

## Chapter 1: Introduction to the

1. **Basic Concepts of Organization Theory and Management**
  - 1.1. **Definition of Organization**
    - 1.1.1. **Formal Organization**: A structured system of relationships between individuals or groups of individuals, designed to achieve a common purpose.
    - 1.1.2. **Informal Organization**: A system of relationships that develops naturally within a formal organization, often based on personal relationships and shared interests.
  - 1.2. **Functions of Organization**
    - 1.2.1. **Coordination**: The process of bringing together the efforts of individuals and groups to achieve a common purpose.
    - 1.2.2. **Communication**: The exchange of information and ideas between individuals and groups.
    - 1.2.3. **Decision Making**: The process of selecting a course of action from among alternative courses of action.
    - 1.2.4. **Resource Allocation**: The process of distributing resources (human, financial, material) among different parts of the organization.
    - 1.2.5. **Control**: The process of monitoring and evaluating the performance of the organization to ensure it is achieving its goals.
  - 1.3. **Levels of Organization**
    - 1.3.1. **Individual Level**: The individual as a member of the organization.
    - 1.3.2. **Group Level**: The group as a unit within the organization.
    - 1.3.3. **Organizational Level**: The organization as a whole.
    - 1.3.4. **Environmental Level**: The environment in which the organization operates.
  - 1.4. **Organizational Design**
    - 1.4.1. **Structure**: The arrangement of the organization's parts and the relationships between them.
    - 1.4.2. **Process**: The way in which the organization's work is done.
    - 1.4.3. **Culture**: The shared values, beliefs, and norms that guide the organization's behavior.
2. **Organizational Theory and Management**
  - 2.1. **Organizational Theory**
    - 2.1.1. **Definition**: A body of knowledge that seeks to understand the behavior of organizations and the factors that influence their performance.
    - 2.1.2. **Scope**: The study of organizations, their internal structure, their external environment, and the relationships between them.
    - 2.1.3. **Approaches**:
      - 2.1.3.1. **Classical Approach**: Focuses on the formal structure and the rational decision-making process.
      - 2.1.3.2. **Behavioral Approach**: Focuses on the human element of organizations, including motivation, group dynamics, and organizational culture.
      - 2.1.3.3. **Contingency Approach**: Focuses on the relationship between the organization's internal structure and its external environment.
  - 2.2. **Organizational Management**
    - 2.2.1. **Definition**: The application of organizational theory to the practice of managing organizations.
    - 2.2.2. **Functions**:
      - 2.2.2.1. **Planning**: The process of setting the organization's goals and determining the best way to achieve them.
      - 2.2.2.2. **Organizing**: The process of designing the organization's structure and allocating resources.
      - 2.2.2.3. **Leading**: The process of motivating and guiding the organization's members to achieve their goals.
      - 2.2.2.4. **Controlling**: The process of monitoring and evaluating the organization's performance to ensure it is achieving its goals.

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**Resources in Education** ,1995      **Electricity and Magnetism for Freshmen Physical Science** David N. Dean,2002  
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*Directory of Distance Learning Opportunities* Modoc Press, Inc.,2003-02-28 This book provides an overview of current K 12 courses and programs offered in the United States as correspondence study or via such electronic delivery systems as satellite cable or the Internet The Directory includes over 6 000 courses offered by 154 institutions or distance learning consortium members Following an introduction that describes existing practices and delivery methods the Directory offers three indexes Subject Index of Courses Offered by Level Course Level Index Geographic Index All information was supplied by the institutions Entries include current contact information a description of the institution and the courses offered grade level and admission information tuition and fee information enrollment periods delivery information equipment requirements credit and grading information library services and accreditation      **Pure and Applied Science Books, 1876-1982** ,1982 Over 220 000 entries representing some 56 000 Library of Congress subject headings Covers all disciplines of science and technology e g engineering agriculture and domestic arts Also contains at least 5000 titles published before 1876 Has many applications in libraries information centers and other organizations concerned with scientific and technological literature Subject index contains main listing of entries Each entry gives cataloging as prepared by the Library of Congress Author title indexes      **The ... Annual Meeting at ...** Association of Urban Universities,1928      **The Science of Biology** Paul B. Weisz,1971 Textbook      **The High School Quarterly** ,1918      **Loyola Educational Index** Austin Guildford Schmidt,1928  
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