Administration (ADMN)

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5301. Managing People: Communication Skills in Supervision, Personnel Management and Leadership

Three credits. Prerequisite: BASC 5390 and 5391, and FED 5351 and 5301; open only to M.S.W. students in the Administration concentration. Corequisites: FED 5352 and 5302.

Leadership theory and analysis, supervision, personnel/human resource management, with emphasis on interactional skills. Prepares students to function effectively in supervisory and administrative roles and to use themselves in creative professional ways in exercising leadership in human service settings. Required for students in the Administration concentration.

5302. Managing Money: Financial Management Strategies and Fiscal Responsibilities for Social Administrators

Three credits. Prerequisite: ADMN 5301, and FED 5352 and 5302; open only to M.S.W. students in the Administration concentration. Corequisites: ADMN 5353 and FED 5310.

The fundamental principles and processes in financial management processes, budgeting systems, preparation and execution of budgets, basics of accounting, use of computer spread sheets, managerial accounting, financial statements, cost analysis, inventory and fixed asset accounting, funding sources, financial performance measures, internal control and external audits, fiduciary relationships and responsibilities, liabilities in 501(c)3, ethics in finance, collaborating and leveraging of resources. Required for students in the Administration concentration.

5303. Creating and Managing Opportunities in the Organization's Internal and External Environment

Three credits. Prerequisite: Open only to M.S.W. students in the Administration concentration. Corequisite: ADMN 5354 and FED 5311.

Selected internal and external challenges and opportunities for the social work administrator. These include staff relations and organizational climate, the use and organization of the organization's physical environment, the voluntary board, public relations, and strategic alliances. The course gives students opportunities to develop a range of knowledge and skills in work with staff, volunteers, the media, and partners in the community to maximize opportunities to enhance the organization and its services to clients and the community. Required for students in the Administration concentration.

5353. Field Education in Administration III

Four credits. Prerequisite: FED 5352 and 5302; open only to M.S.W. students in the Administration concentration. Corequisite: ADMN 5302 or POPR 5310 and FED 5310. Students taking this course will be assigned a final grade of S (satisfactory) or U (unsatisfactory).

Focuses primarily on the student's major method, emphasizing preparation for competent, advanced specialized practice. Required course for students in the Administration concentration.

5354. Field Education in Administration IV

Four credits. Prerequisite: Open only to M.S.W. students in the Administration concentration. Students taking this course will be assigned a final grade of S (satisfactory) or U (unsatisfactory).

Focuses primarily on the student's major method, emphasizing preparation for competent, advanced specialized practice. Required course for students in the Administration concentration.

5355. Block Placement in Administration

Eight credits. Prerequisite: FED 5352 and 5302; open only to M.S.W. students in the Administration concentration; instructor consent required. Corequisite: POPR 5310 and FED 5350.

Field Education in Administration for well-prepared students who have completed all course requirements except the second year of field education and the appropriate method course. Required course for students in the M.S.W. program completing a Block Field Placement.