ONLINE UNDERGRADUATE CERTIFICATE

LEARN CONNECT GROW

Special Thanks to

McGill School of Continuing Studies

Indigenous Services Canada
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 for supporting and funding this initiative.

We invite you to discover the McGill experience.
Behind every effective public institution is a team of practitioners dedicated to enriching the sectors of education, health, social services, government, and military.

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.

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

Preparation 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, working and building teams, and understanding ethical responsibilities and financial reports within public and non-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
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:

- Half of your classes will meet **live online**, and the other half you will complete independently.
- Students take **two classes simultaneously**, and assignments and assessments are integrated.
- Students can choose to book **video conference meetings** with their course lecturers for a more individualized learning experience.
- **Teamwork** with classmates will encourage using innovative technology and skills that are useful for working remotely.
- **Live classes** will help students to synthesize information.
CHOOSING A CONTEMPORARY APPROACH TO LEARNING

DEVELOP
- principles and 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.
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 organization. The Certificate program is aimed at individuals who aspire to or grow into a management role in the public sector.

Our 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

Admission Requirements:

Priority will be given to First Nations, Inuit and Métis students.

- Applicants 21 years of age and older may be admitted as mature participants OR
- Applicants must hold a CEGEP diploma (DCS, DEC or equivalent)
Foundation of Organizational Behaviour and Administration
This course covers diverse theories and applications such as perception, motivation, decision-making, team dynamics, negotiations, leadership, and organizational culture. Levels of analysis are on the individual, team and organizational level.

Diversity and Cross Cultural Management
Addresses dilemmas and opportunities that managers experience in international, multicultural environments. Development of conceptual knowledge and behavioural skills (e.g. bridging skills, communication, tolerance of ambiguity, cognitive complexity) relevant to the interaction of different cultures in business and organizational settings, using several methods including research, case studies and experiential learning.

Fundamentals of Public Finance, Budgeting and Reporting
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.

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

Lean Operational Practices in Public Services
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.
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.

Managing in Public and Non-Profit Organizations

A strategic management approach is needed to ensure the success of public or non-profit organizations. This course focuses on the management techniques needed to effectively manage public and non-profit organizations. The course develops the skills needed to analyze internal and external organizational trends and needs, make appropriate organizational and workforce decisions, develop strategic relationships with key stakeholders, and build and maintain trust.

Strategic Planning and Implementation

An integrative and interdisciplinary introduction to strategy formation and execution. Concepts, tools, and practical application to understand how firms leverage resources and capabilities to gain competitive advantage in dynamic, contemporary industries. Strategic positioning, organizational design, and managerial action for the long-term success of businesses and positive social and ecological outcomes.

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.

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.
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Public Administration and Governance
Students enrolled in the program have access to the following support:

A NORTHERN COORDINATOR will work closely with McGill University 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.

A DEDICATED ADVISOR at the School of Continuing Studies is available to meet with students online to discuss all aspects of their education.
Who Should I Contact?

McGill School of Continuing Studies

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