Federal State Educational Budgetary Institution of Higher Education

 "Financial University under the Government of the Russian Federation"

Department of Sociology

**E.L. Kruglova**

**Sociology of Management**

**SYLLABUS**

***Level of Study:*** *Bachelor’s Degree*

***Field of Study:*** *03.38.02 - Management*

***Study Program:*** *Bachelor of Business Administration (BBA) (in English)*

Moscow 2020

**1. Discipline: Sociology of management**

**2. Mapping of learning outcomes (list of competences), with the relevant indicators described and subject learning outcomes indicated**

Table 1

|  |  |  |  |
| --- | --- | --- | --- |
| Competence code | Competence  | Competence development indicators[[1]](#footnote-1) | Learning outcomes (skills[[2]](#footnote-2), and knowledge) and indicators that show competence development  |
| УК-1 | The ability to perception of intercultural diversity of the society, in the socio-historical, ethical and philosophical contexts, analysis and ideological assessment of ongoing processes and patterns | 1.Uses knowledge about intercultural diversity of society to form ideological assessments of ongoing processes.2.Works with various arrays of information to identify patterns of functioninga person and society in a socio-historical and ethical context | **skills**Be able to perceiveintercultural diversity of the society, in socio-historical, ethical and philosophical contexts.Be able to analyzeongoing processes andpatterns.**knowledge**Know the main intercultural diversity of the society in socio-historical, ethical and philosophical contexts.Know worldview assessments of ongoing processes andpatterns |
| УК-10 | The ability to search, critically analyze, generalize and systematize information, use system analysis to solve assigned tasks | 1.Clearly describes the composition and structure of the required data and information, competently implements the processes of their collection, processing and interpretation.2. Justifies the essence of what is happening, identifies patterns, understands the nature of variability.3. Formulates a classification feature, identifies the corresponding groups of homogeneous "objects", identifies the general properties of the elements of these groups, evaluates the completeness of the classification of results, shows the practical purpose of the classification groups.4. Arguably and logically presents his point of view by means and on the basis of a system description. | **skills**Be able to perceive the intercultural diversity of the society in socio-historical, ethical and philosophical contexts. Be able to analyze the ongoing processes and patterns.**knowledge**Know the system analysis for solving the assigned tasks. |

**3. Place of the subject in the curriculum**

The module of invariant disciplines for the direction of training in the undergraduate program 03.38.02 - Management, profile: Bachelor of Business Administration (BBA) (in English), reflecting the specifics of the university.

The modern social environment is highly determined the nature of the management existing in it. Features of people’s behavior within society and the organization, as well as the behavior of the organizations in the external environment are able to determine its most important competitive advantages, accelerate its development. Human existence in society and organization has cultural, economic, marketing, social and psychological components. And learning them all in sum is necessary for modern manager.

**4. Workload in credits and academic hours, with class work (lectures and seminars) and self-study indicated**

Table 2

|  |  |  |
| --- | --- | --- |
| **Type of work**  | **Total** **(in credits and hours)**  | **Semester (Module)1 (in hours)** |
| **Overall workload**  | ***3credits/108*** | ***108*** |
| ***Class work***  | ***34*** |  |
| *Lectures*  | *16* | *16* |
| *Seminars, practicals*  | *18* | ***34*** |
| ***Self study***  | ***74*** | ***74*** |
| Formative assessment  | *Control work* | *Control work* |
| Summative assessment  | *Credit* | *Credit* |

**5. Subject content (with the thematic components indicated).**

**Topic 1. The subject area of sociology of management and sociological approach to the study of the field of organizational management**

The essence and principles of the sociological approach to management.

Subject, object and functions of sociology if management. Communication with other sciences. Paradigms and theories of sociology of management. Main principals of O. Comte, G. Spencer, K. Marx, E. Durkheim, M. Weber, F. Taylor, E. Mayo, A. Maslow, D. McGregor and others.

**Topic 2. Foreign and Russian concepts of sociology management in modern practice**

Classical organization theory. Construction principle of organizations by A. Fayol.

The concept of "constructive conflict" by M.P. Follett. Management style factors of R. Tannenbaum and W. Schmidt. Basic styles of leadership R. Likert. B. Bas's effective organization. The principles of organization functioning by L. Newman. Measures to improve the efficiency of communication and management of the organization G. Simon. The concept of A.V. Etzioni.

The development of sociology of management in Russia.

**Topic 3. External and internal social environment and human resource management**

The concept of external and internal social environment of management.

Modern theories of the external social environment of management. The influence of the social environment on the organization.

Directions of managerial activity in the field of human resource management.

SWOT analysis and its use in management.

**Topic 4. Social hierarchy and social responsibility in management**

The concept of the hierarchical structure of the organization by M. Weber.

Universal social laws for justification of hierarchy. Economic, informational, human resources and social benefits as factors of social hierarchy. Functional theory of social stratification and management hierarchy of W. Moore and K. Davis. The principles of a rationally arranged management hierarchy of an organization.

 Hierarchy laws.

**Topic 5. Sociological understanding of bureaucracy, features and consequences of the process of bureaucratization**

Definition and sociological understanding of bureaucracy. Eastern and Western bureaucracy. Nomenclature and bureaucracy. R. Merton's concept. Types of bureaucracy by A. Gouldner. Features of A. Toffler's bureaucracy. Two categories of bureaucrats. Classical, professional and adhocracy are three types of bureaucracy.

 The parasitic essence of bureaucracy.

**Topic 6. Elements of social control, social norms and sanctions in management system**

Channels of manifestation of the function of power in management. Classification of the foundations of power by J. French and B. Raven. Psychological explanations of the phenomenon of power. Essence, elements and functions of social control. Concept and varieties of social norms. Functions of group norms.

Concept, purpose, types and role of social sanctions. Agents of formal and informal control. Typology of formal control methods.

**Topic 7. Social contradictions in the field of management and ways of their settlement**

Conceptual comprehension of social contradictions, the emergence of special-scientific theories of social contradictions.

Typology of real and potential social contradictions. Four significant stages of social contradiction. The social nature of the contradiction.

Mediator's strategy in resolving socio-political contradictions. The role of the mediator.

Vertical negotiations.

Types of social contradictions. Structural methods of management of social contradictions of the organization.

**Topic 8. Corporate culture**

How do management and corporate culture relate. Structure, content and factors of corporate culture. The main purpose of corporate culture

The influence of corporate culture on the effectiveness of the organization.

Types of corporate culture. Power culture, role culture, task culture and personality culture.

**6. List of teaching and methodological materials needed for the students self-study**

**6.1. List of questions for student self-study and types of out-of-class activities**

Table 3

|  |  |  |
| --- | --- | --- |
| **Itemized subject content**  | **Questions the students should answer within the self-study process**  | **Types of out-of-class activities**  |
| 1. The subject area of sociology of management and sociological approach to the study of the field of organizational management. | Socio-engineering and clinical approaches in the sociology of management. Three groups of functions of sociology of management.Public administration and the theory of elites by V. Pareto and G. Mosca. | Work with educational and scientific literature;prepare reports on the Topic 1. |
| 2. Foreign and Russian concepts of sociology management in modern practice. | P. Sorokin and his sociological theories.Research in the years 1960-1980 in Russia: V. G. Afanasyev, D. M. Gvishiani, B. A. Grushin, A. I. Kravchenko and others. | Work with educational and scientific literature;prepare presentations on the Topic 2. |
| 3. External and internal social environment and human resource management | Adaptation to the external environment.Methods of adaptation to the external environment. Differentiation and Integration.Organic and mechanistic systems. | Work with educational and scientific literature;Internet surfing on the Topic 3. |
| 4. Social hierarchy and social responsibility in management | Reward mechanism in the hierarchy.M. Weber's concept "Hierarchical structure of organization" | Work with educational and scientific literature;prepare reports on the Topic 4 in groups. |
| 5. Sociological understanding of bureaucracy, features and consequences of the process of bureaucratization | State and municipal employees as a social and professional group. Sociodemographic composition of officials.The structure of motivation of civil servants.Perception of state and municipal employees by the population. | Work with educational and scientific literature;Internet surfing for international examples on the Topic 5. |
| 6. Elements of social control, social norms and sanctions in management system | Essence, elements and functions of social control in management.Concept, purpose, types and role of social sanctions. | Work with educational and scientific literature;Prepare for group discussion.  |
| 7. Social contradictions in the field of management and ways of their settlement | Organizational contradictions: reasons, types, exit routes and structural methods of management of social contradictions of the organization.Negotiation as a method of resolving contradictions | Work with educational and scientific literature;prepare presentations. |
| 8. Corporate culture | Elements of corporate culture.Corporate culture in bureaucratic organizations. | Work with educational and scientific literature;make presentations with examples of corporate culture. |

**6.2. List of questions/assignments/topics for students’ preparation to formative assessment**

**Topics for control work**

1. Concrete sociological research of social processes as the basis for making management decisions.

2.Sociological study of socio-economic problems as basis of management practice.

3. Actual problems of sociology of management in Russian and foreign science.

4. Traditions of concrete sociological researches in American Sociological school. The ideas of R. Park, C. Cooley, E. Ross, L. Ward, W. Sumner and their application in social management.

5. Dramatic understanding of management.

6. The main provisions of symbolic interactionism J. Mead, G.Bloomer.

7. Constructivist foundations of management activities.

8. Book of P. Berger and T. Luckmann "Social construction of reality ".

9. Management as a "social deal".

10. Management as a way of social exchange.

11. Conceptual foundations of the theory of social exchange in the works of J. Homans, P. Blau, G. Becker, R. Emerson.

12. The concept of social action in sociology and the activity characteristics of management.

13. Deviant orientations in management.

14. Management as a social action.

15. Understanding management through the categories of institutionalism.

16. Management functions as a social institution.

17. The specifics of the institutional understanding of governance in sociological theories of G. Spencer, E. Durkheim, M. Weber, J. K. Galbraith, N. Smelzer.

18. Control and manipulation.

19. Leadership theory. The role of leadership in the organization.

20. Sociological monitoring in the public civil service system.

21. Methods of motivating people's activities, their characteristics.

22. Social partnership in Russia. Problems of becoming.

23. Social efficiency of activities of local self-government bodies

24. Social planning as a function of the authorities.

25. Social forecasting in management: methods, the problem of efficiency.

26. Social aspects of introducing innovations.

27. Participation of citizens in the activities of state and local government bodies.

28. Features of the application of methods of sociology of management in the study of management problems.

29. Communicative technologies of public administration.

30. Manipulation technologies in social policy.

31. Interaction of authorities with public organizations: problems and development prospects.

32. Professional and social competence in the activities of a state and municipal employee.

Scoring criteria for various forms of monitoring academic performance is in the appropriate department recommendations.

**Questions for credit**

1. The subject and object of the sociology of management.
2. Functions and methods of sociology of management
3. The essence of the sociological approach to management.
4. Management as a social institution, the importance of management revolutions in its formation.
5. The main stages and schools of foreign sociology of management.
6. The main milestones in the development of sociology of management in Russia.
7. "Humanistic challenge" by M.P. Folette in the Sociology of Management
8. The theory of "human relations" E. Mayo.
9. Social contradictions and conflicts in the theory of T. Parsons.
10. The hierarchy of social needs of the individual according to A. Maslow.
11. Two-factor theory of employee labor motivation according to F. Herzberg.
12. Sociological theory of leadership styles by D. McGregor.
13. M. Cohn's theory of social and professional mobility.
14. Social Factors Determining Leadership Style: “Leader Scale” by R. Tanennbaum and U. Schmidt.
15. Sociological theory of 4 basic styles of leadership by R. Likert.
16. Sociological theory of the effectiveness of the organization B. Bas.
17. The empirical school in the sociology of management (G. Kuntz, L. Newman)
18. Typologies of corporate culture. Describe an organization with a culture of power.
19. The theory of social and professional mobility by K. Davis and W. Moore.
20. Typologies of corporate culture. Describe an organization with a “mission” culture.
21. Typologies of corporate culture. Describe an organization with a "role" culture.
22. Basic theoretical approaches to the study of leadership.
23. Social and professional mobility and its impact on the management process.
24. The concepts of bureaucracy by R. Merton, A. Gouldner, A. Toffler.
25. P. Sorokin's theory of social mobility.
26. Social norms and sanctions.
27. Social hierarchy, universal historical laws of hierarchy and its functions.
28. Types of bureaucracy, their advantages and disadvantages (modern views on the nature of bureaucracy).
29. Corporate culture and its importance for the organization.
30. Give an example of the use of social control in organizations and describe its place in management activities, enumarate its elements and functions.

**7. Mandatory and optional reading list**

Mandatory reading list.

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| --- | --- | --- | --- |
|   | 1. Nikolaev, A.A. Sociologiya upravleniya: textbook / M.:INFRA-M, 2017. – 317 p. - URL:<http://znanium.com/catalog/product/1037502> (Николаев, А.А. Социология управления: учебник / А.А. Николаев. — М. : ИНФРА-М, 2017. — 317 с. - Текст непосредственный. - То же. - 2019. - ЭБС ZNANIUM.com. - URL:<http://znanium.com/catalog/product/1037502> (дата обращения: 25.02.2020). – Текст: электронный.).

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|  | 1. Tochenko, Zh.T. Sociologiya upravleniya: textbook and workshop for academic bachelor's degree / M.: URAIT, 2015. – 304 p. - URL:<https://www.biblio-online.ru/bcode/432816> (Тощенко, Ж.Т. Социология управления: Учебник и практикум для академического бакалавриата / Ж.Т. Тощенко; РГГУ. - М.: Юрайт, 2015. - 304 с. – Текст : непосредственный. - То же. - 2019. - ЭБС Юрайт. - URL:<https://www.biblio-online.ru/bcode/432816> (дата обращения: 01.08.2019). - Текст: электронный.).
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Optional reading list:

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|   | 1. Grazhdan, V.D. Sociologiya upravleniya: textbook for bachelors / M.: URAIT, 2019. – 607 p. - URL:https://www.biblio-online.ru/bcode/425210 (Граждан В.Д. Социология управления: учеб. для бакалавров - М.: Юрайт, 2011, 2012. - 604 с. - Текст : непосредственный. Граждан, В. Д. Социология управления: учебник для бакалавров / В. Д. Граждан. — 4-е изд., перераб. и доп. — М. : Издательство Юрайт, 2019. — 607 с. — (Серия : Бакалавр. Академический курс). - ЭБС Юрайт. - URL:https://www.biblio-online.ru/bcode/425210 (дата обращения: 25.01.2020). – Текст: электронный.).
 |
|  | 1. Sociologiya upravleniya: textbook for bachelors / State University of Management; edited by V.I.Bashmakova, V.N.Knjazeva, R.V.Lenkova – M.: URAIT, 2013. – 360 p. — URL:<https://biblio-online.ru/bcode/432068> (Социология управления: учебник для бакалавров / ; Гос. ун-т управления ; под ред. В.И. Башмакова, В.Н. Князева, Р.В. Ленькова - М.: Юрайт, 2013. - 360 с. - Текст : непосредственный. Социология управления: учебник для академического бакалавриата / В. И. Башмаков [и др.] ; под ред. В. И. Башмакова, Р. В. Ленькова. — 3-е изд., перераб. и доп. — М. : Издательство Юрайт, 2019. — 409 с. — (Серия : Бакалавр. Академический курс). - ЭБС Юрайт. — URL:<https://biblio-online.ru/bcode/432068> (дата обращения: 25.01.2020). - Текст: электронный.)
 |
|  | 1. Upravlenije chelovecheskimi resursami = Human Resource Management: textbook for bachelors / St.-Petersb. State Economic University; edited by A.I.Maximceva, N.A.Gorelova. – M.: URAIT, 2020. – 467 p. — URL:<http://www.biblio-online.ru/bcode/449957> (Управление человеческими ресурсами = Human Resource Management: учебник для бакалавров / С.-Петерб. гос. ун-т экономический университет; под ред. И.А. Максимцева, Н.А. Горелова. - Москва: Юрайт, 2013, 2014. - 526 с. - Текст : непосредственный. Управление человеческими ресурсами : учебник для вузов / И. А. Максимцев [и др.] ; под редакцией И. А. Максимцева, Н. А. Горелова. — 2-е изд., перераб. и доп. — Москва : Издательство Юрайт, 2020. — 467 с. — (Высшее образование). — ЭБС Юрайт. — URL:<http://www.biblio-online.ru/bcode/449957> (дата обращения: 26.03.2020). — Текст: электронный.).
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**8. List of IT resources, incl. the list of software, information and reference systems (as appropriate).**

**8. 1. Software:**

1. Windows, Microsoft Office software;

2. ESET Endpoint Security antivirus software.

**8.2. Databases and information and reference systems**

1. Garant information and reference system;

2. <http://soc.lib.ru/books.htm> Information portal;

3. <http://www.znanium.com> Online library Znanium;

4. <https://www.biblio-online.ru/> Online library Urait.

**8.3. Certified software/hardware used for information protection**

Not needed.

1. To be filled in when the updated Financial University educational standards and federal state educational standards of higher education “3++” are implemented. [↑](#footnote-ref-1)
2. Skills are described when the Financial University educational standards of the 1st generation and federal state educational standards of higher education “3+” are implemented. [↑](#footnote-ref-2)