



# ENLIGHTIUM ACADEMY

Ignitia™ Career and Technical Education  
Electives

Introduction to Careers in Government  
and Public Administration

Enlightium Academy invites you to open the door to career and college readiness with Career and Technical Education (CTE) courses from Alpha Omega Publications - Ignitia™.

These rigorous, hands-on courses for grades 7-12 promote critical thinking, emphasize problem solving, and encourage students to take responsibility for their own learning. With 24 CTE courses divided into six clusters, these courses put students on practical paths to post-graduate success.

Should you have any questions about the curriculum, please contact [support@enlightiumacademy.com](mailto:support@enlightiumacademy.com) or call Enlightium Academy Customer Support at (866) 488-4818 ext. 2017.

If you have questions about technical support or product configuration, please see the information below for Alpha Omega Publications.

### **Alpha Omega Publications Technical Support**

Alpha Omega Publications' technical support is Ignitia™'s full-service technical support system. We exist to promote and preserve our customers' satisfaction. Our services include:

- Technical Support
- Product Configuration and Update Management

Please use the following information to contact Alpha Omega Publications' technical support:

**Online:**

Access our helpful Technical Support website simply by clicking on the life preserver located in the upper-right corner of any screen in our program!

**Telephone:**

Toll Free: 1-877-251-6662  
Monday –Friday 7 a.m. to 5 p.m. (CT)

## 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.

After completing the course, students will be able to:

### 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	
Assignment Titles	
INTRODUCTION TO CAREERS IN GOVERNMENT AND PUBLIC ADMINISTRATION	1. Course Overview
	2. Foundations of U.S. Government and Democracy
	3. Project: The Founding Fathers
	4. A History of U.S. Public Administration
	5. The Modern Civil Service
	6. Project: Cabinet-level Departments
	7. Quiz 1: History and Constitutional Foundations of Democratic Governance
	8. Public Service Roles and Responsibilities
	9. Career Development in Federal Agencies
	10. Project: Workforce Development Planning
	11. Promoting Inter-Agency Coordination
	12. Project: The Hometown Federal Government
	13. Quiz 2: The Federal Career Service
	14. Project: Special Project*
	15. Test
	16. Course Project Part 1: The Foundations of the U.S. Government*
	17. Glossary and Credits

UNIT 2: OVERLAPPING POWERS OF GOVERNMENTS	
INTRODUCTION TO CAREERS IN GOVERNMENT AND PUBLIC ADMINISTRATION	<b>Assignment Titles</b>
	1. Understanding Federal, State, and Local Roles and Responsibilities
	2. Federalism and Separation of Powers
	3. Project: Organize a Debate on Federalism
	4. Contemporary Intergovernmental Relations
	5. Project: Will You Collect Social Security?
	6. Quiz 1: Federalism and Intergovernmental Relationships
	7. Number, Size, and Scope of Governments
	8. Project: Conduct a Mock Public Hearing
	9. Sources of Revenue and Spending Priorities
	10. Project: Create a Video or Report about a Local Agency
	11. Job Performance
	12. Quiz 2: Employment Opportunities with Local and State Governments
	13. Project: Special Project*
	14. Test
	15. Course Project Part 2: Separation of Powers Between the States and Federal Government*
16. Glossary and Credits	

UNIT 3: POLITICS, ELECTIONS, AND DEMOCRATIC PARTICIPATION	
INTRODUCTION TO CAREERS IN GOVERNMENT AND PUBLIC ADMINISTRATION	<b>Assignment Titles</b>
	1. Formation of Public Opinion
	2. The American Voter
	3. Project: Make Two Data Graphics About Social Media for Public Engagement
	4. Participation and Political Parties
	5. Project: Write and Design a Voter Guide
	6. Quiz 1: Public Opinion, Political Parties, and Interest Groups
	7. Political Campaigns, Financing Elections, and Role of Social Media
	8. Project: Interview with a Politician
	9. Voter Turnout and the Electoral College
	10. Project: Election Day
	11. Redistricting, Reapportionment, and Gerrymandering
	12. Quiz 2: Campaigns, Elections, and the Role of Mass Media
	13. Project: Special Project*
	14. Test
	15. Course Project Part 3: The American Voter*
16. Glossary and Credits	

UNIT 4: GOVERNMENTAL INSTITUTIONS: EXECUTIVE, LEGISLATIVE, AND JUDICIAL	
INTRODUCTION TO CAREERS IN GOVERNMENT AND PUBLIC ADMINISTRATION	<b>Assignment Titles</b>
	1. Changing Role of the Chief Executive
	2. Project: Rewriting History Report
	3. The Executive Bureaucracy
	4. Joint Control of Executive Agencies
	5. Project: Freedom of Information
	6. Quiz 1: Executive Branch Responsibilities and Restraints
	7. Congressional Authority
	8. Legislative and Budget Processes
	9. Project: Making a Law
	10. Judicial Review
	11. Project: Understanding the State Court System
	12. Quiz 2: The Legislative and Judicial Branches: Congress and the Courts
	13. Project: Special Project*
	14. Test
	15. Course Project Part 4: How the Executive Branch Interacts with the Legislative Branch*
16. Glossary and Credits	

UNIT 5: PUBLIC POLICY AND PROGRAM IMPLEMENTATION	
INTRODUCTION TO CAREERS IN GOVERNMENT AND PUBLIC ADMINISTRATION	<b>Assignment Titles</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. Project: Special Project*
	14. Test
	15. Course Project Part 5: Domestic Policy Issues*
16. Glossary and Credits	

UNIT 6: COURSE PROJECT, REVIEW, AND EXAM	
INTRODUCTION TO CAREERS IN GOVERNMENT AND PUBLIC ADMINISTRATION	<b>Assignment Titles</b>
	1. Course Project Part 6: Serving the People: The Final Product *
	2. Review
	3. Exam

(\* ) Indicates alternate assignment