

Government and Public Administration: Public Management and Administration Career Pathway Plan of Study for ▶ Learners ▶ Parents ▶ Counselors ▶ Teachers/Faculty

This Career Pathway Plan of Study (based on the Public Management and Administration Pathway of the Government and Public Administration Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. *This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/or Degree Major Courses for Public Management and Administration Pathway	SAMPLE Occupations Relating to This Pathway
<i>Interest Inventory Administered and Plan of Study Initiated for all Learners</i>								
SECONDARY	9	English/ Language Arts I	Algebra I	Earth or Life or Physical Science	State History Civics	All plans of study should meet local and state high school graduation requirements and college entrance requirements. Certain local student organization activities are also important including public speaking, record keeping and work-based experiences.	<ul style="list-style-type: none"> World Concepts and Themes Geography 	<ul style="list-style-type: none"> ▶ City Council Member ▶ City Manager ▶ City or County Clerk ▶ County Administrator or Clerk ▶ Executive Director/ Officer/Associate: <ul style="list-style-type: none"> Association Chamber of Commerce Charitable Organization Foundation Industrial Foundation ▶ General Service Officer ▶ Management Analysis Officer ▶ Program Administration Officer
	10	English/ Language Arts II	Geometry	Biology	U.S. History Geography		<ul style="list-style-type: none"> Information Technology Applications 	
	11	English/ Language Arts III Foreign Language I	Algebra II Principles of Accounting	Chemistry or Environmental Science	World History Sociology or Psychology		<ul style="list-style-type: none"> American Government and Comparative Political Systems 	
	<i>College Placement Assessments-Academic/Career Advisement Provided</i>							
	12	English/ Language Arts IV Foreign Language II	Fundamentals of Statistics or other math course	Physics or Geospatial Information Systems	Economics Problems of Democracy	<ul style="list-style-type: none"> Principles of Governance and Public Administration Internship Experience Recommended 		
<i>Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.</i>								
POSTSECONDARY	Year 13	English Composition Foreign Language I	Algebra or Calculus Budget and Management	Chemistry or Environmental Science	American Government	All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status. Certain local student organization activities may also be important to include.	<ul style="list-style-type: none"> Principles of Management and Administration Fiscal Management Ethics in Public Administration 	
	Year 14	Speech/ Oral Communication Foreign Language II	Statistics	Biological Science or Botany	Strategic Planning		<ul style="list-style-type: none"> Government Procurement Procedures Information Management Succession Planning 	
	Year 15				Political Science Intergenerational Issues		<ul style="list-style-type: none"> Continue Courses in the Area of Specialization Community Service or Internship Experience Recommended 	
	Year 16	Continue courses in the area of specialization.					<ul style="list-style-type: none"> Complete Public Management and Administration Major (4-Year Degree Program) 	

Creating Your Institution's Own Instructional Plan of Study

With a team of partners (secondary/postsecondary teachers and faculty, counselors, business/industry representatives, instructional leaders, and administrators), use the following steps to develop your own scope and sequence of career and technical courses as well as degree major courses for your institution's plan of study.

- 1** Crosswalk the Cluster Foundation Knowledge and Skills (available at <http://www.careerclusters.org/goto.cfm?id=88>) to the content of your existing secondary and postsecondary programs/courses.
- 2** Crosswalk the Pathway Knowledge and Skills (available at <http://www.careerclusters.org/goto.cfm?id=36>) to the content of your existing secondary/postsecondary programs and courses.
- 3** Based on the crosswalks in steps 1 and 2, determine which existing programs/courses would adequately align to (cover) the knowledge and skills. These programs/courses would be revised to tighten up any alignment weaknesses and would become a part of a sequence of courses to address this pathway.
- 4** Based on the crosswalks in steps 1 and 2, determine what new courses need to be added to address any alignment weaknesses.
- 5** Sequence the **content** and **learner outcomes** of the existing programs/courses identified in step 3 and new courses identified in step 4 into a course sequence leading to preparation for all occupations within this pathway. (See list of occupations on page 1 of this document.)
- 6** The goal of this process would be a series of courses and their descriptions. The names of these courses would be inserted into the *Career and Technical Courses* column on the Plan of Study on page 1 of this document.
- 7** The SAMPLE on page 4 is a **sample result** of steps 1-6, and these course titles are inserted into the Plan of Study on page 1 of this document.
- 8** Crosswalk your state academic standards and applicable national standards (e.g., for mathematics, science, history, language arts, etc.) to the sequence of courses formulated in step 6.

Government and Public Administration: Public Management and Administration
SAMPLE Sequence of Courses for ► Instructional Leaders ► Administrators ► Counselors ► Teachers/Faculty

SAMPLE

Below are suggested courses that could result from steps 1-6 above. However, as an educational institution, course titles, descriptions and the sequence will be your own. This is a good model of courses for you to use as an example and to help you jump-start your process. Course content may be taught as concepts within other courses, or as modules or units of instruction.

The following courses are based on the Cluster Foundation Knowledge and Skills found at <http://www.careerclusters.org/goto.cfm?id=88>. These skills are reinforced through participation in student organization activities.

#1

World Concepts and Themes: This semester course will provide a foundation for all other social studies courses. Fundamental concepts and themes from various political, social and economic systems will be examined using specific historical events from the mid-18th century to the present. Emphasis will be on establishing the skills to critically analyze and interpret events from various time periods and regions and on how these events help shape the modern, global world in which we live.

#2

Geography: This semester course helps students develop broad geographic skills. In addition to learning the basics of world geography, students will learn how economics, culture, history and political issues all influence geography, and how geography influences other disciplines.

The following courses are based on the Cluster Foundation Knowledge and Skills as well as the Pathway Knowledge and Skills found at <http://www.careerclusters.org/goto.cfm?id=36>. These skills are reinforced through participation in student organization activities.

#3

Information Technology Applications: Students will use technology tools to manage personal schedules and contact information, create memos and notes, prepare simple reports and other business communications, manage computer operations and file storage, and use electronic mail, GIS and Internet applications to communicate, search for and access information.

#4

American Government and Comparative Political Systems: This course is designed to give students an analytical description of government and politics in the United States and provide students with an understanding of working political systems different from that of the United States. This course involves the study of concepts used to interpret U.S. politics as well as exposure to concepts and theories used to explain comparative political phenomena. Students will be familiar with the institutions, groups, beliefs, cultures and ideas that comprise the U.S. political system.

#5

Principles of Governance and Public Administration: This course stresses important principles of governance including use of appropriate communication formats to facilitate the flow of ideas and information among various levels of government and the public being served, application of democratic principles in the process of governmental and administrative policy making to achieve the public will, and implementation of plans and policies to respond to public health, safety and environmental needs. Students will also learn what it takes to lead a government or public administration agency, learn to develop an organization vision and strategic plan, learn about practices necessary to meet legal and ethical requirements to meet the public's expectation for government and public administration, and learn how to administer human, financial, material and information resources in a manner that instills public trust. Students will develop a career plan to obtain employment and advance in government and public administration. An internship experience is recommended.

The following courses expose students to Pathway Knowledge and Skills found at <http://www.careerclusters.org/goto.cfm?id=36> and should include an appropriate student activities.

#6

Principles of Management and Administration: Students will learn how to align a department vision, goals and mission to support those of an agency. They will develop skills of designing and implementing strategies that maximize the potential of the department to meet its vision, mission and goals by serving as a catalyst to effect organizational change. Students will also learn how to utilize agency expertise to help elected officials and others identify, implement and achieve common goals and objectives.

#7

Fiscal Management: Students will learn how to manage a departmental budget, as well as allocation processes, to ensure that resources are applied in a manner that is consistent with the department's vision, mission and goals. They will develop skill in how to use analysis, planning and fiscal services to fund agency priorities.

#8

Ethics in Public Administration: Students will develop leadership skills necessary to ensure compliance with rules and laws relating to public management and administration. Students will study applicable ethical standards as well as ethical issues raised by current events and discuss actions they would take to cause enforcement of disciplinary action as prescribed by applicable laws.

#9

Governmental Procurement Procedures: Students will learn strategies to develop and manage plans and systems to meet agency needs without wasting funds or engaging in unethical behavior. Specific steps will include how to announce procurement requirements and procedures and publicly release solicitations for bids or proposals to ensure fairness, achieve socio-economic acquisition objectives and use tax monies efficiency. They will also learn how to evaluate bids and proposals to make awards consistent with requirements of the procurement process and administer the contracts after the award has been made.

#10

Information Management: This course will focus on how to facilitate the flow of ideas and information to keep the agency and its constituency informed of departmental policies and operations. Students will also learn how to apply laws and policies to protect or disclose information as appropriate including the timely and unbiased dissemination of information that is deemed open to access to serve the public good.

#11

Succession Planning: This course focuses on planning for human resource needs including the methodical process that provides managers with a framework for making human resource decisions based on the organization's mission, strategic plan, budgetary resources, and a set of desired workforce competencies.

Notes

A large, empty rectangular area with a light pink background, intended for taking notes.