theories and the theoretical perspectives of the social work practice. The principal theories and approaches are also discussed especially in the context of strategy, process and the intervention of social work with individual, group and community.

#### References

- Bracht, N.F. (1978). *Social work in health care: A guide to professional practice*. New York: The Harworth Press.
- Hepworth, D.H., Rooney, R.H., & Larsen, J.A. (2002). *Direct social work practice: Theory and Skills* (6th ed.). Pacific Grove, CA: Brooks/Cole.
- Hepworth, D.H., Rooney, R.H., Rooney, G.D., Gottfried, K.S., & Larsen, J.A. (2006). *Direct social work practice: Theory and Skills* (7th ed.). Pacific Grove, CA: Brooks/Cole.
- Johnson, L.C. (1994). *Social work practice: A generalist approach* (5th ed.). London: Allyn & Bacon.
- Paula, A.M. & Mark, W.F. (2004). *Intervention with children and adolescent: An interdisciplinary perspective*. Boston: Allyn & Bacon.
- Sheafor, B., & Horejsi, C.R. (2003). *Techniques and guidelines for social work practice* (6th ed.). Boston: Allyn & Bacon.

### PS10203 PHILOSOPHY, ETHICS AND HUMAN RIGHT IN SOCIAL WORK

This course provides exposure to students that the philosophy that being integrated in the social work course is different from other social science disciplines. Students will also learn about ethics and value as well as the human right in various social work setting.

#### References

- Clark, C.L., & Asquith, S. *Social work and social philosophy: A guide for practice*. Routledge & Kegan Paul: London.
- Congress, E.P. (1996). *Social work values and ethics: Identifying and resolving professional dilemmas*. Nelson-Hall publishers: Chicago.
- Gambrill, E., & Proger, R. (1997). *Controversial issues in social work ethics, values and obligations* (ed.). A&B: London.
- Linzer, N. (1999). *Resolving ethical dilemmas in social work practice*. A&B: London.
- Loewenberg, F., & Dolgoff, R. (1988). *Ethical decisions for social work practice*. (3rd ed). F.E. Peacock Publishers: USA.
- Raffoul, P.R., & McNeece, C.A. *Future issues for social work practice*. (ed). A&B: London.
- Robinson, W., & Reeser, L.C. (2000). *Ethical decision making in social work*. A&B: London.
- Thyer, B.A. (1997). *Controversial issues in social work practice*. (ed). A&B: London.

### PS10402 BEHAVIOUR MODIFICATION IN SOCIAL WORK

This course will discuss the normal and abnormal behavior, approaches in understanding the behavior, differences of the change in behavior and psychotherapy, basic principles of behavior change, the principles of learning a behavior, the strengthening and the elimination of behavior, the record of behavior change, modeling, and working with mediator. Debates on case in lesson will focus more on cases in social work practice.

#### References

- Sundel M. & Sundel S.S. (1999). *Behavior change in the human services: An introduction to principles and application*. Sage Publication.
- Raymond & Miltenberger (1997). *Behavior modification: principles and procedure*. Brooks/Cole Publishing Company.
- Martin, G. & Pear J. (1999). *Behavior modification: What it is and how to do it*. Prentice Hall, Upper Saddle River, New Jersey.
- Forte; J.A. (2006). *Human behavior and the social environment. Models, metaphors, and maps for applying theoretical perspective to practice*. Thompson Learning.
- Farley, O.W., Smith, L.L., Boyle, S.W. (2006). *Introduction to social work*. Allyn and Bacon.

### PS20503 SOCIAL WORK PRACTICE I: INDIVIDUAL AND FAMILY

This is a foundation course in the general social work practice component. It is meant to expose learners to few situations, issues and related theories with the social work practices with individuals and family which situation requires development and problem solving. This course will concentrate on the values and ethics that have become the basic principles in the social work service as well as some intervention approaches which are used in social work.

### References

- DuBois, B. & Miley, K.K. (1999). *Social Work: An Empowering Profession (3rd Edition)*. Boston: Allyn and Bacon.
- Garvin, C.D. & Seabury, B. A. (1997). *Interpersonal Practice in Social Work: Promoting Competence and Social Justice (2nd Edition)*. Boston: Allyn and Bacon.
- Hamer, H. & Cohen, P. (1998). *Case Worker: Social Investigator, Eligibility Specialist*. New York: Arco Publishing.
- Insoo, Kim Berg. (1994). *Family Based Services: A Solution-Focused Approach*. USA: WW. Norton & Company.
- Johnson, L.C. (2004). *Social Work Practice: A Generalist Approach (8th edition)*. Boston: Allyn and Bacon
- Turner, F. J. (1995). *Differential Diagnosis and Treatment in Social Work*. New Jersey: Free Press.

### PS20603 SOCIAL WORK PRACTICE II: GROUP

This course is designed to assist learners in getting the basic knowledge and theories of group work as a method of intervention. It focuses the development and dynamic groups, functions, groups and process involved in the formation, preservation and elimination.

### References

- Anderson, J. (1997). *Social Work with Groups: A Process Model*. Boston: Allyn and Bacon.
- Garvin, C.D. (1997). *Contemporary Group Work (3rd Edition)*. Boston: Allyn and Bacon.
- Gazda, G.M., Horne, A., Ginter, E. (2001). *Group Counseling and Group Psychotherapy: Theory and Application*. Boston: Allyn and Bacon.
- Gladding, S.T. (1999). *Group Work: A Counseling Specialty (3rd Edition)*. Upper Saddle River, Merrill: Prentice Hall, Inc.
- Toseland, R.F., & Rivas, R. F. (2001). *An Introduction to Group Work Practice*. Boston: Allyn and Bacon.
- Zastrow, C.H. (2006). *Social work with groups: a comprehensive workbook (6th Edition)*. Belmont: Thomson Brooks/Cole.

### PS20803 ADMINISTRATION AND MANAGEMENT OF HUMAN SERVICE ORGANIZATION

This course will expose learners to the knowledgeable and skillful social work candidates who are suitable to administer and manage social service organization or association. It focuses on how strategic plans are formulated, the methods of the social marketing, the quality, the service and function of the board members in the human service organization.

### References

- Neeting, F.E., & O'Connor, M.K. (2003). *Organization practice: A social workers guide to understanding human services*. Pearson Education.
- Lewis, J.A., Lewis, M.D., Packard, T. & Soulflee, J.R. (2001). *Management of human service programs*. Brooks/Cole. Thomson Learning.
- Mehr, J.J., & Kanwischer, R. (2004) *Human services concept an intervention strategies*. Pearson Education.
- Hodge, B.J., Anthony, W.P., & Gales, L. M. (2003). *Organization theory; A strategic approach*. Prentice Hall.
- Mandell, B.R., & Schram, B. (2003). *Human services: Policy and practice*. Pearson Education.

### PS30903 SOCIAL WORK PRACTICE III: COMMUNITY AND ORGANIZATION

This course will identify the various forms and approaches of social work with organization and community. Apart from the basic practices and the needed skills, the needs of analysis framework and theoretical practice of social work with organization and community will be introduced. Even though this field stresses on practices, it needs a social analysis and understanding of the social structure and socio-political relation as well as culture and power behind the social work practice, so that it will benefit the poor and exploited community. Issues and dilemmas faced by social workers deserve an attention.

### References

- Brueggemann, W.G. (1996). *The practice of macro social work*. Chicago: Nelson-Hall Publishers.
- K. Ashman, K.K., Hull, G.H. (2001). *Macro skills workbook: A generalist Approach*. 2nd ed. Australia: Brooks/Cole.
- Kurland, R., & Salmoh, R. (1995). *Group work practice in a troubled society: Problems and opportunities*. Binghamton, NY: The HaworthPress, Inc.
- Lieberman, A., & Lester, C. (2004). *Social work practice with a difference: Stories, essays, cases and commentaries*. Boston: McGraw-Hill.
- Pople, K. (2001). *Analysing community work: Its theory and practice*. Buckingham: OUP.

### **PS31003 TECHNOLOGY AND INFORMATION MANAGEMENT FOR SOCIAL WORKERS**

This course will equip learners with the use of technology and the management of information system in social work practice. It will also tell learners how social work service in service agencies handles the information system for the benefits of intervention social work, research and satisfaction improvement of clients towards the offered service. In this course learners will be exposed to internet technology to simplify the search of beneficial information in social work.

#### **References**

- Philips D., & Berman, B. *Human Services in The Age of Tecnology: Harmonising Social Work and Computerisation*. Avebury. Mason, R. O., Mason, F.M., & Culnan, Mary.J. *Ethics of Information Management*. NASW & ASWB (2005). *NASW & ASWB Standard for Technology and Social Work Practice*. Kerslake A., & Gould N. (1996) *Information Management in Social Services*. Avebury, Ashgate Pubilsihing Company. Vermont USA.
- Lewis J. A., Lewis. M. D., Packard. T., & Souflee. F. (2001). *Management of Human Service Programs*. Brooks/Cole. Thompson Learning.

### **PS31103 LAWS FOR SOCIAL WORKERS**

This course will introduce the general concepts of the law and how this concept creates the laws and its basic principles which are relating to social law. Understanding on this social law will assist anybody who is involved in social service through justice and law. Among the relevant laws needed for those practising social work are legal aspects on children protection, labor, crimes and juvenile, social insurance, family and others which are assumed to be related to it.

#### **References**

- Bill, J. (2000). *Social work and the third way: Though love as social policy*. London: SAGE.
- Brammer, A. (2007). *Social work law. 2nd ed*. London: Pearson.
- Doman, L. (2000). *Social work practice and people of color: A process stage approach*. Australia: Brooks/cole.
- Dubois, B., & Miley, K.K. (2002). *Social work: An Empowering profession*. London: A&B.
- Schneider, R. L. (2001). *Social work advocacy: A new framework for action*. Australia: Brooks/cole.
- Saltzman, A, & Furman, D.M. (1999). *Law in Social Work Practice*. 2nd ed. Nelson-Hall, Chicago. Zastrow, C. (2000). *Introduction to social work and social welfare*. 7th ed. London: Brooks/cole.

### **PS31203 SOCIAL WORK PSYCHIATRY**

This course is designed to enable learners to have skills in evaluating and diagnosing problems faced by individuals as well as small groups such as family. It also discusses the concepts, methods and types of treatment for individuals and family who have social problems based on various main approaches such as psychosocial, cognitive behavior, humanistic existentialism, problem and solution-focused approach.

#### **References**

- Bentley, K.J. (2002). *Social work practice in mental health*. Toronto: Wadsworth Group.
- Bentley, K.J. & Walsh, J.F (2001) *The social worker psychotropic medication (2nd Edition)*. Toronto: Wadsworth Group. Sands, R. G. (2001). *Clinical Social Work Practice in Behavioral Mental Health: A Postmodern Approach to Practice with Adults (2nd Edition)*. Boston: Allyn and Bacon.
- Thyer, B.A & Wodarski, J.S. (eds.). (1998). *Handbook of empirical social work practice, Vol.2*. New York: John Wiley and Sons, Inc.
- Thyer, B.A & Wodarski, J.S. (2007). *Social work in mental health: an evidence-based approach*. New York: John Wiley and Sons, Inc.
- Timbarlake, E.M., &Cutler, M.M. (2001). *Developmental Play Therapy in Clinical Social Work*. Boston: Allyn and Bacon.

### **PS31303 SOCIAL WORK HEALTH**

This course exposes learners the national health policies and the health service system, patients' treatment institutions, the definition of sick and healthy, implication of social sick, causes of sickness, sickness prevention and socio-medical treatment, health education and family planning. This course will also talk about the history of social work health and its development in few countries as well as in Malaysia. It is also to provide skills in working as a team-work in healthindustry.



### References

- Cooper, M.G. & Lesser, J.G. (2005). *Clinical social work practice: an integrated approach*. Boston: Pearson Education, Inc.
- Rosenberg, G. & Weissman, A. (eds.). (1994). *Social work in ambulatory care: New implications for health and social services*. Boston: Allyn & Bacon.
- Simon, R.L. & Aigner, S. M. (1985). *Practice principles: a problem-solving approach to social work*. New York: MacMillan Publishing Co.
- Thomason, N. (1995). *Theory and practice in health and social welfare*. Buckingham: Open University Press.
- Turner, F.J. & Younghusband, E.L. (eds.). (1999). *Social work treatment: interlocking theoretical approach*. New York: The Free Press.
- Tyer, B.A. & Wodarski, J.S. (2007) *Social work in mental health: an evidence based approach*. New Jersey: John Wiley & Sons, Inc.
- Whitaker, J.K. (1981). *Social treatment*. New York: Aldine Publishing Inc.

### PS31403 GERONTOLOGY SOCIAL WORK

This course discusses the gerontology of social work, social gerontology and the aspects of human's aging. The course talks about the definition of aging, physical features, mental, psychology and aging myths. Theories on aging and its myths are also discussed. It also focuses on the knowledge needed for social worker in gerontology, services for elderly people and issues on long term care. The course will also talk about the psychosocial aspects of death and dying which are always related to aging.

### References

- C. Hooymak, N.R., Kiyak, H.A. (2002). *Social Gerontology: A multidisciplinary perspective*. Pearson. Allyn & Bacon.
- Atchley R.C. & Barusch, A.S. (2004). *Social Forces & Aging: an introduction to social gerontology*. Wadsworth/Thompson Learning. Belmont. CA.
- Quadagno J. (2002). *Aging and the life course: An introduction to social gerontology*. McGraw-Hill Higher Education.
- Kart C.S. (1997). *The realities of aging: An introduction to gerontology*. A Viacom Company.
- Horejsi C.R., & Sheafor B.W. (2006). *Techniques & Guidelines for social work practice*. Allyn & Bacon.

### PS31503 OCCUPATIONAL SOCIAL WORK

Events and factors effecting the development of occupational social work will be discussed in this course. Relationship between occupational social work and other professions in job industry will also be discussed. Studies on ethical issues, models in occupational social work, the frameworks of theory, methods and approaches used in helping out problematic workers are also discussed in the course.

### References

- Bradley, G. (1987). *Occupational social work*. New Jersey: Prentice-Hall, Inc.
- Harworth, T. (2001). *Global perspective of occupational social work*. New York: Haworth Press.
- Kurtzman, P.A. (2003). *Work & well-being: The occupational social work advantage*. Washington, DC: National Association of Social Workers, Press.
- Meiss, K.A. (1991). *Work, welfare & social work practice: A study theoretical & practice relationships with applications from occupational social work*. USA: Coronet Books.
- Mor Barak, M.E., & Bargal. (2000). *Social services in the workplace: Repositioning occupational social work in the new millenium*. New York: Harworth Press.

### PS31703 SCHOOL SOCIAL WORK

This course discusses the interaction between school institutions, family and community and its effects on students. Other topics which will be discussed in this course are adolescent phase where every student will have to go through, as well as the needs and problems faced during this phase. Models, types of services and School Social Work skills are also discussed in this course.

### References

- Constable, R.T., Flynn, J.P., & McDonald, S. (1998). *Social work: Practice, policy and research perspective*. USA: Lyceum Books.
- Freeman, E.M., & Pennekamp, M. (1988). *Social work practice: Toward a child, family, school, community perspectives*. USA: Thomas, Charles Publisher Limited.
- Ginsburg, E.H. (1990). *Effective intervention: Applying learning theory to school socialwork*. Washington, DC: NASW Press.
- Ledbetter, H.B. (1982). *School social work*. New Jersey: Prentice Hall.

**PS31903 INTERNATIONAL SOCIAL WORK**

Globalization has incurred opportunities and threats faced by social workers. Therefore, the perspective of social work practice should move towards regionalization and internationalization so service can be provided to people. This course also talks about the opportunities and the functions of social work profession in organizations such as WHO, UNESCO, UNICEF and UNHCR.

**References**

Hoff, M., & McNutt, J. (1994). *The global environment crisis: Implications for social welfare and social work*. Aldershot: Avebury. Hardcastel, D.A., Wenecur, S., & Power, P.R. (1992). *Profiles in international social work*. Washington, DC: NASW Press. Kanfer, F.H., & Goldstein, A.P. (1975). *Helping people change: A textbook of methods*. New York: Pergamon Press. Suppes, M.A., & Well, C.C. (1991). *The social work experience: An introduction to the profession*. New York: McGraw-Hill, Inc. Vass, A.A. (1996). *Social work competences: Core knowledge, values and skill (new direction in social work)*. Boston: Allyn & Bacon.

**PS32002 ISSUES IN SOCIAL WORK**

This course covers all the methods of social work taught in Year 1 until Year 3, so that learners will have better understanding and critics on the various methods of social work. This is to enable them to integrate these methods effectively in their practice. This is also to see the critics of social work practices nowadays as well as the issues debated in the community and how social work plays its role.

**References**

Aronstein, D.M., & Thompson, B.J. (1998). *HIV/AIDS and social work practice: A practitioner guide*. New York: Harworth Press. Hardcastel, D.A., Wenecur, S., & Power, P.R. (1996). *Community practice: Theories and skills for social workers*. London: Oxford University Press. Kanfer, F.H., & Goldstein, A.P. (1975). *Helping people change: A textbook of methods*. New York: Pergamon Press. Suppes, M.A., & Well, C.C. (1991). *The social work experience: An introduction to the profession*. New York: McGraw-Hill. Vass, A.A. (1996). *Social work competences: Core knowledge, values and skills*. Boston: Allyn & Bacon.

**PS32103 PRACTICUM I**

This is the first practicum course which is based on the two series of practicum course. This is to introduce learners to local social service agencies based on aspects such as planning policy, administration and service implementation (the focus is on the social work with individual and family) as well as self-development from the perspective of personal professional. This is the first phase in the process.

**References**

Briggs, L., & Cooper, L. (2000). *Fieldwork in the human services*. Australia: Allyn & Bacon. Day, P.J., Macy, H.J., & Ahelly, S.M. (2000). *Social working: Exercise in generalist practice (2nd ed.)*. Boston: Allyn & Bacon. Horejsi, C.R., & Garthwait, C.L. (1999). *The social work practicum: A guide and workbook for student*. Boston: Allyn & Bacon. Kagle, J.D. (1984). *Social work records*. Homewood, IL: Dorsey Press. Shulman, L. (1984). *The skill of helping individuals and groups*. Itasca, IL: F.E., Peacock.

**PS32206 PRACTICUM II**

This is the second practicum of the two series of practicum course. The purpose of this practicum is to provide better exposure and insights of community works, opportunities to apply theories of community works in real situation and lastly, for learners to analyze their self development and professional, skills in handling social in unity as well as theories experiences in real situation and the ability to adapt knowledge into real situations.

**References**

Briggs, L., & Cooper, L. (2000). *Fieldwork in the human services*. Australia: Allyn & Bacon. Day, P.J., Macy, H.J., & Ahelly, S.M. (2000). *Social working: Exercise in generalist practice (2nd ed.)*. Boston: Allyn & Bacon. Horejsi, C.R., & Garthwait, C.L. (1999). *The social work practicum: A guide and workbook for student*. Boston: Allyn & Bacon. Kagle, J.D. (1984). *Social work records*. Homewood, IL: Dorsey Press. Shulman, L. (1984). *The skill of helping individuals and groups*. Itasca, IL: F.E., Peacock.