

Item	Content
Course Title and Code	Leadership and Controlling ADM 316
Duration	3 Credit Hrs. (Theory) / Week 45 Actual contact Hrs. / Semester/ 15 Weeks
Level	Third Year / First Semester / Level 5
Teaching Staff Required	Asst. Prof. or Lecturer in Health Administration.
Objectives	By the end of the course, the student will be able to: <ol style="list-style-type: none"> 1. Learn basic concepts of leadership. 2. Differentiate management and leadership. 3. Discuss leader-follower relationship. 4. Know how to build commitment among followers. 5. Develop skills and competencies in others. 6. Learn essential principles of the controlling process; controlling concepts and types; controlling stages; and information technology and control.
Main Teaching Strategies	Lecture, discussion and use of audiovisual materials.
Methods of Assessment	Class room participation, required activities and attendance, quiz First exam, midterm exam and final exam
References	<ol style="list-style-type: none"> 1. Strategic Health Care Manager: Mastering Essential Leadership Skills, George H. Stevens (2006). 2. Leadership in Organizations, 6/E, Gary A. Yukl, StatePersonal Leadership: Taking Control of Your Work Life, John Baldoni, (2000). 3. Planning and Controlling Work (Institute of Leadership & Management Super Series) Dela Jenkins, Joe Johnson , (2002) 4. Internal Control, by K. H. Spencer.(2001)

Curriculum Contents:

Unit	Content	Hour
1	Introduction of Leadership & Controlling History & Definitions	3
2	Basic leadership concepts and issues: 1. The nature of leadership and its importance 2. Cultivating the leadership relationship 3. Power and influence	3
3	Basic leadership concepts and issues (cont.): 4. Creating a leadership vision 5. Learning to be a change leader	3
4	Basic leadership concepts and issues (cont.): 6. Perspective on effective leadership behavior 7. Leader reward and punishment behaviors	3
5	Current leadership issues and integration: 1. How others lead 2. Demonstrating leadership emotions	3
6	Current leadership issues and integration(cont.): 3. Leading forward by looking back 4. Leadership development and organizational change	3
7	Current leadership issues and integration(cont.): 5. Leadership ethics and diversity	3
8	Current leadership issues and integration(cont.): 6. Leading in the future	3
9	Basic controlling concepts and issues: 1. Controlling concepts 2. The importance of control	3
10	Basic controlling concepts and issues(cont.): 3. Controlling types 4. Controlling stages	3
11	Basic controlling concepts and issues(cont.): 5. Controlling quality 6. Controlling plant and equipment	3
12	Basic controlling concepts and issues(cont.): 7. Controlling work method 8. Controlling and leading others	3
13	Basic controlling concepts and issues(cont.): 9. Control challenges 10. Controlled creativity and chaos	3
14	Controlling and technology: 1. Internal control in organizations 2. Information technology and control	3
15	Controlling and technology(cont): 3. Controlling systems 4. The managerial control system	3