**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

 **NATIONAL TECHNICAL UNIVERSITY**

**«KHARKIV POLYTECHNIC INSTITUTE»**

Department of \_ sociology and political science\_\_\_\_\_\_

(name)

 «**APPROVED BY**»

 Department Chairman

 Кalagin Y.A. \_

(initials and surname) (signature)

 «27» серпня 2020 року

**SYLLABUS OF EDUCATIONAL SUBJECT**

 Sociology of management

( discipline name)

Higher education degree first cycle ( Bachelor's level )

first cycle (Bachelor's level) / second cycle (Master's level)

Field of knolewledge 07 Management and adminastration

(code and name)

Degree 073 Management

(code and name)

Educational program Management

(code and name)

Type of course general training

(general training/ professional training)

Modeofstudy Full-time

(full-time / part-time)

Kharkiv – 2020

# Discipline: 3 ECTS credits 90 hours

# Lectures: 32 hours.

# Laboratory classes: \_\_ hours.

# Practical classes: 16 hours.

# Form of control: test work

# Term of teaching for the educational and qualification level "bachelor":

# 3rd semester

# Language of instruction: English.

 **Purpose** of studying the sociology of management is to master the students the theoretical foundations of the analysis of the structure and functioning of social organizations, technologies of information and analytical support for the development of organizations in modern conditions.

 **Competence:**

* Ability to act socially responsible (ZK-8).
* Awareness of the issue of equal opportunities in society, in particular its gender, racial and age aspects (ZK-9).

**Result of studying:**

* Awareness of the cultural diversity of societies and the challenges of interaction in an intercultural context (GC-10).
* Ability to search, process and analyze information from various sources

 (ZK-6).

* Explain the patterns and features of development and functioning of social phenomena in the context of professional tasks (RN-4).

**Topics to study**

**Theme 1 Sociology is science of society. Social structure of society.**

Subject and object of studying sociology. Social as a subject of sociology.

Functions of sociology. Sociology in the system of social and humanitarian disciplines (interdisciplinary connections). The role of sociology in modern society. Features and advantages of the macro-sociological approach to the analysis of society. Features and benefits of the micro-sociological approach to the analysis of society.

The Sociological Imagination. The «royalty» of human society. Sociology and Social Sciences. Natural scienceis the study of the physical features of nature and the ways in which they interact and change.

The social sciences include sociology, anthropology, economics, history, psychology and political sciences.

Sociology and Common Sense. An essential task in buildinga sociological theory is to examine the relationship between bits of data, gathered through research, that may seem completely unrelated.

Macrosociology concentrates on large-scale phenomena or entire civilization.

Microsociology stresses study of small groups and often uses experimental studies in laboratories.

Origins of Sociology. The first founder of sociology as a science was the French theorist Auguste Comte. The second founder of sociology was Herbert Spencer. He greatly dominated scholarly thinking in his times by suggesting that societies are bound to change. Emile Durkheim that behavior cannot be fully understood in individualistic terms, that it must be understood within a larger social context. German philosopher Max Weber pointed out that much of our social behavior cannot reanalyzed without studying the subjective meanings people attach to their.

**Theme 2 Society and social changes.**

The concept of society. Society as a social system. The concept of social change and its types. Concepts of social change and modernization. Levels of social change. Factors of social change. Types of personality. Theories of personality. Concept of social development.

Kinds of social changes depending on type of social communications: structural social changes, remedial, functional.

The impulse for social changes.The Marxist sociology as the main motive power of a society. Concerning a role of objective and subjective factorsin social changes.

The Marxist determinism. The social Darvinism. Organic modernization. Inorganic modernization. Social and economic theories. Industrially-technological theories.

U.Rostou optimistically looks at prospects of modernisation of traditional societies. American sociologist M.Levi in the concept "late modernisation» .

**Тheme 3 Introduction to Sociology of management.**

Sociology of management as a science. Formation of sociology of management. Formal organization and its main characteristics. Introduction to sociology of management. Natural and artificial organization. The concept of organization. Characteristic and specific features of social organization. Elements of organization. Formal organization and its main characteristics. Informal organization and its features. Types of informal organizations.

Manageability is the main characteristic and management is the main function of the social system. Controllability - as the main characteristic of the system. **S**ystem connections (horizontal and vertical) are the basis of the system's existence.

Principle "master - slave", "manager - executor", "control subsystem - managed subsystem".

Object and subject of sociology of management. Management sociology is understood as part of a general sociology that considers the process of formation, functioning and development.

**Тheme 4 Historical evolution and current state of sociology of management.**

The works of J. Locke, B. Spinoza, J.-J. Rousseau, CA Helvetia - principles of liberalism and democracy, the theory of the rule of law state, which were incorporated into the arsenal of scientific ideas about the management of complex social systems.

Socio-economic conditions of the theory of management.

School of Scientific Management.

The School of Human Relations. F. Taylor's ideas about improving management in a particular production were developed by his followers. Motives of G. Ford's work activity is a set of measures.

Psychological school in the theory of organizations. The concept of management of social processes K. Marx. The theory of social conflicts and ways of solving them.

The doctrine of bureaucracy M. Weber. Type of motivation in different situations manifests itself unequally. The transition to a new stage of development of sociological ideas in the field of management,

The Hawthorne experiment (E. Mayo, M. Follett, F. Herzberg, L. Warner). Socio-psychological, behavioral concepts of social management. The "networks" of formal and informal interpersonal relationships. The "economic" man gave way to the "social" man,

Systematic Approach to Management Processes (P. Blau, R. Merton, T. Parsons, G. Simon)

**Тheme 5 Methodology of personnel management of management.**

The concept of managerial relations. The essence of personnel management. Personnel management strategy. Structure of personnel management. Staff motivation. Management relations.

Functions of social management. Goals-orientations, goals-systems. Administrative. Structural units and individuals included in the organization. Social: provides social support and protection of employees, creating conditions

Principles of social management. Organization staff is a collection of full-time employees who have received the necessary professional training and (or) have practical experience.

Directors (directors-general), chiefs, heads, managers, executors, masters at enterprises, in structural units and divisions; chief specialists (chief accountant, chief engineer, chief mechanic, etc.), as well as deputy managers. Clerks, accountants, archivists, agents, secretaries, stenographers and more.

**Тheme 6 Culture of management**

Concepts and components of organizational culture.

Culture - a system of values, symbols, values, which are universally recognized. Culture is that which captures a person in the process of his life activity, assimilation of symbols and values. Culture is all that is transmitted from generation to generation.

Content and types of organizational culture. Managerial knowledge (theory of management, management), corresponding consciousness, feelings, moods; social relations, first of all - managerial, organizational, in which knowledge, norms, models materialize; managerial activity.

Types of corporate culture and their impact on organizational performance. Each approach uses certain criteria to analyze the organizational culture that allow us to identify the leading trends in the life of different organizations.

The typology of managerial culture G. Hofsted, T. Dale, R. Akoff. The aspects that characterize managers, professionals and the organization as a whole: individualism – collectivism.

The concept of low or high power. Long-term orientation. “Masculinity - femininity”.

Long-term orientation is characterized by orientation to the future and manifests in the pursuit of savings and accumulation.

**Тheme 7 Objectives of management.**

The main structural components of the management.

The role of goals in the life of the management. Typology of management goals. Parameters of social structure of management.

Cognitive - research and disclosure of existing problems, as well as ways of solving them.

Evaluation - evaluation of the conformity/inconsistency of the existing society.

Methods of sociology of management. Organizational and administrative. Economic. Socio-psychological. Self-government. Scientific methods.

Objects of management can be the behavior of individuals and groups, social work and production, technical means. Elemental and structural. The object of social management is people, teams, groups, all kinds of communities. Functional.

The subject of social governance is the governing social system. Individual and collegial management decision.

Stages of making an individual management decision. In a generalized form, the procedural organization of an individual decision includes the following basic stages.

Typology of subjects of social management. Individual and collegial management decision.

**Тheme 8 Information in management.**

Information as an organizational resource and condition for the development of the management. Indicators of information status in managtment.

Factors for effectively informing its members. Misinformation in the life of the management.

The role of rumors in the functioning and development of the management. Management of social systems, their subsystems and organizations involves the production, reproduction and use of various types of information. Management of social systems, their subsystems and organizations involves the production, reproduction and use of various types of information.

Functions of social and management information.

Number of functions that social-management information performs. Requirements for the quality of social management information.

Brevity, clarity of wording, timeliness of receipt; meeting the needs of specific managers; accuracy, correct selection of initial information, optimization of systematization and continuity of data collection and processing.

 Completeness - display of fully managed processes; probability - formation based on objective data; promptness - receipt of terms sufficient to make a timely decision; transparency - the impossibility of different interpretations; cost-effectiveness in collecting information.

**Forms and methods of teaching**

**Lectures** are statement of theoretical material by a lecturer according to the curriculum and distribution of hours between the themes. Different interactive forms of activating the audience and video presentation of verbal information are used. A lecturer has his/her own notebook, which reflects the main content of the topic, students note new information in their own notes.

**Practical classes** are held in the form of seminars. For seminars, students work out lecture materials, prepare performances using educational and scientific literature, present projects. A teacher evaluates students' activity during a seminar on the accepted scale of assessmentsin grades. During a seminar, the level of knowledge of the students is assessed on each topic by means of test tasks and writing individual work on knowledge of the basic concepts on the topic. Seminars can be constructed in the form of a business game or discussion.

**Preparation for projects** is a kind of individual work which performed by a student outside the classroom hours. A student freely selects themes from the themes offered by the plans of seminars, or coordinates with his/her teacher initiative topics. The next step is to do a bibliographic retrieval using bibliographic stock or Internet resources and to make a project plan or put questions to get an evidance-based answer. Having got a good grip on topics, a student must define the content of questions and present a piece of work at the seminar. The volume of the project is 16-25slides, the text of the project is 4-6 standard pages which are typed on a computer. The main content of the project is reported in a free form at the seminar, and a student receives an assessment from a teacher.

**CONTROL METHODS**

**1. Summative (terminal) assessment is conducted in the form of a test (according to the curriculum of the faculty) or by accumulation of points under the formative control.**

**Test** is a written or oral reply to the questions contained in the task. Issues of task paper can be brought to the notice of the students in advance. Task papers are prepared by the lecturer, they are approved at the meeting of the department and signed by the head of the department.. Lecturer must evaluate the quality of the student's answers according to the accepted scale of academic assessments.

**Test questions of the course for final test.**

1. Do you agree with the statement that the main purpose of a labor management is profit? Prove your point of view.

2. The role of bureaucracy in modern management.

3. The role of rumors in the life of the management

4. Discover the essence of Parkinson's Law.

5. Build a model life cycle for a stellar rock band.

6. The School of Human Relations and Industrial Democracy.

7. Describe the primary actions of the leader in the stages of creation, growth, maturity and decline of the organization.

8. O. Bogdanov's ideas in the field of organization theory and modernity.

9. Information management.

10. Personality in the organization.

11. Make a list of typical problem situations in a modern work organization that can be perceived by staff as obstacles and lead to organizational conflicts.

12. The company creates and distributes advertising messages for the consumers of its product. What components of the communication process should be considered when communicating this message to consumers?

13. Features and tendencies of development of small business in Ukraine.

14. Compare models of motivation.

15. Prospects for the development of organizational structures.

16. Management of organizational culture.

17. The role of the leader in building organizational culture.

18. Ethno-national peculiarities of organizational culture.

19. Features of organizational culture of modern Ukrainian enterprises.

20. Management of organizational culture.

21. Highlight the main manifestations of bureaucracy in politics in contemporary Ukraine.

22. Information and misinformation.

23. New information technologies in the life of the organization.

24. Socio-cultural conditionality of communication in organizations.

25. Leaders of reorganization (experience of American organizations).

26. Key features of innovation in social organization and management.

27. Features of development of innovative processes in Ukrainian organizations.

28. The future of the organization.

29. Contradictions and conflicts as the driving force of the organization's development.

30. List the typical information that can be transmitted in today's organizations through the rumor channels.

31 Develop recommendations for cessation of circulating hearing and formation in a hearing-resistant environment.

32. Group conflicts: causes, solutions, consequences.

33. Conflict management as an organizational and technological process.

34. Conflict as a management object.

35. Conflict management strategies and methods in the organization.

36. Features of personnel management at modern Ukrainian enterprises.

37. Personnel service activities: comparative analysis of old and new methods.

38. Power as a special type of interpersonal relationships.

39. Power as a property of the social system.

40. Social Leadership Technologies.

41. What can be the consequence of a lack of a holistic vision by employees of the results of innovation in an organization?

42. The role of leadership in management.

43. What are the most appropriate ways of combating bureaucracy in the sphere of political life, in your opinion, in our country.

44. What can cause communication failures?

45. The role of new information technologies in the life of the organization.

46. Describe features of organizational culture of modern Ukrainian enterprises.

47. Socio-cultural conditionality of communication in organizations.

48. Basic principles of conflict management as an organizational and technological process.

49. The role of innovation in social organization and governance.

50. Features of personnel management in a state management .

51. Features of personnel management in a private management .

52. Types of leadership in management.

53. The role of tip-building in uniting the workforce.

54. Features of resolving conflict situations in the workforce.

55. Socially-adequate management: the essence and value in management activity.

56. Sociological methods and technologies in management.

57. Consulting: history, theory and practice.

58. Basic models of organization management.

59. Corporate culture: role and importance in management.

60. Technologies for increasing labor productivity.

**2.The current control is carried out according** to the results of students' work at seminars, the method of evaluation of control works, evaluation of tests, individual work, individual tasks, team projects, projects.

**Control at seminars** is assessment of students’presence, answers to questions posed by the teacher, assessment of the implementation of test tasks, assessments during individual works, assessment of the contribution of some students to group work in the preparation of a team project, activity in a business game.

**Test** is a kind of current control of students’ knowledge, which aims to identify the level of knowledge of students received on the material transmitted. The date of a test is given to students and is appointed upon completion of the study module. Questions and test assignments are prepared by a teacher conducting practical classes, they are consistent with the lectures and topics of seminars. The control work is carried out in writing in the presence of a teacher, is evaluated according to the adopted scale, and the assessment can be used by the teacher to calculate the cumulative score on the basis of studying the discipline.

**Individual tasks** are assessed by a teacher or according to the results of report at a practical class or separately from the provided text.

Implementation of the project involves teamwork (2-3 students) or individual research work on the chosen topic, preparing a written report and conducting a project with the help of multimedia equipment in the presence of teachers of the department. The team project is a cognitive-analytical work.

The purpose of a project is to test the success of students' mastering of the categorical apparatus of family sociology and the ability to use sociological imagination to analyze phenomena and processes occurring in society.

**GRADE ALLOCATION, WHICH STUDENTS GET, ANDASSESSMENT OF SKILLS AND KNOWLEDGE**

**(NATIONAL AND ECTS)**

**Table 1. Grade allocation for assessment of current student’s academic performance**

|  |  |
| --- | --- |
| **Current test and individual work** | **Total** |
| **Content modul 1** |
| **Т1** | **Т2** | **Т3** | **Т4** | **Т5** | **Т6** | **Т7** | **Т8** | **Team project**  | **Теst** | 100 |
| 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |

**Т1, Т2, ... – numbers of themes of content modules.**

**Тable 2. Assessment scale of knowledge and skills**

**National and ECTS**

|  |  |  |
| --- | --- | --- |
| **The amount of grades for all types of educational activities** | **ECTS** | **Assessment according to the national scale** |
| **90 ... 100** | **A** | **Excellent**  |
| **82 … 89** | **B** | **Good** |
| **74 … 81** | **C** |
| **64 … 73** | **D** | **Satisfied** |
| **60 … 63** | **E** |
| **35 … 59** | **FX** | **Unsatisfiedwithpossibilityof re-sitting an examination** |
| **0 … 34** | **F** | **Unsatisfiedwithobligatory restudying of the discipline** |

 **BIBLIOGRAPHICAL GUIDANCE**

**Basic literature**

|  |  |
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 **Supplementary literature**

|  |  |
| --- | --- |
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**Тable 4. Structural-logical scheme of studying the discipline**

|  |  |
| --- | --- |
| Previous disciplines: | Following disciplines: |
| Basics of Economy | Innovation management |
|  Marketing | Business economics |
| Economic theory | HR |
|   |  |

Leading lecturer: Sen.Lec. Sutula O.A.