

**Faculty of Economics and Political Science**

**Administrative Sociology**

**Information :**

**Course Code :** PAD 408

**Level :** Undergraduate

**Course Hours :** 3.00- Hours

**Department :** Department of Public Administration

**Instructor Information :**

Title	Name	Office hours
Lecturer	Ayat Abdel Kader Basuoni Abou Seeda	

**Area Of Study :**

This course is derived from the idea that administrative sociology has considerably contributed to the development of public administration as a science and in practice. This course focuses on: organizations as social institutions, the relationship between sociology and public administration within the context of contemporary theories that consider human behavior as being dynamic, motivation, conflict, rational decision making, planning and innovation. It provides students with tools developed by sociology in order to understand administrators' decision-making and actions, where students recognize the role of attitudes, values, and goals in determining organization member behavior and organizational effectiveness. Students are exposed to a set of domestic and international case studies that highlight the social aspects of public administration. The development of administrative sociology in the light of the contemporary changes in political, economic, and social captures is a particular concern through this course as well.

**Course Goals:**

- Define and understand the different concepts of institutions, the relationship between society and administration, as well as organizations.
- Understand how different factors impact the analysis of the development of administrative sociology
- Analyze the contemporary theories of administrative sociology.
- Employ analytical tools to understand the decision making process by the administrators and how to pertain organizational effectiveness.

**Description :**

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**Course outcomes :**

**a. Knowledge and Understanding: :**

1 -	Understand both theoretically and practically all values and their beneficial consequences.
2 -	Label the tools developed by sociology in order to understand administrators' decision-making and actions.

**b. Intellectual Skills: :**

1 -	Obtain a critical knowledge of the way in which administrative theories are formed and developed in intellectual and empirical contexts.
2 -	Learn how to interpret different case studies.

**c. Professional and Practical Skills: :**

1 -	Apply the studied theories on any socio-administrative issue.
2 -	Develop the practices of public administration through developing the human behavior.

**d. General and Transferable Skills: :**

1 -	Gain confidence and knowing how to work towards solutions.
2 -	Develop professional maturity and interpersonal skills.

**Course Topic And Contents :**

Topic	No. of hours	Lecture	Tutorial / Practical
Develop professional maturity and interpersonal skills.	6	2	
Organizations as Human and Social Systems	6	2	
Decision-Making and Power within Organizations	6	2	
Mid-Term Exam		1	
Organizations as Open Systems	9	3	
Organizations and Society	6	2	
Democracy and Organizations	6	2	
Final Exam		1	

**Teaching And Learning Methodologies :**

Data show and computer in lectures
Demonstration videos
Group discussion
Presentation
Research Paper
Simulations
Debates

**Course Assessment :**

Methods of assessment	Relative weight %	Week No	Assess What
Course Work (Attendance, Participation, Assignments, Quizzes, Research Paper & D	30.00		To assess understanding and theoretical background of the intellectual and practical skills.
Final Exam	40.00	15	To assess knowledge and intellectual skills.
Midter Exam	30.00	7	To assess professional skills.

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**Recommended books :**

Grint Keith, The Sociology of Work: Introduction, Polity Press, UK, 2005.

Wisdom in Public Administration: Looking for a Sociology of Wise Practice, Public Administration Review, Vol. 68, No. 4, 2008, pp. 709-721