

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: PRINCIPLES OF PUBLIC SERVICE
Program Type: Job Preparatory
Occupational Area: Public Service Occupations

Secondary

Program Numbers 8900330
CIP Number 0743.9997pa
Grade Level 9-12, 30, 31
Standard Length 1 credit
Certification ANY PUBLIC SERV OCC ED G
Facility Code 261
CSO FPSA, Inc.
Co-op Method Yes
Apprenticeship Yes

- I. **MAJOR CONCEPTS/CONTENT:** The purpose of this course is to provide students with competencies related to a cluster of public service job preparatory programs and to help students develop skills, knowledge and attitudes necessary for success and advancement in a specialized public service job preparatory program.

Content includes, but is not limited to: employability skills; safe and efficient work practices; communication skills; computer skills; human relations; leadership skills; first aid and disease prevention; fire fighting; public safety issues; land, air and water quality technology; the educational system; civil engineering; the criminal justice system; transportation services; social services; and regulatory and records services.

Reinforcement of basic skills in English, mathematics, reading and science appropriate for the job preparatory programs is provided through career and technical classroom instruction and applied laboratory procedures or practice. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the public service industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

- II. **PROGRAM STRUCTURE:** When taught at the secondary level, this program consists of the following course:

8900310 - Principles of Public Service

- III. **LABORATORY ACTIVITIES:** Laboratory experiences are an integral part of this course.

- IV. **SPECIAL NOTE:** The Florida Public Service Association, Inc. (FPSA) is the appropriate Career and Technical Student Organization (CTSO) for providing leadership training and reinforcing specific career and technical skills. CTSOs, when provided, shall be an integral part of the career and technical instructional program and the activities of

such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

Cooperative training - OJT is appropriate for this program. Whenever cooperative training - OJT is offered, the following are required for each student: a training plan, signed by the student, teacher, and employer, which includes instructional objectives and a list of on-the-job and in-school learning experiences; a workstation that reflects equipment, skills, and tasks that are relevant to the occupation which the student has chosen as a career goal. The student must receive compensation for work performed.

When a secondary student with a disability is enrolled in a career and technical class with modifications to the curriculum framework, the particular outcomes and student performance standards, which the student must master to earn credit, must be specified on an individual basis. The job or jobs for which the student is being trained should be reflected in the student's desired postschool outcome statement on the Transition Individual Educational Plan (Transition IEP).

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

SCANS Competencies: To accomplish the Secretary's Commission on Achieving Necessary Skills (SCANS) competencies, instructional strategies for these programs must include methods that require students to identify, organize, and use resources appropriately; to work with each other cooperatively and productively; to acquire and use information; to understand social, organizational, and technological systems; and to work with a variety of tools and equipment. Instructional strategies must also incorporate methods to improve students' personal qualities and higher-order thinking skills.

V. INTENDED OUTCOMES: After successfully completing this course, the student will be able to:

- 01.0 Demonstrate employability skills.
- 02.0 Demonstrate computer literacy.
- 03.0 Demonstrate leadership skills.
- 04.0 Demonstrate basic skills in mathematics and language arts.
- 05.0 Perform basic first aid skills, including CPR.
- 06.0 Discuss blood borne pathogens including AIDS and Hepatitis B.
- 07.0 Discuss the services of employees in fire fighting.
- 08.0 Discuss the services of employees in land, air quality, and water technology.
- 09.0 Discuss the services of employees in educational services.
- 10.0 Discuss the services of employees in public safety.
- 11.0 Discuss the services of employees in the criminal justice system.
- 12.0 Discuss the services of employees in civil engineering.
- 13.0 Discuss the services of employees in transportation services.
- 14.0 Discuss the services of employees in social services.
- 15.0 Discuss the services of employees in regulatory and records services.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Principles of Public Service

Secondary Program Number: 8900330

Secondary Course Number: 8900310

01.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:

- 01.01 Conduct a job search. LA.A.2.4, AT.1.1.4, AT.4.1.4
- 01.02 Research and secure information about a job. LA.A.2.4, AT.1.1.4, AT.4.1.4
- 01.03 Complete a job application and prepare a resume. LA.B.1.4, LA.B.2.4, AT.1.1.4, AT.4.1.4, AT.5.2.4
- 01.04 Demonstrate competence in job interview techniques. LA.C.3.4, LA.D.1.4, HE.B.3.4
- 01.05 Identify or demonstrate appropriate responses to criticism from employers, supervisors, or other persons. LA.B.2.4, HE.B.3.4, AT.9.1.4
- 01.06 Identify and demonstrate acceptable work habits. LA.D.1.4, LA.D.2.4, HE.B.3.4, AT.9.1.4
- 01.07 Demonstrate knowledge of how to make job changes appropriately. LA.B.2.4, HE.B.3.4, AT.9.1.4
- 01.08 Demonstrate acceptable employee health habits. HE.A.1.4, HE.B.1.4, AT.8.1.4
- 01.09 Demonstrate appropriate telephone etiquette. LA.C.3.4, HE.B.3.4, AT.9.1.4

02.0 DEMONSTRATE COMPUTER LITERACY--The student will be able to:

- 02.01 Discuss computer terms applicable to available hardware. LA.C.1.4, AT.5.2.4
- 02.02 Demonstrate operation of available software programs. LA.A.1.4, SC.H.3.4, AT.5.2.4
- 02.03 Identify the safety precautions to be used in the care and use of computer equipment. LA.A.1.4, AT.5.2.4, AT.8.1.4
- 02.04 Discuss the potential uses and operations of computers in the Information Age. LA.B.2.4, LA.C.1.4, SC.H.3.4, AT.5.2.4

03.0 DEMONSTRATE LEADERSHIP SKILLS--The student will be able to:

- 03.01 List the officers of an organization and the responsibilities of each office. AT.2.1.4
- 03.02 Conduct a typical business meeting. LA.C.3.4, AT.2.1.4, AT.4.1.4
- 03.03 Demonstrate knowledge of parliamentary procedures. SS.C.1.4, AT.1.1.4
- 03.04 Identify the functions of a committee. LA.B.2.4, AT.1.1.4
- 03.05 List the rights and responsibilities of an individual group member within an organization. AT.1.1.4, AT.9.1.4
- 03.06 Prepare committee reports. LA.B.2.4, SC.H.1.4, MA.A.1.4, MA.A.3.4, AT.1.1.4, AT.2.1.4
- 03.07 Follow written and oral directions. HE.B.3.4, AT.9.1.4
- 03.08 Demonstrate integrity, loyalty, dependability, and punctuality. SS.C.2.4, AT.9.1.4

04.0 DEMONSTRATE BASIC SKILLS IN MATHEMATICS AND LANGUAGE ARTS--The student will be able to:

- 04.01 Demonstrate ability to draw, read, analyze, and report graphs, charts and tables. LA.A.1.4, SC.H.1.4, SC.H.3.4, MA.D.1.4, MA.E.1.4, AT.1.1.4, AT.1.4.1
 - 04.02 Demonstrate ability to measure time, temperature, distance, capacity and weight. SC.B.1.4, MA.B.1.4, AT.1.1.4
 - 04.03 Demonstrate ability to make estimates and appropriately judge the result. SC.H.1.4, MA.B.3.4, AT.1.1.4, AT.4.1.4, AT.5.1.4
 - 04.04 Prepare a written report, including at least three paragraphs. LA.B.1.4, SC.H.1.4, AT.1.1.4, AT.5.1.4
 - 04.05 Deliver an oral report in a classroom setting. LA.C.3.4, HE.B.3.4, AT.2.2.4, AT.5.1.4
 - 04.06 Demonstrate note-taking abilities. LA.B.2.4, AT.1.1.4, AT.5.1.4
- 05.0 PERFORM BASIC FIRST AID SKILLS, INCLUDING CPR--The student will be able to:
- 05.01 Demonstrate personal hygiene. HE.A.1.4, HE.B.1.4, AT.1.1.4, AT.9.1.4
 - 05.02 Discuss appropriate steps to ensure safety and triage in emergency situations. LA.C.1.4, HE.A.1.4, SC.H.3.4, MA.A.1.4, AT.8.1.4, AT.9.1.4
 - 05.03 Demonstrate basic understanding of First Aid and emergency care. HE.A.1.4, HE.B.1.4, SC.H.3.4, AT.1.1.4, AT.8.1.4
 - 05.04 Demonstrate artificial respiration (CPR). LA.C.3.4, HE.A.1.4, HE.B.1.4, SC.C.2.4, SC.F.1.4, SC.H.3.4, AT.1.1.4, AT.8.1.4
 - 05.05 Activate local emergency medical system (EMS). HE.B.2.4, SC.H.3.4, MA.A.1.4, AT.1.1.4
- 06.0 DISCUSS BLOOD BORNE PATHOGENS INCLUDING AIDS AND HEPATITIS-B--The student will be able to:
- 06.01 Distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens. HE.A.1.4, SC.H.1.4, SC.H.2.4, SC.H.3.4, AT.1.1.4, AT.7.1.4, AT.8.1.4
 - 06.02 Identify community resources and services available to individuals with diseases caused by blood borne pathogens. HE.2.4.2, HE.2.4.4, AT.1.1.4, AT.8.1.4
 - 06.03 Identify "at risk" behaviors which promote the spread of AIDS and the public education necessary to combat the spread of diseases caused by blood borne pathogens. HE.A.1.4, HE.B.1.4, HE.C.2.4, SC.H.1.4, SC.H.2.4, SC.H.3.4, AT.1.1.4, AT.8.1.4
 - 06.04 Apply infection control techniques designed to prevent the spread of diseases caused by blood borne pathogens to the care of all patients following Centers for Disease Control (CDC) guidelines. HE.A.1.4, HE.C.2.4, SC.H.1.4, SC.H.2.4, SC.H.3.4, AT.1.1.4, AT.9.1.3.2
 - 06.05 Demonstrate knowledge of the legal aspects of AIDS, including testing. LA.B.2.4, HE.A.1.4, HE.C.2.4, SC.H.1.4, SC.H.2.4, SC.H.3.4, SS.C.1.4, SS.C.2.4, AT.6.1.4, AT.8.1.4
- 07.0 DISCUSS THE SERVICES OF EMPLOYEES IN FIRE FIGHTING--The student will be able to:
- 07.01 Discuss careers in fire fighting. LA.C.1.4, AT.1.1.4.1, AT.4.1.4
 - 07.02 Discuss career opportunities upon completion of fire fighting programs. LA.B.2.4, LA.C.3.4, AT.1.1.4, AT.4.1.4
 - 07.03 Discuss career opportunities for Firesafety Inspectors and Special Firesafety Inspectors. LA.B.2.4, LA.C.3.4, MA.C.3.4, SC.H.3.4, SS.B.1.4, AT.1.1.4, AT.5.1.4

- 07.04 Identify the skills, training, and education needed for a career in fire fighting. LA.C.1.4, AT.2.1.4, AT.4.1.4
 - 07.05 Discuss fire department organization and responsibilities. LA.B.2.4, LA.C.1.4, HE.A.1.4, HE.B.3.4, SS.C.1.4, AT.2.1.4
 - 07.06 Describe local, state, and federal fire regulations. LA.C.3.4, HE.B.1.4, SC.H.3.4, AT.8.1.4
 - 07.07 Demonstrate knowledge of common personal protective activities (elimination of fire hazards). LA.C.1.4, SS.C.2.4, AT.2.3.4, AT.6.1.4
 - 07.08 Discuss volunteer and community participation programs in fire fighting. LA.A.1.4, HE.A.1.4, HE.B.1.4, SC.H.3.4, SS.C.1.4, AT.4.1.4, AT.5.1.4, AT.5.2.4
 - 07.09 Define the concepts of fire hazards, alarms, smoke detectors, fire extinguishers, family evacuation routes, alerting emergency services, wildland fires, arson, insurance fraud, and pyrotechnic devices. LA.A.1.4, AT.4.1.4
 - 07.10 Define the four classes of fire and the methods of fighting each class.
- 08.0 DISCUSS THE SERVICES OF EMPLOYEES IN LAND, AIR QUALITY, AND WATER TECHNOLOGY--The student will be able to:
- 08.01 Discuss careers in land, air quality, and water technology. LA.C.1.4, AT.1.1.4, AT.4.1.4
 - 08.02 Describe the role of federal, state, and local regulatory agencies. LA.B.2.4, LA.C.3.4, HE.A.1.4, HE.B.3.4, SC.H.3.4, SS.C.1.4, AT.8.1.4
 - 08.03 Define the concepts of environmental planning, resource conservation, disease control, pollution prevention and control, and Geographic Information Systems (GIS) in resource management. MA.C.3.4, SC.B.1.4, SC.D.1.4, SC.D.2.4, SC.G.2.4, SC.H.3.4, SS.B.1.4, SS.B.2.4, AT.7.1.4, AT.8.1.4
- 09.0 DISCUSS THE SERVICES OF EMPLOYEES IN EDUCATIONAL SERVICES--The student will be able to:
- 09.01 Discuss careers in educational services. LA.C.1.4, AT.1.1.4
 - 09.02 Describe the career opportunities of the paraprofessional teacher aid and the regulations governing those in that occupation. LA.A.1.4, LA.A.2.4, LA.B.2.4, LA.C.3.4, SS.C.2.4, AT.2.1.4, AT.4.1.4, AT.9.1.4
 - 09.03 Discuss the concepts of teacher certification and student evaluation. LA.A.1.4, AT.1.1.4
 - 09.04 Define accountability, performance standards, and life-long learning. LA.A.1.4, AT.5.1.4
 - 09.05 Demonstrate a teaching practicum. LA.C.3.4, AT.1.1.4, AT.9.1.4
- 10.0 DISCUSS THE SERVICES OF EMPLOYEES IN PUBLIC SAFETY--The student will be able to:
- 10.01 Discuss careers in public safety (EMS, Public Safety, Communications, and Civil Defense). LA.C.1.4, HE.C.2.4, AT.1.1.4, AT.4.1.4
 - 10.02 Describe career skills, training, and education needed for a career in public safety. LA.B.2.4, LA.C.3.4, SC.H.3.4, AT.4.1.4
 - 10.03 Describe career opportunities upon completion of local and state postsecondary public safety programs. LA.B.2.4, LA.C.3.4, AT.4.1.4

- 10.04 Describe municipal, county, and state emergency management agencies and their roles. LA.B.2.4, LA.C.3.4, HE.A.1.4, HE.C.2.4, AT.7.1.4
- 11.0 DISCUSS THE SERVICES OF EMPLOYEES IN THE CRIMINAL JUSTICE SYSTEM--The student will be able to:
- 11.01 Discuss the career opportunities within local, state, and federal criminal justice systems. LA.C.1.4, SS.C.1.4, AT.1.1.4, AT.4.1.4
- 11.02 Describe career opportunities upon completion of Criminal Justice Operations. LA.B.2.4, LA.C.3.4, AT.4.1.4
- 11.03 Describe career opportunities upon completion of Private Security Officer. LA.B.2.4, LA.C.3.4, AT.1.1.4, AT.2.3.4, AT.3.1.4, AT.4.1.4
- 11.04 Describe career opportunities in the field of investigations, both private and public. LA.B.2.4, LA.C.3.4, SC.H.1.4, SC.H.3.4, AT.2.3.4, AT.3.1.4, AT.4.1.4
- 11.05 Identify the skills, training, and education needed for a career in the Criminal Justice System. LA.B.2.4, LA.C.3.4, SC.H.3.4, SS.C.1.4, AT.2.1.4
- 11.06 Describe career opportunities within the judicial process, from the initial crime incident to reporting the release of offenders from prison. SS.C.1.4, AT.2.1.4, AT.4.1.4
- 11.07 Define mediation and discuss concepts of mediation (peer, civil, and criminal). LA.A.1.4, LA.C.1.4, AT.1.1.4, AT.2.1.4, AT.5.2.4, AT.9.1.4
- 12.0 DISCUSS THE SERVICES OF EMPLOYEES IN CIVIL ENGINEERING--The student will be able to:
- 12.01 Discuss careers and opportunities in civil engineering (urban planners, surveyors, and draftsmen). LA.C.1.4, MA.C.3.4, AT.1.1.4, AT.4.1.4
- 12.02 Describe career opportunities upon completion of Civil Engineering Aide. LA.B.2.4, LA.C.3.4, AT.4.1.4
- 12.03 Describe career opportunities upon completion of local and state postsecondary programs in civil engineering. LA.B.2.4, LA.C.3.4, AT.4.1.4, AT.9.1.4
- 12.04 Define the concepts of zoning board, allocation, planning, geological survey, and Geographic Information Systems (GIS) in urban planning. LA.A.1.4, MA.C.3.4, SC.D.2.4, SC.G.2.4, SC.H.1.4, SC.H.3.4, SS.B.1.4, AT.2.1.4, AT.2.2.4
- 12.05 Discuss the need for public services allocation and planning. LA.C.1.4, HE.A.1.4, AT.2.1.4, AT.3.1.4
- 12.06 Explain the interrelation of local, state, and national public services. LA.B.2.4, LA.C.3.4, HE.A.1.4, SS.C.1.4, AT.2.1.4, AT.9.1.4
- 13.0 DISCUSS THE SERVICES OF EMPLOYEES IN TRANSPORTATION SERVICES--The student will be able to:
- 13.01 Discuss careers in transportation services. LA.C.1.4, AT.1.1.4, AT.4.1.4
- 13.02 Identify the skills, training, and education needed for a career in transportation services. LA.B.2.4, LA.C.3.4, MA.C.3.4, SC.H.3.4, SS.B.1.4, AT.4.1.4, AT.5.1.4, AT.5.2.4
- 13.03 Define the concept of public transportation. LA.A.1.4, AT.5.2.4, AT.7.1.4

14.0 DISCUSS THE SERVICES OF EMPLOYEES IN SOCIAL SERVICES--The student will be able to:

- 14.01 Discuss careers in social services. LA.C.1.4, AT.1.1.4, AT.4.1.4
- 14.02 Identify the skills, training, and education needed for a career in social services. LA.B.2.4, LA.C.3.4, AT.4.1.4, AT.5.1.4
- 14.03 Describe social services available in a local community. LA.B.2.4, LA.C.3.4, HE.A.2.4, AT.7.1.4
- 14.04 Discuss access for legal counsel and economic assistance programs in the local community. LA.C.3.4, HE.A.2.4, SS.C.1.4, AT.8.1.4
- 14.05 Define the concepts of child abuse, child neglect, spouse, and dependency. LA.A.1.4, LA.C.1.4, HE.A.1.4, HE.A.2.4, HE.B.1.4, HE.C.1.4, AT.1.1.4
- 14.06 Discuss local help available for suicide counseling, abuse counseling, and sexual abuse counseling. LA.C.1.4, LA.C.3.4, HE.A.2.4, AT.1.1.4, AT.7.1.4

15.0 DISCUSS THE SERVICES OF EMPLOYEES IN REGULATORY AND RECORDS SERVICES--The student will be able to:

- 15.01 Discuss careers in regulatory and records services. LA.C.1.4, LA.C.3.4, AT.1.1.4, AT.4.1.4
- 15.02 Identify the skills, training, and education needed for a career in regulatory services. LA/B/2/4, LA.C.3.4, MA.A.3.4, SC.H.3.4, AT.4.1.4, AT.5.1.4, AT.5.2.4
- 15.03 Discuss the regulatory functions of government. LA.C.1.4, LA.C.3.4, HE.A.1.4, HE.C.2.4, SS.C.1.4, AT.7.1.4, AT.8.1.4
- 15.04 Discuss the process in obtaining licenses (municipal, county, and state). LA.C.3.4, SS.C.1.4, AT.5.2.4, AT.8.1.4