

# Certificate in Public Service Studies (C.P.S.S.)

The Certificate program is designed primarily for public employees who seek special training in public service subjects at the undergraduate level.

Courses taken for the Certificate may be credited towards a Bachelor of Arts degree. A student transferring into a Bachelor of Arts program will normally be required to take at least 9.0 further credits. At least 5.0 of the credits required for the degree must be completed after the awarding of the Certificate.

Full-time candidates for the Certificate are invited to inquire about possible financial aid.

## Admission Requirements

The basic admission requirement is the completion of the OSSD or the equivalent, with an overall average of 60 percent or better on the six best OACs or Grade 12 U or M (U/C) courses. Equivalent courses may be substituted between the OAC and new curriculum courses. Special consideration will be extended to other applicants under Mature Applicant regulations (see Mature and Special Admissions, in the Admissions Regulations and Procedures section of this Calendar).

Candidates may be admitted with advanced standing, but must complete at least 4.0 credits at Carleton, including all required courses, to obtain the Certificate from Carleton University. Students who have completed an undergraduate degree are not eligible for admission to this program.

## Academic Standing

To qualify for the Certificate, the candidate must obtain a grade of C or better in at least half of the credits taken at Carleton University for the certificate.

## Program Requirements

### Certificate in Public Service Studies C.P.S.S. (6.0 credits)

The following courses are required and the following order is suggested:

<b>1. 1.0 credit in:</b>		<b>1.0</b>
PSCI 1100 [0.5]	Introduction to Political Science I: Democracy in Theory and Practice	
PSCI 1200 [0.5]	Introduction to Political Science II: World Politics	
<b>2. 1.0 credit in:</b>		<b>1.0</b>
ECON 1000 [1.0]	Introduction to Economics	
<b>3. 1.0 credit from:</b>		<b>1.0</b>
HIST 1300 [1.0]	The Making of Canada	
HIST 2303 [1.0]	Canadian Political History	
HIST 2304 [1.0]	Canadian Social History	
<b>4. 1.0 credit in:</b>		<b>1.0</b>

PSCI 2002 [0.5]	Canadian Political Environment	
& PSCI 2003 [0.5]	and Canadian Political Institutions	
<b>5. 0.5 credit in:</b>		<b>0.5</b>
PSCI 3401 [0.5]	Canadian Public Administration	
<b>6. 1.5 credits chosen in consultation with the Director of the School, according to the needs of the student.</b>		<b>1.5</b>
<b>Total Credits</b>		<b>6.0</b>

## Public Administration (PADM) Courses School of Public Policy and Administration Faculty of Public Affairs

### PADM 1501 [0.5 credit]

#### Public Administration in Nunavut

An introduction to the theoretical, constitutional and practical basis of public administration in Nunavut. Normally offered in Nunavut.

Prerequisite(s): enrolment in the Certificate for Nunavut Public Service Studies.

### PADM 1502 [0.5 credit]

#### Management of Federal-Territorial Relations

Introduction to managing the relationship between the territorial and federal governments, with examples drawn from Nunavut, the Northwest Territories and Yukon practices. Normally offered in Nunavut.

Prerequisite(s): enrolment in the Certificate for Nunavut Public Service Studies and successful completion of PSCI 1002 and PADM 1501.

### PADM 3105 [0.5 credit]

#### Management in the Public Sector

Consideration of constraints and opportunities of public-sector management, including government at all levels and para-statal organizations. Topics may include the accountability regimes, features of the human resource management context, administration of information and material resources, responsibilities and relationships of managers towards citizens.

Prerequisite(s): third-year standing in the B.P.A.P.M. program.

Seminar three hours a week.

### PADM 4213 [0.5 credit]

#### Gender and Public Policy

Policy and policy-making as they pertain to gender relations within the state and in society. The negative and positive effects of public policy on gender relations in the family and the labour market.

Precludes additional credit for PADM 4701, PADM 5701.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5213, for which additional credit is precluded.

**PADM 4214 [0.5 credit]****Budgetary Policy in the Public Sector**

Selected aspects of the expenditure and revenue budget and budgetary process at all levels of government. Critical review of actual budgets and budgetary processes.

Precludes additional credit for PADM 5103.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5214, for which additional credit is precluded.

**PADM 4220 [0.5 credit]****Regulation and Public Policy**

Political, economic, legal, and organizational theories of regulation in the Canadian and comparative context.

Processes and consequences of regulatory practice in selected Canadian public policy fields.

Precludes additional credit for PADM 5002.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5220, for which additional credit is precluded.

**PADM 4221 [0.5 credit]****Health Policy in Canada**

Canadian health policies and programs set in a comparative political-economic and institutional context.

Precludes additional credit for PADM 4009, PADM 5009.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5221, for which additional credit is precluded.

**PADM 4224 [0.5 credit]****Aboriginal Policy**

Canadian policies and programs on aboriginal peoples and aboriginal peoples' own policies as nations set in a comparative political-economic and institutional context.

Precludes additional credit for PADM 4806, PADM 5806.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5224, for which additional credit is precluded.

**PADM 4225 [0.5 credit]****Trade Policy**

Canadian multilateral and regional trade policies and programs set in a comparative political-economic and institutional context.

Precludes additional credit for PADM 4807, PADM 5807.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5225, for which additional credit is precluded.

**PADM 4226 [0.5 credit]****Tax Policy**

Canadian tax policies set in a comparative political-economic and institutional context.

Precludes additional credit for PADM 4509, PADM 5509.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5226, for which additional credit is precluded.

**PADM 4227 [0.5 credit]****Education Policy**

Canadian policies and programs in education set in a comparative political-economic and institutional context.

Precludes additional credit for PADM 4809, PADM 5809.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5227, for which additional credit is precluded.

**PADM 4228 [0.5 credit]****Social Policy**

The nature and historical development of social programs in capitalist countries, with particular focus on Canada.

The course will concentrate on developing a critical understanding of the social forces shaping these programs.

Precludes additional credit for PADM 4604, PADM 5604.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5228, for which additional credit is precluded.

**PADM 4412 [0.5 credit]****Ethics and Accountability in the Public Sector**

Philosophy, principles and values that have shaped Canada's framework of public sector ethics and accountability. The relationship between ethics, accountability and good governance and the reforms designed to limit unethical behaviour and strengthen accountability.

Precludes additional credit for PADM 4703.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5412, for which additional credit is precluded.

**PADM 4611 [0.5 credit]****Science and Technology Policies**

Theory and practice regarding governmental policies for science and technology, and the use of scientific knowledge in the policy and regulatory processes of government. Concerns regarding the ethical issues and the transparency of science in government.

Precludes additional credit for PADM 5400.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5611, for which additional credit is precluded.

**PADM 4612 [0.5 credit]****Industrial Policy, Innovation and Sustainable Production**

An examination of sustainable production theory and key drivers, barriers and opportunities influencing innovation in industrial systems and processes. The relationship of public policies and industry practices are explored in a number of sectors.

Precludes additional credit for PADM 4600, PADM 5600.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5612, for which additional credit is precluded.

**PADM 4615 [0.5 credit]****Politics and Policy of Energy in Canada**

The dilemmas associated with energy policy in Canada. Economic, social and environmental dimensions of energy decision making; Canadian issues within the contexts of a changing international scene and long term energy transitions.

Precludes additional credit for PADM 5515.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5615, for which additional credit is precluded.

**PADM 4616 [0.5 credit]****Environmental Policy**

Canadian environmental policies and programs in a comparative political-economic and institutional context. Precludes additional credit for PADM 4008, PADM 5008. Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as PADM 5616, for which additional credit is precluded.

**PADM 4817 [0.5 credit]****Health Policy in Developing Countries**

Debates regarding health policy in the developing world, in the context of the global health sector reform movement, trade and intellectual property regimes, and strategies of corporate and NGO actors. Issues of gender, class and the determinants of health.

Prerequisite(s): fourth-year standing in the Public Policy and Administration Specialization of the B.P.A.P.M. program.

Also offered at the graduate level, with different requirements, as IDMG 5617/PADM 5817, for which additional credit is precluded.

**Summer session:** some of the courses listed in this Calendar are offered during the summer. Hours and scheduling for summer session courses will differ significantly from those reported in the fall/winter Calendar. To determine the scheduling and hours for summer session classes, consult the class schedule at [central.carleton.ca](http://central.carleton.ca)

Not all courses listed are offered in a given year. For an up-to-date statement of course offerings for the current session and to determine the term of offering, consult the class schedule at [central.carleton.ca](http://central.carleton.ca)