

PRINCIPLES OF PUBLIC MANAGEMENT AND ADMINISTRATION
COURSE CODE: 6571

COURSE DESCRIPTION: The study of Principles of Public Management & Administration introduces students to the knowledge and technical skills of working in public service and serving the general public in a government or public administration career.

OBJECTIVE: Given the opportunity to participate in essential learning experiences in the classroom, including the use of the necessary equipment, supplies, and facilities, the student will be able to complete the following core standards.

COURSE CREDIT: 1 unit (120 hours)

RECOMMENDED GRADE LEVELS: 9 – 12

PRE-REQUISITE: Foundations of Leadership

RESOURCES: [Instructional Materials](#)

A. SAFETY

Proficient professionals know the academic subject matter, including safety as required for proficiency within their area. They will use this knowledge as needed in their positions. The following accountability criteria are considered essential for students in any program of study.

1. Review school safety policies and procedures.
2. Review classroom safety rules and procedures.
3. Review safety procedures for using equipment in the classroom.
4. Identify major causes of work-related accidents in office environments.
5. Demonstrate safety skills in an office/work environment.

B. STUDENT ORGANIZATIONS

Proficient professionals know the academic subject matter, including professional development, required for proficiency within their area. They will use this knowledge as needed in their positions. The following accountability criteria are considered essential for students in any program of study.

1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).
2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
3. Explain the benefits and responsibilities of being a member of a CTSO.
4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.

5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

C. TECHNOLOGY KNOWLEDGE

Proficient professionals know the academic subject matter, including the ethical use of technology as needed in their positions. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.
4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).
5. Discuss legal issues and the terms of use related to copyright laws, Creative Commons, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use.
6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.
7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

D. PERSONAL QUALITIES AND INTERPERSONAL SKILLS

Proficient professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their positions. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate creativity and innovation.
2. Demonstrate critical thinking and problem-solving skills.
3. Demonstrate initiative and self-direction.
4. Demonstrate integrity.
5. Demonstrate work ethic.
6. Demonstrate conflict resolution skills.
7. Demonstrate listening and speaking skills.
8. Demonstrate respect for diversity.
9. Demonstrate customer service orientation.
10. Demonstrate teamwork.

E. PROFESSIONAL KNOWLEDGE

Proficient professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their positions. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate global or “big picture” thinking.
2. Demonstrate career and life management skills and goal-making.
3. Demonstrate continuous learning and adaptability skills to changing job requirements.
4. Demonstrate time and resource management skills.
5. Demonstrates information literacy skills.
6. Demonstrates information security skills.
7. Demonstrates information technology skills.
8. Demonstrates knowledge and use of job-specific tools and technologies.
9. Demonstrate job-specific mathematics skills.
10. Demonstrates professionalism in the workplace.
11. Demonstrates reading and writing skills.
12. Demonstrates workplace safety.

F. PROFESSIONAL STANDARDS AND EMPLOYER EXPECTATIONS

Public Administrators demonstrate knowledge of professional standards and employer expectations as needed in their role. The following accountability criteria are considered essential for students in the Public Management and Administration program of study.

1. Demonstrate professional standards/employability skills as required by business and industry.
 - a. Communicate effectively with others using oral and written skills.
 - b. Demonstrate collaboration skills through teamwork.
 - c. Demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace.
 - d. Demonstrate a positive, productive work ethic by performing assigned tasks as directed.
 - e. Show integrity by choosing the ethical course of action and complying with all applicable rules, laws, and regulations.
 - f. Demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results.

G. FORMS OF GOVERNMENT

Public Administrators demonstrate knowledge of major political ideas and the forms of governments in history as needed in their role. The following accountability criteria are considered essential for students in the Public Management and Administration program of study.

1. Explain major political ideas in history such as natural law, natural rights, divine right of kings, and social contract theory.
2. Identify the characteristics of classic forms of government such as absolute monarchy, authoritarianism, classical republic, despotism, feudalism, liberal democracy, and totalitarianism.
3. Compare the similarities and differences that exist among the U.S. system of government and other political systems (e.g., parliamentary).
4. Analyze advantages and disadvantages of presidential and parliamentary systems of government.

H. CONSTITUTIONAL GOVERNMENT

Public Administrators demonstrate knowledge of constitutional governments in history as needed in their role. The following accountability criteria are considered essential for students in the Public Management and Administration program of study.

1. Analyze the principles and ideas that underlie the Declaration of Independence and the U.S. Constitution.
2. Explain the importance of a written constitution and how the federal government serves the purposes set forth in the U.S. Constitution.
3. Explore how the Federalist Papers explain the principles of the U.S. constitutional system of government.
4. Evaluate constitutional provisions for limiting the role of government such as republicanism, checks and balances, federalism, separation of powers, popular sovereignty, and individual rights.
5. Analyze the contributions of the political philosophies of the founding fathers and explain why they created a distinctly new form of federalism and adopted a federal system of government instead of a unitary system.
6. Evaluate the limits on the national and state governments in the U.S. federal system of government and how the U.S. Constitution can be amended.
7. Categorize, diagram, or create a descriptive representation of the government powers as national, state, or shared government.
8. Analyze historical conflicts over the respective roles of national and state governments in the United States.
9. Identify significant individuals and their roles in the field of government and politics, including ambassadors, elected officials, and appointed officials.

I. THE BILL OF RIGHTS

Public Administrators demonstrate knowledge of the Bill of Rights as needed in their role. The following accountability criteria are considered essential for students in the Public Management and Administration program of study.

1. Identify the rights guaranteed by the Bill of Rights.
2. Evaluate the role of limited government and the rule of law for the protection of individual rights.
3. Identify and recognize issues addressed in critical cases that involve U.S. Supreme Court interpretations of rights guaranteed by the U.S. Constitution.
4. Define the roles of each branch of government in protecting the rights of individuals.
5. Explain the importance of due process rights to the protection of individual rights and to the limits on the powers of government.
6. Analyze the impact of the incorporation doctrine involving due process and the Bill of Rights on individual rights, federalism, and majority rule.

J. PERSONAL AND CIVIC RESPONSIBILITIES

Public Administrators demonstrate knowledge of the importance of voluntary individual participation in the U.S. democratic society as needed in their role. The following accountability criteria are considered essential for students in the Public Management and Administration program of study.

1. Present how to measure the effectiveness of participation in the political process at local, state, and national levels.
2. Review, document, and explain how historical and contemporary examples of citizen movements were used to bring about political change or to maintain continuity.
3. Evaluate different leadership styles and their impact on participation.
4. Explain the factors that influence an individual's political attitudes and actions.
5. Explain the importance of volunteer public service in bringing about political change and maintaining continuity.
6. Explain the difference between personal and civic responsibilities of citizens versus non-citizens.
7. Present how, why, and when the rights of individuals are inviolable even against claims for the public good.
8. Analyze the consequences on society of political decisions and actions.
9. Investigate the role of municipal management in serving public and personal good.

K. GOVERNMENT POLICIES AND U.S. CULTURE

Public Administrators demonstrate awareness of how political policy or decisions were affected in the United States a result of changes in American culture as needed

in their role. The following accountability criteria are considered essential for students in the Public Management and Administration program of study.

1. Identify a political policy or decision in the United States that was a result of changes in American culture.
2. Discuss changes in American culture brought about by government policies such as voting rights, the GI Bill, and racial integration.
3. Present an example of a government policy that has affected a particular racial, ethnic, or religious group.
4. Explain the influence of individuals and/or groups that have affected change in society.

L. GEOGRAPHY'S INFLUENCE

Public Administrators understand how geography plays a role on governmental and public administration functions. The following accountability criteria are considered essential for students in the Public Management and Administration program of study.

1. Draw conclusions about the political significance to the United States of the location and geographic characteristics of critical regions compared to the economic significance of the geographic characteristics of selected places such as oil fields in the Middle East using maps and Global Positioning System (GPS) locations.
2. Interpret geographical influences on requirements for international, national, state, and local governments.
3. Predict how geographical considerations impact regional change over time.
4. Interpret the importance of cultural symbols in the planning of government activities.
5. Explore how geographic information systems assist in gathering information.
6. Connect a positive or negative effect of a government policy to the physical and human characteristics of a place or region.

M. GOVERNMENT FUNCTIONS AND PUBLIC POLICY

Public Administrators demonstrate their understanding of concepts of governance and functions of government and public administration. The following accountability criteria are considered essential for students in the Public Management and Administration program of study.

1. Recall historical debates and recognize the compromises necessary to reach landmark political decisions;
2. Give examples of the processes used by individuals, political parties, interest groups, or the media to affect public policy;
3. Explore the impact of political changes brought about by individuals, political parties, interest groups, or the media;
4. Recognize how the American beliefs and principles reflected in the U.S. Constitution contribute to our national identity;

5. Evaluate the alignment of institutions of government and public administration with the principles of U.S. and international law to guide policy development; and
6. Analyze how U.S. foreign policy affects other countries.

N. COMMUNICATION AND STRUCTURES

Public Administrators understand the different forms and methods of communication used to manage and facilitate the flow of ideas and information among government, public administration, the business community, and the general public. The following accountability criteria are considered essential for students in the Public Management and Administration program of study.

1. Analyze the structure and functions of the legislative branch of government such as the bicameral structure of Congress, the role of committees, and the procedure for enacting laws
2. Analyze the structure and functions of the executive branch of government such as the constitutional powers of the president, the growth of presidential power, and the role of the cabinet and executive departments.
3. Analyze the structure and functions of the judicial branch of government, including the federal court system and types of jurisdiction.
4. Analyze the functions of selected independent executive and regulatory agencies.
5. Explain how certain provisions of the U.S. Constitution provide for checks and balances among the three branches of government.
6. Analyze selected issues raised by judicial activism and judicial restraint.
7. Compare and contrast the structures and functions of the Texas state government to the federal system.
8. Analyze the structure and functions of local government.