# Government & Public Administration Fundamentals Course No. 43105 Credit: 0.5

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| **Student name:** |  | **Graduation Date:** |  |

Pathways and CIP Codes:Government & Public Administration (44.0401)

Course Description: **Technical Level**: 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 US on other nations as well as the impact of other nations on the US , and the professional traits required of those in this field. In addition, it will look at the problem solving and critical thinking processes, and leadership and teamwork practices.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Analyze career paths in the government and public administration field.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Identify the employment opportunities in providing these services—planning, governance, foreign services, revenue and taxation, regulation and public administration. |  |
| 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 2: Click or tap here to enter text.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Research the role of government in meeting the needs of the U.S. population. |  |
| 2.2 | Examine how international, national, state and local levels of government and public administration serve the public interest. |  |
| 2.3 | Investigate the optimum effectiveness and efficiency of various government programs and policies. |  |
| 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. |  |
| 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. |  |
| 2.6 | Analyze strategic planning and the role it plays in providing for the needs of the public. |  |
| 2.7 | Describe the value of using problem-solving and critical thinking skills to improve a situation or process. |  |
| 2.8 | Analyze the economy, transportation, land regulations, health and/or human services to predict future needs. |  |
| 2.9 | Evaluate ideas, proposals and solutions to problems. |  |
| 2.10 | Make informed decisions (i.e. brainstorm solutions, analyze information, recognize concern, evaluate alternatives). |  |
| 2.11 | Determine best option/outcome for conflict resolution (i.e. co-workers/clients/customers) using critical thinking skills. |  |
| 2.12 | Analyze time management strategies. |  |
| 2.13 | Consider issues related to the evaluation of self, team, community, diversity, environment and global awareness when leading. |  |
| 2.14 | Describe observations of outstanding leaders who use effective management styles. |  |
| 2.15 | Explain best practices for successful team functioning. |  |
| 2.16 | Demonstrate professional ethics and legal responsibility when making decisions for a variety of work related situations. |  |
| 2.17 | Exhibit respect for diversity in work related situations. |  |
| 2.18 | Conduct and participate in meetings to accomplish work tasks. |  |
| 2.19 | Demonstrate leadership and teamwork within a structured organization at the secondary level (i.e. CTSO or elected student leadership position). |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

CTE Pathways Help Desk

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