

PROGRAMS OF STUDY

FACULTY OF ARTS

Bachelor of Arts (BA)

PUBLIC ADMINISTRATION AND GOVERNANCE

ADMISSION INFORMATION

Administered by the Department of Politics and Public Administration

DEGREE: Four years of study following Grade 12 U/M graduation.

ADMISSION: O.S.S.D. with six Grade 12 U/M courses, including Grade 12 U English with a minimum grade of 60 percent or higher.

Applicants who do not meet this requirement may be eligible for admission under Ryerson's Mature Student guidelines.

NOTES:

1. ENG4U/EAE4U is the preferred English.
2. Ryerson will allow the mixing of U, M and OAC courses as applicable but comparable courses will not be double counted. As well, Ryerson will not accept the 'out of school' component of Grade 12 U/M co-op courses for admission or entrance scholarship consideration.
3. Students are admitted three times a year in the Fall, Winter and Spring/Summer terms.
4. Subject to competition, candidates may be required to present averages/grades above the minimum.

PROGRAM OVERVIEW

Ryerson offers the only part-time undergraduate degree program in public administration in Ontario. The program is specifically designed for those working in the public and para-public sectors and in non-governmental organizations and advocacy groups, those aspiring to careers in the broader public service, private-sector employees who are in regular contact with government, and those interested in gaining knowledge about public administration and public policy in Canada. The curriculum reflects the latest developments in public sector issues and initiatives, and features a mix of courses providing students with a broad understanding of the Canadian political process. The courses emphasize the importance of linking the theory and practice of public administration to concerns of political economy and public policy.

The program is also delivered to First Nations administrators through a partnership with the First Nations Technical Institute (FNTI) and to fire services personnel through a partnership with the Ontario Fire Marshal's Office (OFM) and the Ontario Association of Fire Chiefs (O AFC).

The program provides students with:

- a better understanding of organizations and operations in the public sector
- the attainment of analytic, administrative, communication and management skills necessary for career development in the public sector and in organizations that deal with it
- an awareness of the political forces that shape public administration and policy

Those currently working in or dealing with the public sector will enjoy the immediate benefit of improved understanding of their work environment and greater potential for long-term career development and mobility.

To enhance the flexibility of learning opportunities, the program offers courses in various teaching modes including classes at Ryerson campus, distance education, intensive study, and on-site delivery at various locations.

The Public Administration and Governance program consists of three separate, but interrelated levels of study that allow students to set their own educational goals. Students may apply to graduate with a Certificate after completing Level 1, with an Advanced Certificate after completing Level 2, and with a Bachelor of Arts Degree after completing Level 3.

Each level features a mix of program courses in Canadian politics and public administration, complemented by professionally-related offerings in areas such as accounting, economics, communication, human resource management, and information technology management. Also included are liberal studies courses to broaden intellectual horizons and create an awareness of the philosophical and moral premises upon which many public administration activities are based.

CERTIFICATE (LEVEL 1): In order to earn a Certificate, students are required to take eight courses. Students will be introduced to the basics of public administration in the context of the Canadian political system. They can then choose a course in either provincial, municipal or Aboriginal politics. Students will begin to develop administrative skills by choosing professionally-related courses in accounting, communication, economics, human resources management, information technology management, justice studies, law, non-profit and voluntary sector management, and occupational and public health.

ADVANCED CERTIFICATE (LEVEL 2): Students can continue into Level 2 of the program and obtain an Advanced Certificate after completing eight additional courses. At this level, students will analyse specific issues and problems in public administration. The framework of public policy making, the relationship between government and labour, the ideological basis for administrative institutions and research methodology will be studied. Students will continue to develop their administrative and communication skills by choosing additional professionally-related courses from the categories itemized under *Certificate (Level 1)* above.

DEGREE (LEVEL 3): Students at level three will participate in a sophisticated investigation of specialized areas in public administration. Required courses include theories of bureaucracy and organization, administrative law, financial planning and management, intergovernmental relations, public sector restructuring, public/private partnerships, policy/program planning and evaluation and comparative public policy. Administrative skill development continues in Level 3 with a minimum of two professionally-related courses from the categories itemized under *Certificate* above. Students who have a **minimum of two years of work experience** in the public, para-public or voluntary/non-profit sectors may apply for permission to register in the practicum. Students who are ineligible to enroll in the practicum must complete an additional two professional courses, an additional five professionally-related courses, and a Public Policy Research Paper. Students eligible for the practicum are encouraged to situate their practicum paper in an area related to their work environment. Upon successful completion of Level 3, students may apply to graduate with a Bachelor of Arts in Public Administration and Governance.

Students may apply for transfer credit or advanced standing based on previous post-secondary studies. Consult the Department of Politics and Public Administration for details.

CURRICULUM INFORMATION

Course Identification

Part-time courses are administered by either the program department or The G. Raymond Chang School of Continuing Education. The mode of delivery is not reflected in this calendar. Continuing education courses are identified in your course enrollment selection process with a 'C' prefix. These identifiers are for internal use only and do not affect the equivalency.

Course Equivalencies:

New Courses	Former Courses
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POG 110	POL 402
POG 230	PPA 524
POG 310	PPA 522
POG 315	PPA 521
POG 317	POL 506
POG 319	PPA 533
POG 413	PPA 633
POG 440	POL 440
POG 443	POG 420/POL 222
POL 332	POG 210/POL 302

Transfer Credits

During the admission process, all post-secondary transcripts are assessed for possible transfer credits, and credits are issued wherever appropriate. Students who believe that they are entitled to additional transfer credits may apply on the prescribed form, providing course outlines to support the application.

Liberal Studies

Level 1 students must take one lower level liberal studies course in order to graduate. Level 2 students must take one lower level liberal studies course in order to graduate. Level 3 students must take a total of four liberal studies courses to graduate. At least three must be upper level liberal studies courses.

Minors

Students may pursue any Minor offered by Ryerson (with exceptions), and are eligible for only one Minor. Please refer to the Minors Policy section of this calendar for further information on individual Minor requirements and restrictions.

The G. Raymond Chang School of Continuing Education Certificates

Undergraduate students wishing to pursue a continuing education certificate program should be aware of possible restrictions. Please refer to the Curriculum Advising website at www.ryerson.ca/curriculumadvising for complete details.

LEVEL 1

REQUIRED:

POG 315	Equity and Human Rights
POL 332	Power and Influence in Canada
PPA 322	Canadian Public Administration I
PPA 422	Canadian Public Administration II

REQUIRED GROUP 1: One course from the following:

POG 310	Ontario Politics
POG 440	Aboriginal Governance/Justice
POL 122	Local Government in Canada

LIBERAL STUDIES: One course from Table A.

PROFESSIONALLY-RELATED: Two courses from Table I.

NOTE: Upon successful completion of Level 1, students may apply for a Certificate in Public Administration and Governance.

LEVEL 2

REQUIRED:

POG 230	Research and Statistics
PPA 623	Public Policy

PPA 525	Theories of the State
OR	
PPA 705†	Sustainable Development and First Nations

POG 319	The Politics of Work and Labour
OR	
PPA 703†	Dispute Resolution in an Aboriginal Context

LIBERAL STUDIES: One course from Table A.

PROFESSIONALLY-RELATED: One course from the following:

ECN 104	Introductory Microeconomics
ECN 204	Introductory Macroeconomics

PROFESSIONALLY-RELATED: Two courses from Table I.

† First Nations students will complete PPA 705 and PPA 703 in lieu of PPA 525 and POG 319 respectively.

NOTE: Upon successful completion of Level 2, students may apply for an Advanced Certificate in Public Administration and Governance.

LEVEL 3

REQUIRED:

POG 413	Restructuring
PPA 600	Financial Management
PPA 602	Program Planning and Evaluation
PPA 624	Theories of Bureaucracy
PPA 650	Intergovernmental Relations
PPA 601	Public/Private Partnerships
OR	
PPA 701†	Aboriginal Public/Private Partnerships
PPA 603	Comparative Public Policy
OR	
PPA 700†	Comparative Aboriginal Politics/Policies
PPA 604	Issues in Public Administration
OR	
PPA 704†	Current Issues in Aboriginal Governance
PPA 629	Administrative Law
OR	
PPA 702†	Admin Law in an Aboriginal Context

REQUIRED GROUP 1: One course from the following:

PPA 30A/B*†¶	Practicum
PPA 31A/B	Public Policy Research Paper

REQUIRED GROUP 2*: Two courses from the following (not previously taken):

POG 110	Canadian Politics
POG 310	Ontario Politics
POG 440	Aboriginal Governance/Justice
POG 443	Global Cities
POL 122	Local Government in Canada

LIBERAL STUDIES: Four courses. One of which may be taken from Table A, the other three from Table B.

PROFESSIONALLY-RELATED*: Seven courses from Table I.

¶ In order to be eligible to enroll in the Practicum (PPA 30A/B), students must have two years of appropriate work experience in the public, para-public, or non-profit sectors, and must have their application approved by the Practicum Committee. Please consult the Department of Politics and Public Administration.

* Students completing the Practicum PPA 30A/B, are exempt from the Required Group 2 requirement, and require only two Professionally-Related courses.

† First Nations students will complete PPA 701, PPA 700, PPA 704 and PPA 702 respectively as noted above.

PROFESSIONALLY-RELATED TABLE I

Students not eligible for the Practicum (PPA 30A/B) must take seven courses in Level 3 in addition to all other professionally-related requirements.

ACC 100	Introductory Financial Accounting
ACC 406	Introductory Management Accounting
ACC 414	Intermediate Accounting I
ACC 507	Accounting for Managers
ACC 514	Intermediate Accounting II
ACC 522	Taxation for Managers and Financial Planners
ACC 605	Public Sector Accounting
ACC 621	Internal Auditing
CMN 114	Short Management Reports
CMN 313	Organizational Problem Solving and Report Writing
CMN 314	Professional Presentations
CMN 315	Issues in Communication and the Contemporary Workplace
CMN 413	Corporate Communications
CMN 414	Interpersonal Communication in Management
CMN 443	Contemporary Intercultural Communication
CMN 444	On-Site Study in Commun: Non-Profit Sector
CMN 447	Communication and Law
CMN 448	Introduction to Visual Communication
CMN 450	The Art of Podcasting
CRM 100	Introduction to Canadian Criminal Justice
CRM 102	Introduction to Crime and Justice
CRM 200	Criminal Law
CRM 202	Victims and the Criminal Process
CRM 300	Policing in Canada
CRM 308	Criminal Courts in Canada
CRM 402	Criminal Justice and Social Inequality
CRM 404	Criminal Justice Policy
CYC 101	Intro to Child and youth Care
CYC 201	Child Abuse and Neglect
CYC 401	Theories of Change for Children and Youth
ECN 104	Introductory Microeconomics
ECN 204	Introductory Macroeconomics
ECN 301	Intermediate Macroeconomics I
ECN 321	Introduction to Law and Economics
ECN 504	Intermediate Microeconomics I
ECN 506	Money and Banking
ECN 510	Environmental Economics
ECN 605	Labour Economics
ECN 606	International Monetary Economics
ECN 703	Public Finance I
ECN 707	Economics of International Trade
ECN 803	Public Finance II

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PROFESSIONALLY-RELATED TABLE I (Cont'd)

ENC 107	Writing Strategies
ENG 108	The Nature of Narrative I
ENG 208	The Nature of Narrative II
ENG 222	Fairy Tales and Fantasies
ENG 224	Children's Fiction
ENG 413	Colonial and Postcolonial Literatures
ENG 416	Modern American Experience
ENG 421	16C Literature and Culture
ENG 422	17C Literature and Culture
ENG 520	The Language of Persuasion
ENG 531	18C Literature and Culture I
ENG 532	18C Literature and Culture II
ENG 621	Reading Gender in a Global Context
ENG 624	20C Literature and Culture I
ENG 626	20C Literature and Culture II
ENG 631	Reading/Writing Women
ENG 632	19C Literature and Culture I
ENG 633	19C Literature and Culture II
ENG 701	Studies in Canadian Literature
ENG 703	Popular Literature of Sensation
ENG 705	Reading Visual Cultures
ENG 706	Shakespeare and Performance
ENG 801	Canada on the World Stage
ENG 803	Popular Literature of Exploration
ENG 888	Televisual Texts and Contexts
ENG 921	Narrative in a Digital Age
ENG 941	Gender and Sex in Literature and Culture
ENG 942	Postcolonial Interventions
ENH 121	Environmental Health Law
ENH 721	Public Health Law
FIN 300	Managerial Finance I
FIN 401	Managerial Finance II
FIN 501	Investment Analysis I
FIN 512	Risk Management and Insurance
FIN 562	Personal Finance
FIN 610	Short-Term Financial Management
FIN 611	Applied Investment Management
FIN 701	Financial Intermediation
FIN 710	Advanced Corporate Finance
FIN 800	Ethics in Finance
FNY 403	Food Security Concepts and Principles
FNY 404	Food Policy and Programs for Food Security
FNY 405	Applied Research Methods and Evaluation
FRE 402	French Conversation and Pronunciation
FRE 502	Advanced Business French I
FRE 602	Advanced Business French II

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PROFESSIONALLY-RELATED TABLE I (Cont'd)

FRE 515	Introduction to Business French
GEO 911	GIS and Fire Services Management
INP 900	Intro to the Nonprofit/Voluntary Sector
INP 901	Developing Effective Organizations
INP 910	Strategic Planning
INP 911	Advocacy and Governmental Relations
INP 912	Marketing and Fundraising
INP 913	Leading Through Change
INP 914	Diversity and Conflict Resolution
INP 915	Financial Management
INP 916	NGOs and World Governance
INP 920	Critical Issues
ITM 102	Business Information Systems I
ITM 305	Systems Analysis and Design
ITM 350	Concepts of eBusiness
ITM 410	Business Process Design
ITM 505	Managing Information Systems
ITM 750	IT Project Management
LAW 122	Business Law
LAW 525	The Law of the Marketplace
LAW 529	Employment and Labour Law
LAW 603	Advanced Business Law
LAW 723	Issues in Information Technology Law
MHR 405	Organizational Behaviour and Interpersonal Skills
MHR 505	Organizational Behaviour II
MHR 522	Industrial Relations
MHR 523	Human Resources Management
MHR 623	Recruitment and Selection (Staffing)
MHR 700	Cross-Cultural Dimensions of Organizational Behaviour
MHR 721	Negotiation and Conflict Resolution
MHR 733	Training and Development
MHR 741	Managing Interpersonal Dynamics
MHR 749	Compensation Management
MHR 841	Organizational Theory and Design
MHR 849	Human Resources Planning
MHR 850	Organizational Development
OHS 208	Occupational Health and Safety Law
OHS 421*	Occupational Hygiene Methods I
OHS 477	Integrated Disability Management
OHS 508	Occupational Health
OHS 608	Hazard Recognition and Control
OHS 718*	Systems Management I
PSY 102	Introduction to Psychology I
PSY 108	Applied Problem Solving

* Equivalent courses are offered through The Chang School, OHS 421 as CVOH 217 and OHS 718 as CVOH 215.

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PROFESSIONALLY-RELATED TABLE I (Cont'd)

PSY 202	Introduction to Psychology II
PSY 300	Psychology and Law
PSY 325	Psychological Disorders
PSY 605	Psychology of Health and Health Care
PSY 805	Adjustment, Stress and Coping
PSY 806	Behaviour Modification
PSY 808	Community Psychology
SOC 104	Understanding Society
SOC 107	Sociology of Everyday Life
SOC 300	The Sociology of Diversity
SOC 302	The City and Society
SOC 319	Sociological Perspectives on Crime
SOC 402	The City and Social Problems
SOC 470	Toronto: The Changing City
SOC 474	Immigration, Minorities and Citizenship
SOC 500	Youth and Society
SOC 504	Children and Society
SOC 525	Media and Images of Inequality
SOC 600	Globalization and Health
SOC 605	Canadian Families: Myth and Legal Reality
SOC 606	Work and Families in the 21st Century
SOC 608	Feminism and Society
SOC 609	Women and Human Rights
SOC 700	Men and Masculinities in the 21st Century
SPN 515	Introduction to Business Spanish
SPN 702	Advanced Business Spanish
SWP 909	Social Work and the Law: Children and Family
SWP 910	Queer Theory and Identities
SWP 914	Ethical Dilemmas for Social Workers
SWP 919	Addictions I
SWP 920	Addictions II
SWP 927	Advocacy in Social Work

NOTE: Professionally-Related courses may be taken from other programs with departmental approval.

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