

# Syllabus

## PLATO Course Principles of Government and Public Administration, Semester A

### Course Overview

This one-semester course is intended to help you familiarize yourself with the foundations and functioning of governmental functions within the United States. This course has thirteen lessons organized into four units. Each unit has a Unit Activity and each lesson contains one or more Lesson Activities.

This course covers the history and development of the US Constitution, and the functions of government and public administration in the United States.

You will submit the Unit 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 (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:

- Describe the basic concepts of authority, rights, and responsibility in government and public administration.
- Describe the philosophical and historical origin of the US government.
- Describe the history and development of the US Constitution.
- Examine the structure and functioning of the US government.
- Discuss public policy and the different groups involved in administering and influencing these policies.
- Discuss the impact of public policies on culture and different groups in the United States.
- Explore the rights and liberties of US citizens as guaranteed by the US Constitution.
- Describe the importance of voluntary individual participation in US democratic society.

- Discuss effective leadership skills that are essential in government and public administration.

## Prerequisite Skills

PLATO Course Principles of Government and Public Administration, Semester A 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 A 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: Foundations of the US Government

#### Summary

In this unit, you will familiarize yourself with the basic concepts of government and public administration. You will also learn about the major features of different forms of government. Additionally, you will analyze the major political ideas, philosophies, and key historical documents that influenced the foundations of the US government. Finally, you will learn about the similarities and differences between the US system of government and other types of political systems.

Day	Activity/Objective	Type
1 day: 1	<b>Syllabus and Plato Student Orientation</b> <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
5 days: 2–6	<b>Fundamentals of Government</b> <i>Explain the authority, characteristics, and functions of government.</i>	Lesson
5 days: 7–11	<b>Origins of the US Government</b> <i>Discuss the philosophical and historical origins of the foundational values of the US government.</i>	Lesson
5 days: 12–16	<b>Comparing Government Systems</b> <i>Compare the US system of government with other political systems.</i>	Lesson
1 day: 17	<b>Space Jumble</b>	Game
4 days: 18–21	<b>Unit Activity/Threaded Discussion—Unit 1</b>	Activity
1 day: 22	<b>Post-test—Unit 1</b>	Assessment

## Unit 2: The US Constitution

### Summary

In this unit, you will learn about the contributions of the political philosophies of the Founding Fathers to the development of the US Constitution. Further, you will familiarize yourself with the structure and functions of the national, state, and local governments of the United States. Finally, you will examine the structure and functions of the legislative, executive, and judicial branches of the US government.

Day	Activity/Objective	Type
5 days: 23–27	<b>Development of the US Constitution</b> <i>Discuss the doctrines and historical background of the US Constitution.</i>	Lesson
5 days: 28–32	<b>Federalism in the United States</b> <i>Discuss the evolution and fundamentals of federalism in the United States.</i>	Lesson
5 days: 33–37	<b>Branches of Government</b> <i>Explore the three branches of the US government.</i>	Lesson
1 day: 38	<b>Thwack-A-Mole</b>	Game
4 days: 39–42	<b>Unit Activity/Threaded Discussion—Unit 2</b>	Activity
1 day: 43	<b>Post-test—Unit 2</b>	Assessment

## Unit 3: Public Policy

### Summary

In this unit, you will learn about the different types of public policies in the United States. You will also learn about the role of government officials and agencies in administering these policies. Further, you will explore how different groups influence public policy. Finally, you will learn about the impact of public policies on culture and different groups in the United States.

Day	Activity/Objective	Type
5 days: 44–48	<b>Introduction to Public Policy</b> <i>Explain public policy and the contribution of government officials and agencies in administering policies.</i>	Lesson
5 days: 49–53	<b>Role of Different Groups in Policy Making</b> <i>Discuss the role of individuals, political parties, interest groups, and media in policymaking.</i>	Lesson
4 days: 54–57	<b>Public Policies and Culture</b> <i>Discuss the impact of public policies on culture and different groups in the United States.</i>	Lesson
1 day: 58	<b>Para Jumble</b>	Game
4 days: 59–62	<b>Unit Activity/Threaded Discussion—Unit 3</b>	Activity
1 day: 63	<b>Post-test—Unit 3</b>	Assessment

## Unit 4: Rights and Responsibilities of US Citizens

### Summary

In this unit, you will explore the rights and liberties of US citizens as guaranteed by the US Constitution. You will also learn about the importance of voluntary individual participation in US democratic society. Finally, you will learn about effective leadership skills that are essential in government and public administration.

Day	Activity/Objective	Type
5 days: 64–68	<b>Bill of Rights</b> <i>Describe the importance of the Bill of Rights in the US Constitution.</i>	Lesson
5 days: 69–73	<b>Civil Rights and Liberties</b> <i>Examine the civil rights and liberties enjoyed by US citizens as stated in the US Constitution.</i>	Lesson
5 days: 74–78	<b>Civic Engagement/Participation</b> <i>Discuss the importance of civic participation in US democratic society.</i>	Lesson
4 days: 79–83	<b>Teamwork</b> <i>Demonstrate teamwork skills by contributing to the success of the team, assisting others, and requesting help when needed.</i>	Lesson
1 day: 83	<b>Space Jumble</b>	Game
4 days: 84–87	<b>Unit Activity/Threaded Discussion—Unit 4</b>	Activity
1 day: 88	<b>Post-test—Unit 4</b>	Assessment
1 day: 89	<b>Semester Review</b>	
1 day: 90	<b>End-of-Semester Test</b>	Assessment