



# monarch

Curriculum Catalog

Career and Technical Education Series

Introduction to Careers in Government  
and Public Administration

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## Introduction to Career in Government and Public Administration Course Overview

The Introduction to Government and Public Administration course will provide students with an overview of American politics and public administration, including how political institutions and public management systems at the local, state, and federal levels exercise supervisory authority and maintain accountability.

Students will learn about the foundations of the U.S. government, the separation of powers, the federal civil service system, and the relationship between the government and state and local officials.

They will also learn about governmental powers of the states and of local governments, such as education, law enforcement, and transportation.

Students will learn about politics in the United States and the electoral process, political attitudes and opinions, and American political parties.

They will also learn about the structure of U.S. federal governmental institutions, the nature of bureaucracy, and the functions of the executive, legislative, and judicial branches of government.

Students will also learn about policy making in American government, including discussions of foreign and defense policies.

After completing this course, students will have a fundamental understanding of U.S. government and public administration. They will be able to explain the history and structure of the government, how the government functions and relates to state and local governments, and how the government creates and enforces public policies.

### Objectives

- Explain the missions, responsibilities, and type of government agencies.
- Describe the federal civil service and the importance of intergovernmental cooperation.
- Identify ideas behind the federal system, including how the federal government interacts with state and local governments.
- Explain the political party system
- Discuss the electoral process and the role of mass media.
- Compare and contrast the three branches of U.S. federal government—executive, legislative, and judicial.
- Describe the policy making process and the differences between types of public policies.

Unit 1: Administrative and Political Systems in the United States	
Assignments	
1. Course Overview	10. Project: Workforce Development Planning
2. Foundations of U.S. Government and Democracy	11. Promoting Inter-Agency Coordination
3. Project: The Founding Fathers	12. Project: The Hometown Federal Government
4. A History of U.S. Public Administration	13. Quiz 2: The Federal Career Service
5. The Modern Civil Service	14. Special Project*
6. Project: Cabinet-level Departments	15. Test
7. Quiz 1: History and Constitutional Foundations of Democratic Governance	16. Course Project Part 1: The Foundations of the U.S. Government*
8. Public Service Roles and Responsibilities	17. Glossary and Credits
9. Career Development in Federal Agencies	

Unit 2: Overlapping Powers of Governments		
Assignments		
Intro. to Careers in Government and Public Administration	1. Understanding Federal, State, and Local Roles and Responsibilities	10. Project: Create a Video or Report about a Local Agency
	2. Federalism and Separation of Powers	11. Job Performance
	3. Project: Organize a Debate on Federalism	12. Quiz 2: Employment Opportunities with Local and State Governments
	4. Contemporary Intergovernmental Relations	13. Special Project*
	5. Project: Will You Collect Social Security?	14. Test
	6. Quiz 1: Federalism and Intergovernmental Relationships	15. Course Project Part 2: Separation of Powers Between the States and Federal Government*
	7. Number, Size, and Scope of Governments	16. Glossary and Credits
	8. Project: Conduct a Mock Public Hearing	
	9. Sources of Revenue and Spending Priorities	

Unit 3: Politics, Elections, and Democratic Participation		
Assignments		
Intro. to Careers in Government and Public Administration	1. Formation of Public Opinion	9. Voter Turnout and the Electoral College
	2. The American Voter	10. Project: Election Day
	3. Project: Make Two Data Graphics About Social Media for Public Engagement	11. Redistricting, Reapportionment, and Gerrymandering
	4. Participation and Political Parties	12. Quiz 2: Campaigns, Elections, and the Role of Mass Media
	5. Project: Write and Design a Voter Guide	13. Special Project*
	6. Quiz 1: Public Opinion, Political Parties, and Interest Groups	14. Test
	7. Political Campaigns, Financing Elections, and Role of Social Media	15. Course Project Part 3: The American Voter*
	8. Project: Interview with a Politician	16. Glossary and Credits

Unit 4: Governmental Institutions: Executive, Legislative, and Judicial		
Assignments		
Intro. to Careers in Government and Public Administration	1. Changing Role of the Chief Executive	10. Judicial Review
	2. Project: Rewriting History Report	11. Project: Understanding the State Court System
	3. The Executive Bureaucracy	12. Quiz 2: The Legislative and Judicial Branches: Congress and the Courts
	4. Joint Control of Executive Agencies	13. Special Project*
	5. Project: Freedom of Information	14. Test
	6. Quiz 1: Executive Branch Responsibilities and Restraints	15. Course Project Part 4: How the Executive Branch Interacts with the Legislative Branch*
	7. Congressional Authority	16. Glossary and Credits
	8. Legislative and Budget Processes	
	9. Project: Making a Law	

Unit 5: Public Policy and Program Implementation	
Intro. to Careers in Government and Public Administration	<b>Assignments</b>
	1. Domestic and Social Policies
	2. Project: Analyze a Policy
	3. Regulatory Policies
	4. Fiscal and Monetary Policies
	5. Project: How the Federal Reserve Implements Monetary Policy
	6. Quiz 1: Putting Government Policies into Action
	7. Making Foreign and Defense Policy
	8. Project: Negotiating a Treaty
	9. Protecting the United States
	10. Presidential Direction in Foreign and Defense Policy
	11. Project: A Job in the State Department
	12. Quiz 2: Protecting the Homeland: U.S. Foreign and Defense Policy
	13. Special Project*
	14. Test
	15. Course Project Part 5: Domestic Policy Issues*
	16. Glossary and Credits

Unit 6: Course Project, Review, and Exam	
ICGPA	<b>Assignments</b>
	1. Course Project Part 6: Serving the People: The Final Product *
	2. Review
	3. Exam

(\*) Indicates alternative assignment