

## Introduction to Health administration (**ADM 214**)

Item	Content
Course Title and Code	<ul style="list-style-type: none"><li>- Introduction to Health Administration</li><li>- ADM 214</li></ul>
Duration	<ul style="list-style-type: none"><li>- 3 Credit Hrs. (Theory) / Week.</li><li>- 45 Actual. Hrs. Theory / Semester / 15 Weeks.</li></ul>
Level	<ul style="list-style-type: none"><li>- Second Year / First Semester / Level 3</li></ul>
Teaching Staff	<ul style="list-style-type: none"><li>- Dr .Aleyah Almoajel</li></ul>
Objectives	<ul style="list-style-type: none"><li>- By the end of the course, the student will be able to:</li><li>- Describe the management's nature and purpose.</li><li>- Name the major various approaches to and theory of management.</li><li>- Indicate in</li><li>- Summarize</li><li>- Identify, analyze and discuss major contemporary health care policy issues.</li></ul>
Preceding courses	<ul style="list-style-type: none"><li>-</li></ul>
Main Teaching Strategies	<ul style="list-style-type: none"><li>- Lecture</li><li>- Discussion</li><li>- Written assignment</li></ul>

Methods of Assessments	<ul style="list-style-type: none"> <li>- Class participation</li> <li>- Assignment</li> <li>- Quizzes</li> <li>- Midterm</li> <li>- Final exam</li> </ul>
Reference	<ul style="list-style-type: none"> <li>- Health Care Administration (2004). By Lawrence F. Wolper</li> <li>- Introduction to Health Services, Delmar: Williams, Stephen J. and Torrens, Paul R., (Latest Edition)</li> </ul>

### **Curriculum Contents**

Unit	Content	Hour
1	- Course introduction, expectations	3
2	- Management Definition: Its Nature and Purpose.	3
3	<ul style="list-style-type: none"> <li>- Managing: Science or Art.</li> <li>- The Elements of Science.</li> </ul>	3

4	<ul style="list-style-type: none"> <li>- Management Theories and Approaches:</li> <li>- Empirical Approach.</li> <li>- Behavior Approach.</li> <li>- Systems Approach.</li> </ul>	3
5	<ul style="list-style-type: none"> <li>- Management Theories and Approaches (cont.)</li> <li>- Contingency Approach.</li> <li>- Managerial Roles Approach.</li> </ul>	3
6	<ul style="list-style-type: none"> <li>- Management Theories and Approaches (cont.)</li> <li>- Decision Theory Approach.</li> <li>- Mathematical Approach.</li> </ul>	3
7	<ul style="list-style-type: none"> <li>- Planning as Managerial Function:</li> <li>- Definition of planning.</li> <li>- Types of plans.</li> <li>- Steps of planning.</li> <li>- Planning process.</li> </ul>	3
8	<ul style="list-style-type: none"> <li>- Organizing as Managerial Function:</li> <li>- Definition of Organizing.</li> <li>- Types of Organizations Structure.</li> <li>- Steps of Organizing Process.</li> </ul>	3
9	<ul style="list-style-type: none"> <li>- Centralization and Decentralization.</li> </ul>	3
10	<ul style="list-style-type: none"> <li>- Staffing as Managerial Function:</li> <li>- Definition of Staffing.</li> <li>- Steps of Staffing.</li> <li>- Staffing Process.</li> </ul>	3

11	<ul style="list-style-type: none"> <li>- Leading (Directing) as Managerial Function:</li> <li>- Definition of Leadership.</li> <li>- Leading Styles.</li> <li>- Motivation.</li> </ul>	3
12	<ul style="list-style-type: none"> <li>- Communicating as Managerial Function:</li> <li>- Definition of Communication.</li> <li>- Types of Communication.</li> <li>- Communication Process.</li> </ul>	3
13	<ul style="list-style-type: none"> <li>- Controlling as Managerial Function:</li> <li>- Definition of Controlling.</li> <li>- Controlling Process.</li> <li>- Controlling Techniques.</li> </ul>	3
14	- Historical Evolution of Health Administration	3
15	- The Organization of Health Care Services	3