



Seneca

SCHOOL OF LEGAL AND
PUBLIC ADMINISTRATION

PUBLIC
ADMINISTRATION

PUBLIC ADMINISTRATION GRADUATE CERTIFICATE

This eight month graduate certificate program develops key multi-disciplinary skills and knowledge needed for a public administration career. You'll graduate ready to work in the municipal and non-profit sectors with a thorough understanding of the many facets of government including service provision, policy development, fiscal management, project management and conflict resolution.

CODE: PAD

CAMPUS: Newnham

CREDENTIAL AWARDED: Graduate Certificate

DURATION: 8 months + 4 month work term
(optional)

START DATE: Fall

WHAT YOU'LL NEED

- A degree or diploma from a recognized college/ university and/or mature student with 3-5 years of related work experience.
- English proficiency at the college level.
- Competence in word processing, Windows systems and basic Internet applications.

APPLICANT SELECTION

Students must be fluent in English, both written and oral. Prospective students may be required to undergo testing to assess literacy skills.

WHAT YOU'LL LEARN

The Public Administration program allows you to understand and articulate the current issues facing Ontario's public sector — important issues that help shape our future.

The comprehensive curriculum provides you with the skills and knowledge around public sector fiscal management, comptrollership, governance and accountability; graduate ready to contribute to the planning and administration of financial, technology and HR management resources. You'll also be equipped to research and draft public policy and to manage the performance of public sector programs and services.

In addition, this program helps you to develop valuable interpersonal skills including leadership, communication, ethics and team-building abilities — skills needed for success in the multi-faceted municipal and broader public sector. Graduate with the level of commitment and enthusiasm you need for a dynamic and rewarding career in this field.

AFFILIATIONS AND ASSOCIATIONS

Graduates will have completed all of the academic credits toward the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Certified Municipal Officer (CMO) designation, and will have fulfilled all the requirements of the AMCTO's Municipal Administration (MAP) and Municipal Accounting and Finance (MAFP) programs.

WORK TERM OPTION

For qualified students, there is an optional four-month work term opportunity after the completion of two semesters.

Students accepted into this co-op program will have a shared responsibility for securing employment opportunities.

YOUR CAREER

You'll be prepared to work in the municipal and non-profit sectors in particular, but will also have the skills needed to work at any level of government. Areas of employment or positions may include policy and compliance analysis, revenue and administrative officers, program support advisors and project coordinators.

CURRICULUM

SEMESTER 1	SUBJECT NAME	Hrs/ Wk
PAD 110	Municipal Issues and the Evolution of Local Government	4
PAD 120	Municipal Law and Ethics in Government	3
PAD 130	Public Sector Financial Management	3
PAD 140	Public Sector Governance and Systems	3
PAD 150	Communications in Public Administration	3
PAD 160	Municipal Revenues	3
SEMESTER 2	SUBJECT NAME	Hrs/ Wk
PAD 210	Human Resources and Municipal Management	3
PAD 220	Municipal Management and Administrative Structures	3
PAD 230	Project Management	3
PAD 240	Municipal Accounting and Comptrollership	3
PAD 250	Dispute Resolution in Municipal Government	3
PAD 260	Public Policy Research and Analysis	2

senecacollege.ca/fulltime/PAD.html

FIND OUT MORE.

Jon Olinski

Program Co-ordinator

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**PUBLIC ADMINISTRATION GRADUATE CERTIFICATE
WORK TERM (CO-OP) PROGRAM**

Employer Information

THE PROGRAM

Seneca's Public Administration Program prepares students for the role that governments play in today's complex society requiring public servants that possess sophisticated, multi-disciplinary skills that result in effective, competent and ethical administration.

OUR STUDENTS HAVE

Valuable interpersonal skills including:

- Effective Communication
- Conflict Resolution
- Leadership & Team-Building
- Ethics

HIGHLIGHTS

- Graduates have completed both of the AMCTO's Municipal Administration (MAP) and Municipal Accounting and Finance (MAFP) programs
- Graduates will also have received a Certificate in Alternative Dispute Resolution

INDUSTRY SPECIFIC SKILLS

- Articulate and analyze the issues currently facing Ontario's public sector, particularly within municipal government
- Contribute directly to the planning and administration of organizational resources and related systems
- Conduct research, analysis and draft reports on public policy issues
- Prepare accurate accountability reports to public office holders
- Manage the performance of public sector programs and services
- Apply prudent fiscal management and service provision techniques
- Communicate effectively and appropriately based on the target audience and purpose in both written and verbal formats
- Manage stakeholder relations taking into consideration the political and economic environments, media relations, etc.

Find out more about hiring Public Administration students in April 2018:

Work-Integrated Learning Coordinator

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Visit us online at: <http://www.senecacollege.ca/employers/>

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