# Student Plan of Study – Public Management & Administration

**Name____________________________**

**School______________________________________**

**Parent/Guardian Signature_____________________________**

**Date_____________**

**Date_______________**

Current Area of Interest: Government & Public Administration

This PLAN OF STUDY should serve as a guide for the next four years. Courses listed in this plan are only recommended coursework and should be individualized to meet each student’s educational and career goals. All plans will meet minimum high school graduation requirements. Applicants to the University System of Georgia and the Technical College System of Georgia institutions should be advised that meeting minimum requirements will not guarantee admission. Postsecondary institutions may set additional requirements.

## Grade Level

### 9th Grade
- **Literature & Composition or Approved Dual Enrollment Course**
  - 1 CCGPS Card Algebra
  - 2 CCGPS Analytic Geometry
  - 3 CCGPS Accel Card Algebra/Ancient Geometry
  - 4 CCGPS Accel Analytic Geometry B/Adv. Algebra

### 10th Grade
- **Literature & Composition or World Literature & Composition or Approved Dual Enrollment Course**
  - 1 CCGPS Analytic Geometry
  - 2 CCGPS Adv Algebra
  - 3 CCGPS Accel Analytic Geometry/Adv. Algebra
  - 4 CCGPS Pre-Calculus

### 11th Grade
- **American Literature/Composition or AP English Language & Composition/ American Lit or Approved Dual Enrollment Course**
  - 1 CCGPS Adv Algebra
  - 2 CCGPS Pre-Calculus
  - 3 CCGPS Accel Pre-Cal
  - 4 CCGPS Calculus or AP Calculus

### 12th Grade
- **Advanced Composition or British Literature or AP English Language & Composition or Approved Dual Enrollment Course**
  - CCGPS Pre-Cal or Adv Math Decision Making or Math of Ind & Govern or AP Stats or IB Math or Approved Dual Enrollment Course

## Courses

- **Biology or Approved Dual Enrollment Course**
- **Physical Science or Physics or AP Physics or Approved Dual Enrollment Course**
- **Chemistry or Environmental Science or Earth Systems or AP or IB or Approved Dual Enrollment Course**
- **Eco/Bus/Free Enterprise or AP Micro Econ or AP Micro Econ or IB Econ or Approved Dual Enrollment Course**
- **Any of the previous courses or Ecology or Geology or Approved Dual Enrollment Course**
- **Current Issues or AP/IB Soc Studies or Psychology or Sociology or World Geography**
- **AP or Georgia Virtual School may be available for CTAE courses**

## Notes

- **Science:** Approved 4th Sciences may be used to meet both the required science and required elective in a Career, Technical and Agricultural Education (CTAE) sequence of courses; see Fourth Science Requirements for more information. Students may take sciences courses in any sequence.
- **Math:** Select Math sequence 1, 2, 3, 4, based on 9th grade entry course.
- **Students must complete two credits of the same world language for admission to University System of Georgia institutions.
- **Students should complete a CTAE pathway and take the related end of pathway assessment.**

## Possible Electives

- **English/Language Arts**
- **Math**
- **Science**
- **Social Studies**
- **Health/Personal Fitness**

## World Language Pathways
**World Language Pathways**

**Fine Arts/Performing Arts Pathways**

Students may take sciences courses in any sequence.

**Students should complete a CTAE pathway and take the related end of pathway assessment.**

## Healthy Lifestyle Requirements

- Personal Fitness
- 1/2 credit

**Credits Earned**

- Health
- 1 credit
- 1/2 credit

**Total 1 credit**

**Adult Learning Pathways**

**Advanced Academic Pathways**

**World Language Pathways**

**Fine Arts/Performing Arts Pathways**

**CTAE Pathway**

Upon graduation, students complete a fine arts/performing arts pathway when three courses have been successfully completed in any one of the five areas. A student should consult a counselor or advisor for related coursework.

**Possible electives in additional pathways (students should check the local course description catalog for these and other electives)**

**Total 4 credits**

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**Richard Woods, Georgia’s School Superintendent**

"Educating Georgia’s Future"
**SAMPLE Pathway OCCUPATIONS**

See *Georgia’s HOT Careers to 2020* for more information on high-skilled, high-wage and high-demand occupations.

<table>
<thead>
<tr>
<th>Occupation Specialties</th>
<th>Entry Level of Education Needed</th>
<th>2012 Annual Wage</th>
<th>Annual Openings 2012-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban &amp; Regional Planners</td>
<td>Advanced Degree</td>
<td>$53,900</td>
<td>20</td>
</tr>
<tr>
<td>Management Analysts</td>
<td>Bachelor’s Degree</td>
<td>$91,000</td>
<td>190</td>
</tr>
<tr>
<td>Postal Service Mail Carriers</td>
<td>High School</td>
<td>$54,000</td>
<td>310</td>
</tr>
</tbody>
</table>

Source: Georgia Department of Labor/ONET

**For more information about your education and career planning, including valuable financial aid information that includes grants and scholarships, see your school counselor.**

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Credits</th>
<th>Coursework</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. English/Language Arts</td>
<td>4</td>
<td>V. Health &amp; Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>II. Math</td>
<td>4</td>
<td>VI. **Career, Technical &amp; Agricultural Education and/or **World Languages, and/or **Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>III. *Science</td>
<td>4</td>
<td>VII. Electives</td>
<td>4</td>
</tr>
<tr>
<td>IV. Social Studies</td>
<td>3</td>
<td>TOTAL</td>
<td>23</td>
</tr>
</tbody>
</table>

*Current Georgia Graduation Rule*

*Selected 4th Science courses may be used to meet both the required science and required elective in a CTAE sequence of courses.*

**Postsecondary Transition:**

- Students who will continue their education in a Program of Study at one of the University System of Georgia institutions should prepare to take the ACT or SAT for admissions. Tests for admissions may vary from institution to institution. Contact the selected institution for specific testing information. Additional admissions information can be found at Staying On Course. ([www.usg.edu/student_affairs/documents/Staying_on_Course.pdf](http://www.usg.edu/student_affairs/documents/Staying_on_Course.pdf))
- Students who will continue their education in a Program of Study at one of the Technical College System of Georgia institutions should prepare to take the COMPASS test for admissions.
- Students who will continue their education and training in the US Military should take the ASVAB assessment.
- Students should utilize electronic college and career databases to select the most appropriate postsecondary opportunities to match their selected career field, including registered apprenticeships.
- Georgia’s dual-credit programs have been combined into one program entitled Move On When Ready, in which high school students may earn their high school course credits while taking college courses.

**Possible Student Pathway Credentialing Opportunities:**

Students completing a pathway are eligible to take a Credentialing/End of Pathway Assessment (EOPA) upon successful completion of the three required courses in the pathway. For specific assessment information, refer to [http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx)

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**Other Related Government & Public Administration Occupations:**

- All Military Branches
- Management Analysts
- Archivists
- Budget Analysts
- Postmaster & Mail Superintendents

*ONET Online

**Public Management & Administration**

Government and public administration workers help pass and enforce laws, rules and regulations. They work in national, state, or local government. They plan, coordinate and manage a huge range of services to ensure that organizations run efficiently, economically and equitably. Public administrators typically work in civil service, foreign service and consulting. Most “civil servants”, as they are called, work for state and local governments, such as counties and municipalities. Job titles include city manager, county manager, auditor, safety inspector, industrial relations specialist, mediator, military occupations and careers, and systems analyst.

The U.S. State Department also employs public administrators in several categories. These include business management, economics, finance, and accounting; foreign affairs and international policy; engineering; human resources; information technology; legal; domestic and international security; senior executive services; and support services.

Education and training for public administration careers vary depending on an organization’s size and complexity. For example, lower-level managers in a small municipality may only need a high school diploma or an associate degree, combined with relevant work experience and continuing education, while larger operations may require a 4-year degree or more.

According to the United States Bureau of Labor Statistics, organizations and government employed 240,320 administrative services managers in 2010. The annual wage ranged between $41,420 and $135,300, with the median salary at $77,890. The industries employing the largest numbers of public administrators were companies and enterprises, hospitals, local government, colleges and professional schools, and state government.

Public administration careers are expected to grow in response to the increasing consumer demands for health services, social services, and other quality-of-life services. Competition will be keen for high-level positions, and job prospects are better for generalists than for specialists.

Information taken from PublicAdministration.net (2013)