

KSDE

Government and Public Administration Career Cluster

Pathway (CIP CODE 44.0401:): Government and Public Administration

Course KCCMS #: 43105 (.5 credit)

Government and Public Administration Fundamentals

Competency Profile Sheet

This course will look at meeting the needs of the U.S. culture through positions within Government and Public Administration. Topics will include the role of government in providing services for the US population, the impact of the U.S. on other nations as well as the impact of other nations on the U.S. and the professional traits required of those in this field. In addition, it will look at the problem solving and critical thinking processes, and the leadership and teamwork practices.

Learner Name: _____ ID _____		
Instructor: _____ School Year: 20__ to 20__		
Enrollment Date: __/__/__	Completion Date: __/__/__	Credit Earned: _____
<i>I certify that the student received the training in the competencies listed below.</i>		
Student Signature: _____		Date: __/__/__
Instructor Signature: _____		Date: __/__/__

Directions: The following competencies are required for full approval of a course in the Government and Public Administration career cluster. Student abilities are judged by the level in which they achieved each. Use this form to indicate individual achievement.

- Rating Scale:**
- 3 Skilled/Works independently
 - 2 Limited skills/requires assistance
 - 1 Underdeveloped skill
 - 0 No exposure/No instruction or training

Essential Knowledge and Skills

Academic Foundations

Benchmark: 0.1 <i>Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.</i>		3	2	1	0
0.1.1	Demonstrate knowledge of basic arithmetic operations such as addition, subtraction, multiplication and division (i.e. cash management, petty cash, spreadsheets, and inventory).				
0.1.2	Analyze mathematical problem statements for missing and/or irrelevant data.				
0.1.3	Construct charts/tables/graphs to support written and oral communication/data.				

Communications

Benchmark: 0.2 <i>Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.</i>		3	2	1	0
0.2.1	Model behaviors that demonstrate active listening and respond appropriately.				
0.2.2	Organize oral and written information.				
0.2.3	Identify assumptions, purpose, outcomes/solutions and propaganda techniques.				
0.2.4	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).				
0.2.5	Compose written documents clearly, succinctly, and accurately (i.e. multi-paragraph reports, agendas, forms and memos).				
0.2.6	Demonstrate use of content, technical concepts and vocabulary when analyzing information and following direction.				
0.2.7	Evaluate and/or critique oral and written documents for accuracy, appropriateness, clarity, relevancy and validity.				
0.2.8	Use correct grammar, spelling, punctuation and capitalization when preparing written documents.				
0.2.9	Consider audience and purpose when preparing and editing written documents and oral presentations.				
0.2.10	Present formal and informal speeches including discussion, information requests, interpretation and persuasive arguments.				

Problem Solving

Benchmark: 0.3 <i>Solve problems using creativity, innovation and critical thinking skills (analyze, synthesize, and evaluate) independently and in teams.</i>		3	2	1	0
0.3.1	Analyze data when interpreting operational documents and solving problems (i.e. analyzing and developing budgets).				
0.3.2	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).				
0.3.3	Interpret verbal and non-verbal behaviors when communicating/solving problems with clients and co-workers (i.e. respecting cultural differences).				

Safety, Health and Environmental:

Benchmark: 0.4 <i>Understand the importance of health, safety, and environmental management systems and follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.</i>		3	2	1	0
0.4.1	Operate technical tools to perform workplace tasks and expedite work flow (i.e. electronic mail, internet applications and publishing software).				

Leadership and Teamwork:

Benchmark: 0.5 <i>Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.</i>		3	2	1	0
0.5.1	Exhibit leadership traits (i.e. enthusiasm, creativity, conviction, mission, courage) when leading a group in solving a problem.				
0.5.2	Exhibit teamwork traits such as compassion, service, coaching others, team development and understanding and appreciating others.				

Ethics and Legal Responsibilities

Benchmark: 0.6 <i>Know and understand the importance of professional ethics and legal responsibilities.</i>		3	2	1	0
0.6.1	Practice security and safety when sharing personal information.				
0.6.2	Evaluate the reliability of information from informational texts, internet web sites and/or technical resources.				

Employability and Career Development

Benchmark: 0.7 <i>Know and understand the importance of employability skills, effectively manage careers</i>		3	2	1	0
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and the importance of entrepreneurship skills.					
0.7.1	Demonstrate flexibility and willingness to learn new knowledge.				
0.7.2	Interpret information, data and observations and apply information learned to actual practice.				
0.7.3	Communicate effectively with internal and external customers/clients/employees to foster positive relationships.				
0.7.4	Model behaviors of a good employee (i.e. reliability, dependability, professionalism).				
0.7.5	Develop effective internal and external business correspondence what conveys and/or obtains information.				
0.7.6	Organize a portfolio (electronic or hard copy) for use in demonstrating knowledge, skills and experience (i.e. certificates, licenses).				

Technical Skills

Comprehensive Standard:

1.0 Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.

Benchmark: 1. 1 Analyze career paths in the government and public administration field.		3	2	1	0
1.1.1	Identify the employment opportunities in providing these services—planning, governance, foreign services, revenue and taxation, regulation and public administration.				
1.1.2	Examine the need for professionalism and legal responsibilities of government and public administration industry (i.e. confidentiality, public disclosure, compliance, and open meeting laws).				

Benchmark: 1. 2 Demonstrate technical skills related to careers in the government and public administration field.		3	2	1	0
1.2.1	Research the role of government in meeting the needs of the U.S. population.				
1.2.2	Examine how international, national, state and local levels of government and public administration serve the public interest.				
1.2.3	Investigate the optimum effectiveness and efficiency of various government programs and policies.				
1.2.4	Examine the various views of authority, rights and responsibilities of governments outside the U.S. and how effective they are in meeting the needs of their population.				
1.2.5	Examine the impact the U.S. has on other countries (i.e. import/export, educational opportunities, and immigration policies) and how it influences services/policies within the boundaries.				
1.2.6	Analyze strategic planning and the role it plays in providing for the needs of the public.				
1.2.7	Describe the value of using problem-solving and critical thinking skills to improve a situation or process.				
1.2.8	Analyze the economy, transportation, land regulations, health and/or human services to predict future needs.				
1.2.9	Evaluate ideas, proposals and solutions to problems.				
1.2.10	Make informed decisions (i.e. brainstorm solutions, analyze information, recognize concern, evaluate alternatives).				
1.2.11	Determine best option/outcome for conflict resolution (i.e. co-workers/clients/customers) using critical thinking skills.				
1.2.12	Analyze time management strategies.				
1.2.13	Consider issues related to the evaluation of self, team, community, diversity, environment and global awareness when leading.				
1.2.14	Describe observations of outstanding leaders who use effective management styles.				
1.2.15	Explain best practices for successful team functioning.				
1.2.16	Demonstrate professional ethics and legal responsibility when making decisions for a variety of work related situations.				
1.2.17	Exhibit respect for diversity in work related situations.				
1.2.18	Conduct and participate in meetings to accomplish work tasks.				
1.2.19	Demonstrate leadership and teamwork within a structured organization at the secondary				

	level (i.e. CTSO or elected student leadership position).				
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