

CHAMINADE UNIVERSITY
MANAGEMENT & PUBLIC ADMINISTRATION

CJ 47020

January 16 - March 20, 1999

Instructor: Robert J. Fishman, MBA
Class Days/ Hrs: Saturday, **8am-12:15 pm**
Classroom: Kaneohe Marine Corps Air Station
Building 267, TAVSC
Classroom 3
Office Hours: Flexible to meet student needs. Please call for appointment
Office Phone: **835-3188**
Home Phone: 395-7432

COURSE OBJECTIVES:

When you successfully accomplish the objectives of CJ 470, you will have established a foundation of understanding in the following areas: principles of government administration in the United States and particularly in Hawaii and in the City and County of Honolulu; theories of administrative organization; principles and methods of administrative management and executive leadership; interpersonal and intergroup relationships; levels of decision making; ethics and accountability.

TEXT:

Gordon, George J. and Milakovich, Michael E., *Public Administration in America*, (sixth edition), 1998, St. **Martin's Press**.

ADDITIONAL RECOMMENDED READING:

Osborne & Plastrik, *Banishing Bureaucracy*, 1997, Addison Wesley.
Osborne & Gaebler, *Reinventing Government*, 1993, Addison Wesley.
Goldratt, *The Goal*, 1992, North River Press.
Deale & Kennedy, *Corporate Cultures*
DePree, *Leadership Is An Art*, 1989, Doubleday.
Schwarz, Midland City, *Recovering Prosperity Through Quality*, 1989,
ASQC Quality Press.
Northouse, *Leadership, Theory and Practice*, 1997, Sage Publications.

EXAMINATIONS, ATTENDANCE AND GRADING:

In an upper-division University class, each member will be expected to contribute in a meaningful and significant way. The contribution made to class sessions by each member will be an integral part of the grading scheme. Missing classes or tardiness will negatively impact a student's grade and will deprive others of achieving a maximum learning experience.

The course will contain two major examinations, a mid-term and a final. Together, these examinations will comprise 80% of the final grade, while the remaining 20% will be based on class participation and lesser assignments. Examinations will be a combination of objective as well as short-answer essay questions. All examinations will be closed-book in class.

OTHER STUDENT REQUIREMENTS:

You should read the required readings in the course text by the conclusion of the course, and be prepared to respond to substantive questions about the principles covered in the text (even if you disagree with some). You should keep up with the course reading assignments according to the schedule.

You should be as enthusiastic as your spirit, the hour of the day, and the course material will permit. This has a lot to do with how you and your fellow students will profit from this course's experience.

CALENDAR OF CLASS SESSIONS:

WEEK 1	Jan 16	Introduction to course Executive structures Comparison of public & private sectors Role of the customer
WEEK 2	Jan 23	The political system Comparative values in public administration Modern concepts and trends Read chapters 1 & 2
WEEK 3	Jan 30	Managing and Leading Organizational Theory Group thought processes Class exercise Read chapters 3 & 4

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WEEK 4	Feb 6	Guest speaker on government reorganization: Reorganization of the City & County of Honolulu. Read chapters 5 & 6
WEEK 5	Feb 13	Leadership approached and models Class exercise. Read chapters 7 & 6
WEEK 6	Feb 20	MIDTERM EXAMINATION Overview of core functions. Read chapters 9 & 10
WEEK 7	Feb 27	Media and other distractions: A discussion of °spin° and similar preoccupations of public administrators. Read chapters 11 & 12
WEEK 8	Mar 6	Organized Labor and the Civil Service. Read chapters 13 & 14.
WEEK 9	Mar 13	Practical exercises in leadership and management Review for final examination.
WEEK 10	Mar 20	FINAL EXAMINATION

Examinations will be graded and returned within a reasonable period of time after submitted. For students who desire an early response as to their final grades; they are recommended to submit a stamped, self-addressed post card or envelop along with the final examination.