

# CURRICULUM OVERVIEW

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## Introduction to Careers in Government and Public Administration

Career and Technical Education Series



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## Introduction to Careers in Government and Public Administration Course Overview

Introduction to Careers in Government and Public Administration will provide students with an overview of American politics and public administration, including how political institutions and public management systems at the local, state, and federal levels exercise supervisory authority and maintain accountability.

Students will learn about the foundations of the U.S. government, the separation of powers, the federal civil service system, and the relationship between the government and state and local officials.

They will also learn about governmental powers of the states and of local governments, such as education, law enforcement, and transportation.

Students will learn about politics in the United States and the electoral process, political attitudes and opinions, and American political parties.

They will also learn about the structure of U.S. federal governmental institutions, the nature of bureaucracy, and the functions of the executive, legislative, and judicial branches of government.

Students will also learn about policy making in American government, including discussions of foreign and defense policies.

After completing this course, students will have a fundamental understanding of U.S. government and public administration. They will be able to explain the history and structure of the government, how the government functions and relates to state and local governments, and how the government creates and enforces public policies.

### Objectives

- Explain the missions, responsibilities, and type of government agencies.
- Describe the federal civil service and the importance of intergovernmental cooperation.
- Identify ideas behind the federal system, including how the federal government interacts with state and local governments.
- Explain the political party system
- Discuss the electoral process and the role of mass media.
- Compare and contrast the three branches of U.S. federal government—executive, legislative, and judicial.
- Describe the policy making process and the differences between types of public policies.

Unit 1: Administrative and Political Systems in the United States			
Assignments			
1.	Course Overview	10.	Project: Workforce Development Planning
2.	Foundations of U.S. Government and Democracy	11.	Promoting Inter-Agency Coordination
3.	Project: The Founding Fathers	12.	Project: The Hometown Federal Government
4.	A History of U.S. Public Administration	13.	Quiz 2: The Federal Career Service
5.	The Modern Civil Service	14.	Project: Special Project*
6.	Project: Cabinet-level Departments	15.	Test
7.	Quiz 1: History and Constitutional Foundations of Democratic Governance	16.	Course Project Part 1: The Foundations of the U.S. Government*
8.	Public Service Roles and Responsibilities	17.	Glossary and Credits
9.	Career Development in Federal Agencies		

## Unit 2: Overlapping Powers of Governments

### Assignments

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|---|--|
| 1. Understanding Federal, State, and Local Roles and Responsibilities | 10. Project: Create a Video or Report about a Local Agency                                 |
| 2. Federalism and Separation of Powers                                | 11. Job Performance  |
| 3. Project: Organize a Debate on Federalism                           | 12. Quiz 2: Employment Opportunities with Local and State Governments                      |
| 4. Contemporary Intergovernmental Relations                           | 13. Project: Special Project*  |
| 5. Project: Will You Collect Social Security?                         | 14. Test   |
| 6. Quiz 1: Federalism and Intergovernmental Relationships             | 15. Course Project Part 2: Separation of Powers Between the States and Federal Government* |
| 7. Number, Size, and Scope of Governments                             | 16. Glossary and Credits   |
| 8. Project: Conduct a Mock Public Hearing                             |  |
| 9. Sources of Revenue and Spending Priorities                         |  |

## Unit 3: Politics, Elections, and Democratic Participation

### Assignments

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|---|--|
| 1. Formation of Public Opinion  | 9. Voter Turnout and the Electoral College                   |
| 2. The American Voter   | 10. Project: Election Day                                    |
| 3. Project: Make Two Data Graphics About Social Media for Public Engagement | 11. Redistricting, Reapportionment, and Gerrymandering       |
| 4. Participation and Political Parties                                      | 12. Quiz 2: Campaigns, Elections, and the Role of Mass Media |
| 5. Project: Write and Design a Voter Guide                                  | 13. Project: Special Project*                                |
| 6. Quiz 1: Public Opinion, Political Parties, and Interest Groups           | 14. Test   |
| 7. Political Campaigns, Financing Elections, and Role of Social Media       | 15. Course Project Part 3: The American Voter*               |
| 8. Project: Interview with a Politician                                     | 16. Glossary and Credits                                     |

## Unit 4: Governmental Institutions: Executive, Legislative, and Judicial

### Assignments

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|---|--|
| 1. Changing Role of the Chief Executive                     | 10. Judicial Review  |
| 2. Project: Rewriting History Report                        | 11. Project: Understanding the State Court System  |
| 3. The Executive Bureaucracy                                | 12. Quiz 2: The Legislative and Judicial Branches: Congress and the Courts                 |
| 4. Joint Control of Executive Agencies                      | 13. Project: Special Project*  |
| 5. Project: Freedom of Information                          | 14. Test   |
| 6. Quiz 1: Executive Branch Responsibilities and Restraints | 15. Course Project Part 4: How the Executive Branch Interacts with the Legislative Branch* |
| 7. Congressional Authority                                  | 16. Glossary and Credits   |
| 8. Legislative and Budget Processes                         |  |
| 9. Project: Making a Law                                    |  |

Unit 5: Public Policy and Program Implementation	
Assignments	
1. Domestic and Social Policies	9. Protecting the United States
2. Project: Analyze a Policy	10. Presidential Direction in Foreign and Defense Policy
3. Regulatory Policies	11. Project: A Job in the State Department
4. Fiscal and Monetary Policies	12. Quiz 2: Protecting the Homeland: U.S. Foreign and Defense Policy
5. Project: How the Federal Reserve Implements Monetary Policy	13. Project: Special Project*
6. Quiz 1: Putting Government Policies into Action	14. Test
7. Making Foreign and Defense Policy	15. Course Project Part 5: Domestic Policy Issues*
8. Project: Negotiating a Treaty	16. Glossary and Credits

Unit 6: Course Project, Review, and Exam	
Assignments	
1. Course Project Part 6: Serving the People: The Final Product *	2. Review
	3. Exam

(\*) Indicates alternative assignment