PLATO Course Principles of Government and Public Administration, Semester B

Course Overview

This one-semester course is intended to help you understand the personal, professional, and technological skills required by professionals working in the field of government and public administration. This course has twelve lessons organized into three units. Each unit has a Unit Activity and each lesson contains one or more Lesson Activities.

This course covers career opportunities in the field of government and public administration and the necessary interpersonal and technological skills required at the workplace. It also covers the role and impact of geography, science, and technology on governmental and public administrative functions.

You will submit the Unit Activity and Course Activity documents to your teacher, and you will grade your work in the Lesson Activities by comparing them with given sample responses. The Unit Activities, Course Activities (submitted to the teacher), and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit, respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Course Goals

This course will help you meet the following goals:

- Examine career opportunities in the field of government and public administration.

- Discuss the professional and ethical responsibilities of employees in government and public administration.

- Interpret and apply concepts of geography, science, and technology to perform governmental and public administration functions.

- Explore career-related skills, such as job acquisition skills, reading and writing, and mathematics.

- Examine safe and healthy working conditions in the field of government and public administration.

- Discuss the use of information technology in government and public administration.

Prerequisite Skills

PLATO Course Principles of Government and Public Administration, Semester B has the following prerequisites:

- basic math knowledge
- ability to visualize and apply creativity and innovation
- familiarity with the writing process and following guidelines
- basic computer skills
- ability to structure and process information

General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.

- Perform online research using various search engines and library databases.

- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

PLATO Course Principles of Government and Public Administration, Semester B is a 0.5-credit course.

Course Materials

- Notebook

- Computer with Internet connection and speakers or headphones

- Microsoft Word or equivalent

- Microsoft Excel or equivalent

- Microsoft PowerPoint or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: Careers in Government and Public Administration

Summary

In this unit, you will explore career opportunities in the field of government and public administration. You will also learn about the career-related skills, such as job acquisition skills, reading and writing, and mathematics, that you will need to possess as a professional in this field. Finally, you will learn about the safe and healthy working conditions necessary in the field of government and public administration.

Day	Activity/*Objective*	Type
1 day: 1	**Syllabus and Plato Student Orientation** *Review the Plato Student Orientation and Course Syllabus at the beginning of this course.*	Course Orientation
5 days: 2–6	**Career Opportunities** *Describe various career opportunities in the field of government and public administration.*	Lesson
5 days: 7–11	**Job Acquisition and Advancement** *Demonstrate job acquisition and advancement skills by preparing to apply for a job and seeking promotion.*	Lesson
6 days: 12–17	**Mathematics** *Demonstrate mathematics skills by using mathematical reasoning to accomplish tasks.*	Lesson
5 days: 18–22	**Reading and Writing** *Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly.*	Lesson
5 days: 23–27	**Health and Safety** *Demonstrate healthy behaviors and safety skills by following safety guidelines and managing personal health.*	Lesson
1 day: 28	**Space Jumble**	Game
5 days: 29–33	**Unit Activity/Threaded Discussion—Unit 1**	Activity

Day	Activity/*Objective*	Type
1 day: 34	**Post-test—Unit 1**	Assessment

Unit 2: Influence of Geography and Technology on Government and Public Administration

Summary

In this unit, you will explore the role and impact of geography and science in governmental and public administration functions. You will also familiarize yourself with the use of information technology in government and public administration.

Day	Activity/*Objective*	Type
6 days: 35–40	**Geography in Government and Public Administration** *Interpret and apply concepts of geography to perform governmental and public administrative functions.*	Lesson
6 days: 41–46	**Role and Impact of Science and Technology in Government and Public Administration** *Explore the role and impact of science and technology in governmental and public administrative functions.*	Lesson
5 days: 47–51	**Information Technology** *Demonstrate proficiency with information technology by using computers, file management techniques, and software/programs effectively.*	Lesson
1 day: 52	**Para Jumble**	Game
6 days: 53–58	**Unit Activity/Threaded Discussion—Unit 2**	Activity
1 day: 59	**Post-test—Unit 2**	Assessment

Unit 3: Networking and Communication in Government and Public Administration

Summary

In this unit, you will learn about job-specific technology trends in government and public administration. You will explore how government officials use network communication devices in daily administration. You will also analyze verbal and nonverbal cues and learn to communicate effectively during meetings and presentations.

Day	Activity/*Objective*	Type
6 days: 60–65	**Introduction to Computer Networks** *Identify components of network systems.*	Lesson
6 days: 66–71	**Network Communication** *Describe and use communication features of information technology.*	Lesson
5 days: 72–76	**Job-Specific Technologies** *Demonstrate proficiency with job-specific technologies by selecting and safely using technological resources to accomplish work responsibilities in a productive manner.*	Lesson
5 days: 77–81	**Speaking and Listening** *Demonstrate effective speaking and listening skills by communicating effectively.*	Lesson
1 day: 82	**Thwack-A-Mole**	Game
5 days: 83–87	**Unit Activity/Threaded Discussion—Unit 3**	Activity
1 day: 88	**Post-test—Unit 3**	Assessment
1 day: 89	**Semester Review**	
1 day: 90	**End-of-Semester Test**	Assessment