* 1. **Course outline and time table :**

| **Course outline** | **Hours** |
| --- | --- |
| **Module (1): *Introductory module:*** | ***First week***  **14/03/1434ه** |
| * Difference between administration, Management and leadership. |
| * Levels of Management, Management skills. |
| ***Management functions and skills :*** | **21/03/1434ه**  **to**  **1/04/1434ه** |
| **Module (2): Planning:** |
| * Nature of planning in nursing administration. |
| * Planning Tools. |
| * . Budgeting and financial management |
| * . Decision making and problem solving |
| **Module (3): Organizing:** | **01/04/1434ه**  **to**  **07/05/1434ه** |
| * Organizational structure. |
| * Delegation. |
| * Nursing care delivery systems. |
| **Vocation** | **08/05/1434ه** |
| **Module (4): Staffing:** | **18/05/1434ه**  **to**  **29/05/1434ه** |
| * . Staffing Pattern, staffing plan and scheduling |
| * . Employment procedure |
| * Management of Material resources & time management. |
| **Module (5): Directing:** | **02/06/1434ه**  **to**  **13/06/1434ه** |
| * Motivation. |
| * Supervision. |
| * Leadership. |
| **Module (6): Controlling:** | **14/06/1434ه**  **to**  **28/06/1434ه** |
| * + Controlling system |
| * Evaluating quality of patient care. |
| * Staff performance appraisal. |
| * Staff development. |