

# NFC ACADEMY



## **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.

## **Introduction to Careers in Government and Public Administration Course Requirements**

There are no requirements that must be met before the student begins this course.

## **Introduction to Careers in Government and Public Administration Course Outline**

### **Unit 1: Administrative and Political Systems in the United States**

- Chapter 1: History and Constitutional Foundations of Democratic Governance
  - Lesson: Foundations of U.S. Government and Democracy
    - Project: The Founding Fathers
  - Lesson: A History of U.S. Public Administration
  - Lesson: The Modern Civil Service
    - Project: cabinet-level Departments
- Chapter 2: The Federal Career Service
  - Lesson: Public Service Roles and Responsibilities
  - Lesson: Career Development in Federal Agencies
    - Project: Workforce Development Planning
  - Lesson: Promoting Interagency Coordination
    - Project: The Hometown Federal Government

## **Unit 2: Overlapping Powers of Government**

- Chapter 1: Federalism and Intergovernmental Relationships
  - Lesson: Understanding Federal, State, and Local Roles and Responsibilities
  - Lesson: Federalism and Separation of Powers
    - Project: Organize a Debate on Federalism
  - Lesson: Contemporary Intergovernmental Relations
    - Project: Will You Collect Social Security?
- Chapter 2: Employment Opportunities with Local and State Governments
  - Lesson: Number, Size, and Scope of Government
    - Project: Conduct a Mock Public Hearing
  - Lesson: Sources of Revenue and Spending Priorities
    - Project: Create a Video or Report about a Local Agency
  - Lesson: Job Performance

## **Unit 3: Politics, Elections, and Democratic Participation**

- Chapter 1: Public Opinion, Political Parties, and Interest Groups
  - Lesson: Formation of Public Opinion
  - Lesson: The American Voter
    - Project: Make Two Data Graphics About Social Media for Public Engagement
  - Lesson: Participation and Political Parties
    - Project: Write and Design a Voter Guide
- Chapter 2: Campaigns, Elections, and the Role of Mass Media
  - Lesson: Political Campaigns, Financing Elections, and Role of Social Media
    - Project: Interview with a Politician
  - Lesson: Voter Turnout and the Electoral College
    - Project: Election Day
  - Lesson: Redistricting, Reapportionment, and Gerrymandering

## **Unit 4: Governmental Institutions: Executive, Legislative, and Judicial**

- Chapter 1: Executive Branch Responsibilities and Restraints
  - Lesson: Changing Role of the Chief Executive
    - Project: Rewriting History Report
  - Lesson: The Executive Bureaucracy
  - Lesson: Joint Control of Executive Agencies
    - Project: Freedom of Information
- Chapter 2: The Legislative and Judicial Branches: Congress and the Courts
  - Lesson: Congressional Authority
  - Lesson: Legislative and Budget Processes
    - Project: Making a Law
  - Lesson: Judicial Review
    - Project: Understanding the State Court System

## **Unit 5: Public Policy and Program Implementation**

- Chapter 1: Putting Government Policies into Action
  - Lesson: Domestic and Social Policies
    - Project: Analyze a Policy
  - Lesson: Regulatory Policies
  - Lesson: Fiscal and Monetary Policies
    - Project: How the Federal Reserve Implements Monetary Policy
- Chapter 2: Protecting the Homeland: U.S. Foreign and Defense Policy
  - Lesson: Making Foreign and Defense Policy
  - Lesson: Protecting the United States
    - Project: Negotiating a Treaty
  - Lesson: Presidential Direction in Foreign and Defense Policy
    - Project: A Job in the State Department

## **GRADING INFORMATION**

### **GRADING COMPONENTS**

Lessons	35%
Quizzes	25%

Projects 10%  
Tests 30%

**GRADING SCALE**

100-90 A  
89-80 B  
79-70 C  
69-60 D  
Below 60 F