# Governance Applications Course No. 43250 Credit: 1.0

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| **Student name:**  |  | **Graduation Date:** |  |

Pathways and CIP Codes:Government & Public Administration (44.0401)

Course Description: **Application Level:** This course applies the skills needed in government and public administration professions. It includes the application of leadership and teamwork within the classroom or as an intern at a work location. Topics may include working within budgets, negotiation/communication with co-workers, developing proposals, making oral presentations, and making informed decisions to meet an identified need.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

## Benchmark 1: Analyze career paths in the government and public administration field.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Assess workplace conditions with regard to personal safety and health (i.e. OSHA). |  |
| 1.2 | Demonstrate basic workplace safety and practices. |  |
| 1.3 | Analyze the rights and responsibilities of government and public administration employees. |  |

## Benchmark 2: Demonstrate technical skills related to careers in the government and public administration field.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Evaluate internet resources for reliability and validity |  |
| 2.2 | Prepare and deliver oral presentation(s) with support materials. |  |
| 2.3 | Create work-specific documents as assigned (i.e. spreadsheet, database, and business communications). |  |
| 2.4 | Participate in leadership and teamwork opportunities to enhance skills (i.e. CTSO). |  |
| 2.5 | Write and monitor workplace goals to guide progress in assigned area of responsibility and accountability |  |
| 2.6 | Conduct technical research to gather information necessary to meet the needs of clients/customers. |  |
| 2.7 | Generate ideas, proposals and solutions to problems through brainstorming. |  |
| 2.8 | Demonstrate critical thinking skills while making informed decisions. |  |
| 2.9 | Develop a plan to increase productivity, build team attitude and satisfaction while accomplishing goal(s). |  |
| 2.10 | Use project-management skills (i.e. time management, resource management, plan process). |  |
| 2.11 | Develop a budget for a project and adhere to budget constraints. |  |
| 2.12 | Organize team involvement to have work load distributed fairly. |  |
| 2.13 | Identify workplace objectives and communicate those objectives to others. |  |
| 2.14 | Exhibit skills in negotiation to solve problems. |  |
| 2.15 | Demonstrate leadership and teamwork in work-related situations. |  |
| 2.16 | Exhibit commitment to the organization. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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