

PUBLIC ADMINISTRATION (PAD)

About the Program

This eight-month graduate certificate program provides you with the multi-disciplinary skills and experience required to become or grow your career as a public sector employee.

You will receive advanced training in communications, policy analysis, project management, information technology, finance, governance, leadership and dispute resolution. The program was developed by municipal government professionals and is regularly updated to ensure you have the necessary skills to be successful upon graduation and throughout your career.

You will learn in a small class setting from expert faculty who have a variety of experience in the public sector.

Credential Awarded

Ontario College Graduate Certificate

Duration

2 Semesters (8 Months)

Starts

September

Program and Course Delivery

This program is offered online. Students learn remotely and do not need to come to campus. Online learning can be synchronous – scheduled class time with professors – or asynchronous – no scheduled class time, with all learning independent.

Skills

Throughout this program you will develop the following skills:

- Research
- Policy analysis
- Critical thinking
- Writing, presenting and problem-solving for a public sector audience
- Financial planning and analysis
- Project planning
- A comprehensive understanding of the Canadian government structure with an emphasis on the Ontario municipal sector

Work Experience

Guaranteed Work Term – Town of Newmarket Partnership

Through a formal partnership with the Town of Newmarket (<https://www.newmarket.ca/>), students who have successfully completed their first semester will enter a four-month, comprehensive policy project focused on solving current challenges faced by the municipality in the second (winter) semester. The PAD 280 - Work Integrated Project course is co-taught by faculty from Seneca Polytechnic and the Town. Upon completion, this unparalleled experience will equip students with the skills, knowledge

and work experience required to succeed in the dynamic field of public administration.

Work Experience Optional Work Term

Students meeting all academic requirements may have the opportunity to complete an optional work term(s) in a formal work environment. The work term(s) is similar in length to an academic semester and typically involves full-time work hours that may be paid or unpaid. In programs with limited work term opportunities, additional academic requirements and a passing grade on a communication assessment may be required for eligibility. Eligibility for participation does not guarantee a work position will be secured. Additional fees are required for those participating in the optional work term stream regardless of success in securing a work position.

Review eligibility requirements for work-integrated learning (<https://www.senecapolytechnic.ca/employers/seneca-works/work-integrated-learning/eligibility.html>)

Your Career

Graduates of the program can explore the following career options:

- Leadership roles in public administration
- Policy analyst
- Project management officer
- Administrative officer
- Legislative co-ordinator
- Constituency assistant

Affiliations/Associations

Seneca's partnership with the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) will allow you to complete and receive certificates of completion for AMCTO's Municipal Administration Program (MAP) and Municipal Accounting and Finance Program (MAFP).

Completion of the MAP program is one of the necessary prerequisites to apply for the Certified Municipal Officer (CMO) designation with the AMCTO.

Transfer Credit and Recognition for Prior Learning

Individuals who have completed MAP, MAFP and other courses through the AMCTO as well as those with significant municipal work experience are eligible for course exemptions. In addition, students with previous postsecondary courses may also be eligible.

Program of Study

Course Code	Course Name	Weekly Hours
Semester 1		
PAD110	Municipal Issues and the Evolution of Local Government	4
PAD130	Public Sector Financial Management	3
PAD140	Public Sector Governance and Systems	3

PAD150	Communications in Public Administration	3
PAD220	Municipal Management and Administrative Structures	2
PAD230	Project Management	3
Semester 2		
PAD120	Municipal Law and Ethics in Government	3
PAD160	Municipal Revenues	3
PAD210	Human Resources and Municipal Management	3
PAD250	Dispute Resolution in Municipal Government	3
PAD260	Public Policy Research and Analysis	3
PAD280	Work Integrated Project	3
WTP100	Work Term Preparation *	1
Work-Integrated Learning Term		
PAD441	Public Administration, Work Term *	30

* Work-Integrated Learning option only

Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Articulate/analyze the issues currently facing Ontario's public sector, particularly within municipal government;
- Apply principles, including those of risk management, and practices associated with prudent fiscal management, comptrollership, governance and accountability in the municipal and broader public sectors;
- Research and draft public policies and programs ensuring that any downside risks have been minimized;

- Contribute directly to the planning and administration of organizational resources and related systems, including those associated with financial, technology and human resource management;
- Use transferable and interpersonal skills including conflict resolution, service provision, leadership, communication, ethics and team-building abilities;
- Effectively manage the performance of a municipal or other public sector program or service;
- Research, synthesize and write comprehensive program and services review reports;
- Solve problems by developing and assessing alternatives, devising effective solutions and evaluating results/outcomes;
- Prepare accurate accountability reports to public office holders;
- Manage stakeholder relations taking into consideration the political and economic environments, labour relations, media relations, etc.;
- Communicate effectively and appropriately given the audience and purpose including both written and verbal in a variety of situations.

Admission Requirements

- Ontario university or college degree or college diploma or equivalent
Applicants with an equivalent combination of partial postsecondary and/or three to five years related work experience may be considered for admission. A relevant resumé and references must be provided.
- English proficiency (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/english-proficiency.html>) for graduate certificates

Canadian citizens or permanent residents educated outside of Canada must provide a World Education Services (WES) or ICAS Canada credential evaluation.

Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (<https://www.senecapolytechnic.ca/pathways.html>) web page.

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