



Public Administration & Governance

Online Certificate and Diploma

Special Thanks to



Indigenous
Services Canada



McGill

School of
Continuing Studies

Public Administration & Governance

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A few words from The Team

We proudly continue our tradition of high-quality, accessible, innovative, market-responsive education. We're committed to delivering rich academic and practical programs that will help you to gain momentum in your career.

We would like to thank Indigenous Services Canada and CN for supporting and funding this initiative.

We invite you to discover the McGill experience.

What is *Public Administration & Governance*

Fact:

The majority of employment opportunities in Canada are within the public sector.

Behind every effective public institution is a team of practitioners dedicated to enriching the sectors of *education, health, social services, government, Public Safety and Security*.

Through the practice of fair governance, a public administration professional works towards applying policies, managing organizations, studying and meeting community needs, and effecting positive change within their institutions.

Preparing for Your Career in Public Administration and Governance

In response to this growing labour market, we have designed a program that shapes students into strong candidates with transferable skills, such as leadership, managing projects, employee management, engaging and building teams, and understanding ethical responsibilities and financial reports within public Not-For-Profit organizations.

The study of public administration and governance will serve to either **advance your career** in the public sector or foster a **seamless transition** into the public sector. Each of our varied courses aims to encourage future leaders to analyze discrepancies in today's current public operations, develop hands-on experience and gain a competitive edge, and find innovative strategies to achieve long-term success for organizations.

Interesting Careers in Public Administration and Governance

- Manager in Public Sector
- Business Administrator
- Community Worker
- Education Administrator
- Executive Assistant
- Foreign Correspondent
- Foreign Service Officer
- Government Administrator
- Government Relations Manager
- Immigration Officer
- Lobbyist
- Non-profit Administrator
- Policy Advisor
- Policy Assistant
- Project Administrator
- Administrative Services Manager



Certificate Public Administration & Governance



Credit



Credits



Required
Courses



Evenings from
6:00 p.m. to
9:00 p.m. EST



Years to
Complete



Online

A McGill Certificate in Public Administration and Governance

emphasizes integrating the prominent issues and policies that are affecting day-to-day operations, decisions, systems, and finances in a public Not-For-Profit organization.

The *Certificate program* is aimed at individuals who aspire to or grow into a management role in the public sector.

Admission Requirements:

- The program is not open for admission to international applicants.
- Applicants must hold a CEGEP diploma (DCS, DEC or equivalent) OR
- Applicants 21 years of age and older may be admitted as mature participants
- Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program (a copy of the certificate must be provided)

This Program Promotes:

- Methods of organization; i.e. LEAN management
- Prioritizing daily responsibilities (for management, employers, and other stakeholders)
- Building analytical, problem-solving and critical thinking competencies
- Working cooperatively and productively with others
- Understanding and meeting the needs of clients who use public services
- Developing management knowledge and competencies
- Implementing change management effectively



Apply Now

Certificate Course Descriptions



CORG 225

Foundation of Organizational Behaviour and Administration

CREDITS: 3

This course covers diverse theories and applications such as perception, motivation, decision-making, team dynamics, negotiation, conflict management, leadership, and organizational culture. Levels of analysis are on the individual, team and organizational level.

CPAG 400

Diversity and Cross Cultural Management

CREDITS: 3

Impact of culture and diversity as major factors in managing national, international and multicultural relations within a global context and the challenges and opportunities faced. Effect on interpersonal interactions, intergroup interactions and the management of multi-cultural workforces in terms of cognition and behaviour, communication, leadership, employee engagement and negotiation. Case studies, research methods and experiential learning will facilitate theory and practical applications.

CPAG 220

Fundamentals of Public Finance, Budgeting and Reporting

CREDITS: 3

Covers public finance, characteristics of budgeting, public funding, basics of fiscal analysis, concepts and terminology in financial reporting; cash management, monitoring and evaluation of budget performance.

CGMG 210

Fundamentals of Project Management

CREDITS: 3

Knowing the fundamental principles and best practices of project management is essential to the successful development of projects and other complex undertakings within an organization. This course focuses on ways to define, plan, and schedule activities and resources to move your business forward.

CPAG 300

Lean Operational Practices in Public Services

CREDITS: 3

Covers the Lean principles and methods that can be applied to meet the demands for efficiency and quality in the public sector, encompassing a value-oriented approach to process improvement through waste elimination, flow, demand pull and perfection aiming to achieve operational excellence.

[Program & Course
Schedule](#)

Certificate Course Descriptions



CORG 420

CREDITS: 3

Human Resource Management: *Theory and Practice*

This course provides a comprehensive overview of human resources management (HRM) and an understanding of the strategic role HRM plays in the work environment. It introduces students to current HRM concepts, skills and practices, focusing on both theory and its practical application. Topics include: human resources planning, job analysis and design, recruitment selection and retention, training, performance management, organizational development and change, compensation and benefits, labour relations, legal issues, and strategic issues and challenges in HRM.

CGMG 305

CREDITS: 3

Managing in Public and Non-Profit Organizations

This course provides learners with the knowledge, competencies and aptitudes necessary for managing and leading both private businesses and organizations in the not-for-profit sector. Topics include governance, community services, community systems, management vs leadership style, and understanding the differences between strategic and operational planning, with an emphasis on financial and human resource management.

CPAG 410

CREDITS: 3

Strategic Planning and Implementation

Theory and practice of strategic management required to facilitate strategic thinking and planning in organizations in response to changing conditions. Topics in stakeholder analysis; transforming strategic plans into policies and programs, assessing organizational performance, deploying resources, quality control, strategic communication, planning, problem solving, progress assessment; completion and evaluation.

CPAG 225

CREDITS: 3

Foundations of Regulations and Ethics in the Public Sector

Covers the fundamental elements of the Canadian legal system; legal environment of Canadian public administration, law, institutions and processes; principles of public sector ethics; relationship between ethics, accountability and good governance.

CPAG 305

CREDITS: 3

Current Issues in Public Sector Administration

Discusses the current challenges and opportunities that are facing managers in the public sector. Covers the management tools and concepts being used in the public sector offices, and how specific management issues are being addressed within the departments.

[Program & Course
Schedule](#)

Diploma Public Administration & Governance



Credit



Credits



Required
Courses



Evenings from
6:00 p.m. to
9:00 p.m. EST



Years to
Complete



Online

The Diploma in Public Administration and Governance is a 30-credit graduate-level program designed to help students gain the critical competencies, skills and knowledge to begin a career in the public sector or advance their current career. With a focus on the day-to-day operations, decisions, systems and finances in a public Not-For-Profit organization, the curriculum aims to strengthen students' managerial and leadership competencies and equip them with the knowledge, analytical skills, problem-solving strategies and that are critical for success in public service organizations.

Admission Requirements:

- The program is not open for admission to international applicants.
- Applicants must hold a Bachelor's degree in any discipline with a minimum CGPA of 3.0/4.0, or 3.2/4.0 in the last two years of full-time academic studies.
- If your CGPA is lower than the above requirement, you need to submit a Letter of Intent, Curriculum Vitae/ Résumé and Two Letters of Reference. See mcgill.ca/scs-dpag for more details.

This Program Promotes:

- The study of public administration and governance will serve to either advance your career in the public sector or foster a seamless transition into the public sector.
- Each of our varied courses aims to encourage future leaders to analyze discrepancies in today's current public operations, develop hands-on experience and gain a competitive edge, and find innovative strategies to achieve long-term success for organizations.



Apply Now

Diploma Course Descriptions



CGM2 510

Project Management: *Tools and Techniques*

CREDITS: 3

Focus on main concepts and theories of project management from initiation to close-out.

Topics include: project life cycle, planning, scheduling, implementing, monitoring, controlling, close-out and ethics. The concepts presented apply to projects of various sizes, types and degrees of complexity.

CORG 551

Behaviour *in Organizations*

CREDITS: 3

The implications for management and the essential concepts of social psychology such as motivation, perception, attitude change and organization. Group and organizational dynamics will be the major emphasis of the course. Classroom discussion and student participation is encouraged.

CPAG 500

Lean Operations *in Public Services*

CREDITS: 3

Lean principles and how to apply processes needed to optimize cost while maintaining or improving service levels in the public sector. Particularities of service operations in a public environment and how process improvement methodologies can be used there.

CPAG 510

Current Issues *in Public Sector Management*

CREDITS: 3

Contemporary challenges faced by public administration due to political, technological, social and economic changes in society. Trends, successes and failures experienced in the past, and alternative solutions.

CPAG 515

Public Regulations *and Ethics in the Public Sector*

CREDITS: 3

Legal principles and legal reasoning, role of law in public sector management such as constitutional law, administrative law and human rights law; how the principles behind privacy and access to information legislation are derived from the ethical principles.

Program & Course
Schedule

Diploma Course Descriptions



CPAG 520

Leadership and Governance *in Public Organizations*

CREDITS: 3

Leadership and governance issues, accountabilities and responsibilities for public organization leaders, governance best practices, and administrative aspects of Indigenous governance. Practical ways to improve service delivery and performance.

CPAG 525

Public Finance, *Budgeting and Reporting*

CREDITS: 3

Planning and budgetary processes, resource allocation, controlled delivery and accountability in the public sector. Budgets, public funding, financial statements, reporting, and managing financial resources.

CPL2 533

Developing Leadership *Skills*

CREDITS: 3

This course presents an overview of leadership theories and applications. It provides students with an understanding of why and how leadership skills are critical to organizational success. Students will learn to apply and develop their own leadership skills to work effectively with others in an organizational setting.

CPL2 534

Leading *in Diverse and Global Workplaces*

CREDITS: 3

Exploring leadership within a global and diverse context. A variety of trends that have made managing workforce diversity an essential competency for future leaders are reviewed, as are the emerging skills that managers need to develop to succeed in a global environment.

CPL2 552

Strategic *Management*

CREDITS: 3

Includes analysis of major forces driving organizations, explores mission development, goal selection, corporate strategy, policy formulation for the benefit of all stakeholders. Discusses situations confronting senior managers in the competitive environment, includes topics such as the identification and evaluation of strategic alternatives, the management of control processes for increased productivity, etc.

[Program & Course
Schedule](#)

What is *an Integrated Blended-Online Program?*



Definitions:



Live-Online: Each class is delivered entirely online and is led by one or more course lecturers using live virtual conferencing.



Self-Directed Online: This model allows students to learn at their own pace, autonomously, without the intervention of a course lecturer or tutor.



Integrated Blended-Online: This style of delivery combines live-online and self-directed online courses allowing for the flexibility of a digital classroom with the dynamics of a traditional one.

How:



Teamwork with classmates will encourage using innovative technology and skills that are useful for working remotely.



Live classes will help students to synthesize information.

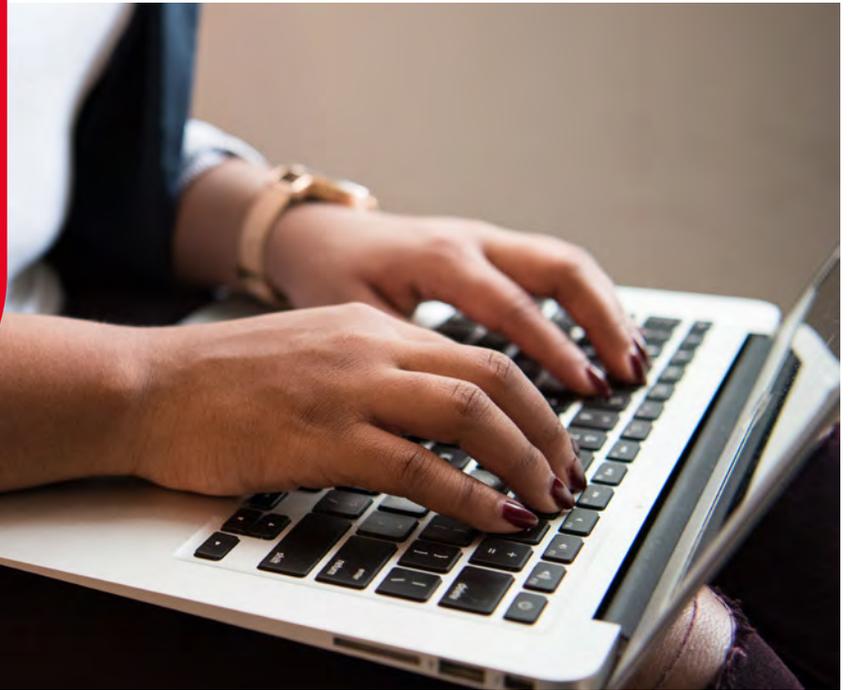


Get up-to-date
course material



Get in contact with
a course lecturer

Choosing a Contemporary approach to learning



Develop
Principles & Methods



Learn
to Manage



Build
Best Practices

Why Enroll in Our Integrated Blended-Online Program?

- **The flexibility** to take courses from the comfort of your home, workplace or community
- **The opportunity** to learn from practitioners in the field, whose focus on transmitting their expertise bridges the gap between higher education and the workplace
- **The advantage** of saving on travel and relocation expenses
- **The convenience** to complete the program part-time without leaving your job

Fact:

Blended programs reportedly contribute to a higher student success rate than both physical classrooms and fully online programs.

How to Apply to Online Program



You can apply for a program online. It's quick, simple and secure.

Apply Now

1. Choose a program of study.
Note: If you wish, you can apply to two programs to be followed concurrently, provided they are at the same level and offered by the same department.
2. Review the admission requirements for the program you have selected and gather all necessary documentation.
Note: All students applying to Career and Professional Development programs must be proficient in English. To be admitted to a graduate level program, you must have an undergraduate degree.
3. Ensure you have a credit card (Visa or Mastercard) for the non-refundable application fee. The fee must be paid online to submit your application.
4. Upon completing your online application, you will receive a confirmation email with a McGill ID number and a 6-character PIN (Personal Identification Number).
5. Within 24 - 48 hours after receiving your e-mail confirmation, you can track the status of your application and upload your supporting documents, including transcripts (if applicable), by signing into Minerva (McGill's online student information system) [here](#).
6. Ensure that you have uploaded all required supporting documents, as per the admission requirements of your chosen program.
7. Wait for your response. You can check the status of your application at any time using [Minerva](#).
8. Once your file has been reviewed and a final decision has been made, admitted students will receive a "Letter of Admission" confirming the program that you have been admitted to, along with registration instructions. You can then register for your courses online during the appropriate registration period.

***If you are registering online for ONLINE courses, please ensure that your section code ends with a "4," this determines that your class is online.

If you are unsure of what classes to take, please email cpdonline.scs@mcgill.ca for more details on what is being offered this semester, and please let us know if you require assistance.

Support Resources



Students enrolled in the program have access to the following support:



A Dedicated advisor at the School of Continuing Studies is available to meet with students online to discuss all aspects of their education.



Administrative Liaison will work closely with Indigenous Students to oversee course administration. The Coordinator will collect your application forms, registration forms, and supporting documents to send to McGill.



Technical Support is available for both students and course lecturers during classes.



Services/workshops with CATS
<https://www.mcgill.ca/continuingstudies/career-advising-and-transition-services>



Contact

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Program information

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 **Learn more at**
mcgill.ca/scs-cpag
mcgill.ca/scs-dpag