



## Principles of Public Management & Administration

Career Cluster	Government and Public Administration
Course Code	15201
Prerequisite(s)	Civics (04161) and/or US Government Comprehensive (04151) prerequisite or co-requisite
Credit	0.5
Program of Study and Sequence	Civics (04161) and/or US Government Comprehensive (04151)— <b>Principles of Public Management &amp; Administration</b> —cluster course in Government and Public Administration Cluster
Student Organization	Student Government, Leagues of Cities, 4H
Coordinating Work-Based Learning	Youth Internship or Senior Experience
Industry Certifications	NA
Dual Credit or Dual Enrollment	NA
Teacher Certification	Government & Public Administration Cluster Endorsement
Resources	

### Course Description:

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.

### Program of Study Application:

Principles of Public Management & Administration is a first-level pathway course in the Government & Public Administration career cluster and related pathways.

**Course Standards**

**PPMA 1 Students will examine the management and administration of public resources.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 3- Strategic Thinking	PPMA 1.1 Differentiate theories of public management and administration.	
Level 1 - Recall	PPMA 1.2 Define and differentiate between public goods and services (e.g., national resources, national defense, and other public goods) and private goods and services (clothing, cars, and similar goods typically considered to be private in nature).	
Level 3- Strategic Thinking	PPMA 1.3 Investigate theories as to why the government or the private sector is better suited to provide specific goods or services.	
Level 4 - Extended Thinking	PPMA 1.4 Determine cause and effect of privatization of goods and services.	

**PPMA 2 Students will analyze systemic relationships among government and the service of public administration in achieving the public will.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2 - Skill/ Concept	PPMA 2.1 Research and outline philosophies of government stewardship in public management and administration.	
Level 3- Strategic Thinking	PPMA 2.2 Examine public administration systems/agencies of government and their ability to administer laws and policies developed through the legislative or executive branches of government.	
Level 2 - Skill/ Concept	PPMA 2.3 Compare and contrast organizational similarities and differences among national, state, and local governmental and public administrative systems/agencies and private sector providers.	

**PPMA 3 Students will examine the process of policy making and implementation in government at local, state, and national levels.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 2 - Skill/ Concept	PPMA 3.1 Compare and contrast the rights and duties of citizens at the local, state, and national levels by consulting specific government legislation and related texts.	
Level 2 - Skill/ Concept	PPMA 3.2 Differentiate the terms: laws, policy, governance, regulation, domestic policy, and foreign policy.	
Level 2 - Skill/ Concept	PPMA 3.3 Identify assumptions, purpose, outcomes/solutions, and communication techniques from government agencies in relation to both historical and contemporary issues.	

**PPMA 4 Students will investigate careers in the field of Public Management and Administration.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 4 - Extended Thinking	PPMA 4.1 Design a postsecondary career plan in a field of public management and administration.	
Level 4 - Extended Thinking	PPMA 4.2 Analyze career assessment results and align to a field in public management and administration.	
Level 4 - Extended Thinking	PPMA 4.3 Demonstrate the application of professional practices and skills specific to government and public administration workplaces.	
Level 1 -	PPMA 4.4 Compare and contrast careers that have both public and private employment opportunities.	

**Notes:**

- I. Interview an individual who works in the field of public management and administration.
- II. Prepare a career profile for at least one occupation in each level of government (local, state, and federal), using print, online, and/or personal interview sources to capture at minimum the following:
  - a. Job description

- b. Essential knowledge and skills needed for the career
- c. Program or path of study to reach occupational goals, beginning with high school and proceeding through postsecondary
- d. Licensure and credentialing requirements
- e. Non-educational job requirements such as physical fitness tests, minimum age, and psychological evaluations

**PPMA 5 Students will review legal requirements to meet the public’s expectations for government and public administration.**

<i>Webb Level</i>	<i>Sub-indicator</i>	<i>Integrated Content</i>
Level 1 - Recall	PPMA 5.1 Examine the roles, contributions, and involvement in public administration for the development and maintenance of public infrastructure (i.e., education, taxation, etc.).	
Level 1 - Recall	PPMA 5.2 Compose a list of services typically provided by local, state, and federal governments	
Level 1 - Recall	PPMA 5.3 Identify the role of nonprofit organizations in providing services not available through government agencies.	
Level 3 - Strategic Thinking	PPMA 5.4 Analyze privacy laws, safe practices, and requirements in local, state, and federal governments.	
Level 2 - Skill/Concept	PPMA 5.5 Evaluate public disclosure laws as they relate to complying with open records requests.	