

Course Title:	Administrative leadership	Course Level:	seventh
Course code:	MGMT 333	Credit Hours:	3 hours
Pre-required courses:	MGMT 101	Teaching Language:	Arabic
Course Description:			
<p>The course displays leadership as a basic function in the administration. The course introduces the causes for success or failure in leadership. It also discusses the different styles of leadership, and the characteristics of a successful one for achieving an ideal leadership within the enterprise.</p>			
Course Aims:			
<ul style="list-style-type: none"> • Introducing the concept of leadership and its role in management. • Introducing administrative leadership theories and methods and the impact of the use of these methods on individuals in administrative work. • Introducing basic skills in management and administrative tasks. • Familiarizing the various administrative leadership theories. • Identifying administrative leadership styles and different patterns • Introducing different characteristics of administrative leadership • Understanding and analyzing the administrative leadership problems in developing countries. 			
Course Contents:			
<ul style="list-style-type: none"> • The concept of administrative leadership and its evolution in the management thought. • The basic skills of managerial leadership. • The evolution of administrative leadership . • Administrative leadership theories. • Leadership in light of the classical theories. • Scientific management theory. • Administrative division theory. • Bureaucratic theory. • Leadership in the light of modern theories. • Social organization theory • The administrative leadership styles and patterns. • Formal and informal leadership. • Administrative leadership characteristics. • Personality traits necessary for leadership. • Leadership skills. • Recent trends in administrative leadership. • Efficiency in managerial decision-making. • Effectiveness in administrative communication. • Administrative leadership problems. • The role of administrative leadership in building teams to work as a model for the future leadership of organizations. 			