



Certificate in Public Administration

This Certificate programme is designed for individuals who wish to deepen their understanding of key aspects of the public sector, while improving their own professional performance. The curriculum is focused on key areas for civil servants including ethics, information technology and communication. The requirements of this programme are required to be completed before being accepted into the Associate of Arts in Public Administration Programme.

| Required Courses (or equivalents) | | |
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| Course ID | Course Name | Credits |
| WCSC 105 ^{EQ} | Basic Communication Skills for the Workplace | 3 |
| ICSC 110 ^{EQ} | Computer Applications in Government | 3 |
| FCSC 111 ^{EQ} | Introduction to Statistics | 3 |
| ECSC 203 | Ethics in Government | 3 |
| PCSC 200 | Elements of Public Administration | 3 |
| GCSC 200 | History & Government of the Cayman Islands | 3 |
| Total Credits | | 18 |
| ^{EQ} Courses with this designation can have equivalent course applied from a first degree or other college level coursework completed. | | |

Course Descriptions

WCSC 105-Basic Communication Skills in the Workplace: Attendees will learn the components of communication; identify the common forms of written and oral communication; identify communication barriers; and communicate effectively in small groups. (Prerequisite: *Communications Pathway* on Civil Service Academy or equivalent)

ECSC 203-Ethics in Government: This course is about maintaining high moral standards in public life. It offers training in the specific skills and forms of analysis that are essential to acting effectively and appropriately in professional settings. It will demonstrate that a reflective, methodical approach to workplace issues is both possible and desirable. (Prerequisite: WCSC 105 or Equivalent)

FCSC 111 – Introduction to Statistics: This course is designed to equip the students with an understanding of the use of statistics and develop their skills in the collection, processing and presentation of single variable data. Students will also learn to interpret data and apply statistical tools to problem solving in a variety of contexts. . (Prerequisite: *Mathematics Pathway* on Civil Service Academy or equivalent)

GCSC 200-History & Government of the Cayman Islands: The course focuses on our history, economy and governmental structure, as well as the culture and wider social structure of the Cayman Islands. It begins with discussions on Cayman’s society within the context of the West Indies. (Prerequisite WCSC 105 or Equivalent)

ICSC 110-Computer Applications in Government: This course includes word processing, spreadsheets and databases as well as the use of the Internet for browsing and email. It focuses on practical computer applications and is designed to equip the student with a broad knowledge of computer systems and applications.

PCSC 200-Elements of Public Administration: Public administrators are charged with the responsibility of implementing public policies -- an increasingly-complex task in any modern democratic society. Students will learn skills for effective public administration; basic principles and theories; and gain an understanding of the role of public administrators in democratic governance. (Prerequisite WCSC 105 or Equivalent)