



Name \_\_\_\_\_  
 Learner ID \_\_\_\_\_  
 School/College/University \_\_\_\_\_

# SAMPLE

## Government and Public Administration

### Career Cluster Plan of Study for ► Learners ► Parents ► Counselors ► Teachers/Faculty

This Career Cluster Plan of Study (based on 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 Government and Public Administration	SAMPLE Occupations Relating to This Career Cluster
Interest Inventory Administered and Plan of Study Initiated for all Learners								
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.	** <i>World Concepts and Themes</i> ** <i>Geography</i>	<ul style="list-style-type: none"> <li>► Ambassador</li> <li>► Bank Examiner</li> <li>► City Manager</li> <li>► Combat Control Officer</li> <li>► Commissioner</li> <li>► Cryptographer</li> <li>► Election Supervisor</li> <li>► Elected Official</li> <li>► Foreign Service Officer</li> <li>► Immigration Officer</li> <li>► Intelligence Analyst</li> <li>► Internal Revenue Investigator</li> <li>► Lobbyist</li> <li>► National Security Advisor</li> <li>► Planner</li> <li>► Policy Advisor</li> <li>► Tax Policy Analyst</li> </ul>
	10	English/ Language Arts II	Geometry	Biology	<i>Dependent on chosen pathway</i>		** <i>Information Technology Applications</i>	
	11	English/ Language Arts III Foreign Language I	<i>Dependent on chosen pathway</i>	<i>Dependent on chosen pathway</i>	<i>Dependent on chosen pathway</i>		** <i>American Government and Comparative Political Systems</i>	
	College Placement Assessments-Academic/Career Advisement Provided							
	12	English/ Language Arts IV Foreign Language II	<i>Dependent on chosen pathway</i>	Physics or Geospatial Information Systems	<i>Dependent on chosen pathway</i>	** <i>Principles of Governance and Public Administration</i>		
Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.								
POSTSECONDARY	Year 13	English Composition Foreign Language I	<i>Dependent on chosen pathway</i>	Chemistry Environmental Science	<i>Dependent on chosen pathway</i>	All plans of study need to meet learners' career goals with regard to required licenses, certifications or journey worker status. Certain local student organization activities may also be important to include.	Continue courses pertinent to the pathway selected.	
	Year 14	Speech/ Oral Communication Foreign Language II	<i>Dependent on chosen pathway</i>	Biological Science or Botany	<i>Dependent on chosen pathway</i>			
	Year 15		<i>Dependent on chosen pathway</i>	<i>Dependent on chosen pathway</i>	<i>Dependent on chosen pathway</i>			
	Year 16	Continue courses in the area of specialization.						

\*\*See course descriptions on page 2.



# SAMPLE

# SAMPLE

## Government and Public Administration Course Descriptions

*(Course content may be taught as concepts within other courses.)*

### #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 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.

### #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.

SAMPLE