

Government and Public Administration

Pathway: Government and Public Administration

Essential Knowledge and Skills

NOTE: The following competencies will be at the beginning of ALL new courses for this pathway.

I. ACADEMIC FOUNDATIONS: Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster. (ESS01)

Demonstrate language arts knowledge and skills required to pursue the full range of post-secondary education and career opportunities. (ESS01.02)

1. Model behaviors that demonstrate active listening and respond appropriately. (ESS01.02.01; ESS02.02.01 & ESS02.08.02)
2. Organize oral and written information. (ESS01.02.03; ESS02.03.02)
3. Identify assumptions, purpose, outcomes/solutions and propaganda techniques. (ESS01.02.06; ESS01.02.08)
4. Evaluate and/or critique oral and written documents for accuracy, appropriateness, clarity, relevancy and validity. (ESS01.02.06; ESS01.02.07)
5. Present formal and informal speeches including discussion, information requests, interpretation and persuasive arguments. (ESS01.02.10; ESS02.02.02; ESS02.06.01)

Demonstrate mathematics knowledge and skills required to pursue the full range of post-secondary education and career opportunities. (ESS01.03)

1. Demonstrate knowledge of basic arithmetic operations such as addition, subtraction, multiplication and division (i.e. cash management, petty cash, spreadsheets, inventory) . (ESS01.03.02)
2. Analyze data when interpreting operational documents and solving problems (i.e. analyzing and developing budgets) (ESS01.02.09; ESS01.03.04 & ESS01.03.07)
3. Analyze mathematical problem statements for missing and/or irrelevant data. (ESS01.03.05)
4. Construct charts/tables/graphs to support written and oral communication/data. (ESS01.03.06 & ESS02.09.01)

Demonstrate science knowledge and skills required to pursue the full range of post-secondary and career education opportunities. (ESS01.04)

1. Evaluate conflicting data and/or errors using scientific methods when conducting qualitative and quantitative analysis in areas of government and public services (i.e. health issues, estate planning) (ESS01.04.01 & ESS01.04.02)

II.COMMUNICATIONS: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information. (ESS02)

Select and employ appropriate communication strategies to apply technical concepts and vocabulary . (ESS02.01; ESS 02.02; ESS02.03; ESS02.04; ESS02.05)

1. Determine the most appropriate reading strategy for identifying the overarching purpose of a text (i.e. skimming, reading for detail, reading for meaning or critical analysis.) (ESS02.01.01)
2. Demonstrate use of content, technical concepts and vocabulary when analyzing information and following directions. (ESS01.02.06; ESS02.01.02)
3. Interpret information, data and observations and apply information learned to actual practice. (ESS02.01.04; ESS02.01.05; ESS02.01.06)
4. Develop effective internal and external business correspondence that conveys and/or obtains information. (ESS02.02.03)
5. Communicate effectively with internal and external customers/clients/employees to foster positive relationships. (ESS02.02.05 & ESS02..11.01)
6. Evaluate the reliability of information from informational texts, internet web sites and/or technical resources. (ESS02.03.03 & ESS02.04.02)
7. Compose written documents clearly, succinctly, and accurately (i.e. multi-paragraph reports, agendas, forms, and memos) . (ESS01.02.04; ESS01.02.05; ESS02.03.01)
8. Consider audience and purpose when preparing and editing written documents and oral presentations. (ESS01.02.02; ESS02.06.05; ESS02.03.02)
9. Use correct grammar, spelling, punctuation and capitalization when preparing written documents. (ESS02.03.03)
10. Interpret verbal and non-verbal behaviors when communicating /solving problems with clients and co-workers. (i.e. respecting cultural differences)(ESS02.07.01& ESS02.07.02)

III. INFORMATION TECHNOLOGY APPLICATIONS: Use information technology tools specific to the career cluster to access, manage, integrate, and create information. (ESS04)

1. Operate technological tools (i.e. electronic mail, internet applications and publishing software) to perform workplace tasks and expedite work flow. (ESS04)
2. Practice security and safety when sharing personal information.

IV. LEADERSHIP AND TEAMWORK: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives. (ESS07)

1. Exhibit leadership traits (i.e. enthusiasm, creativity, conviction, mission, courage,) when leading a group in solving a problem. (ESS07.01.02; ESS07.01.04)
2. Exhibit teamwork traits such as compassion, service, coaching others, team development and understanding and appreciating others. (ESS07.01.03)

V. EMPLOYABILITY AND CAREER DEVELOPMENT: Know and understand the importance of employability skills. Explore, plan and effectively manage careers.

1. Demonstrate flexibility and willingness to learn new knowledge. (ESS09.01.02)

2. Model behaviors that demonstrate reliability and dependability. (ESS09.06.01)
3. Organize an (electronic or physical) portfolio for use in demonstrating knowledge, skills and experience. (ESS09.04.03)