

Bachelor of Arts Degree*

Public Administration

Fall 2009 catalog year or later

Courses can be taken either semester each year (watch pre-requisites), except language which should remain sequenced

Year One			
WRT 150 (Basic Skills)	4	MTH 110 (pre-requisite for Gen Ed Mathematical Sciences)	4
PLS 102 (Major Prerequisite & Gen Ed S&BS)	3	PA 270 (PA Core & Gen Ed S&BS)	3
Gen Ed Course (Choose: ART, P&L, or HST)	3	Gen Ed Natural Science course (with lab)	4
Foreign Language 101	4	Foreign Language 102	4
(To ensure proper placement, contact the Modern Languages department for testing)	14		15
Year Two			
Foreign Language 201	4	PA 360 (PA Core)	3
PA 307 (PA Core)	3	Gen Ed Natural Science course (non-lab)	3
Gen Ed Course (Choose: ART, P&L, HST or MTH SCI)	3	Gen Ed Course (Choose: ART, P&L, HST or MTH SCI)	3
Gen Ed Course (Choose: ART, P&L, HST or MTH SCI)	3	Gen Ed Course (Choose: World Perspective or US Diversity)	3
Minor or General Elective course	3	Minor or General Elective course	3
	16		15
Year Three			
PA 375 (PA Core)	3	PA 376 (PA Core)	3
PA Elective*** (See List Below)	3	PA Emphasis****	3
Gen Ed Course (Choose: World Perspective or US Diversity)	3	Gen Ed Theme Course	3
Minor or General Elective course	3	Minor or General Elective course	3
Minor or General Elective course	3	Minor or General Elective course	3
	15		15
Year Four			
PA Emphasis****	3	PA 490 (PA Internship)	3
PA Emphasis****	3	PA 495 (PA Core)	3
PA 420 (PA Core & SWS)	3	Gen Ed Theme Course	3
Minor or General Elective course	3	Minor or General Elective course	3
Minor or General Elective course	3	Minor or General Elective course	3
	15		15
			Degree Total** 120

*This is a GENERAL curriculum guide for a BA degree in Public Administration, it may not be applicable for every student and is not a replacement for meeting with an advisor. Students are encouraged to meet with their advisor regularly to review their personalized academic plan.

**120 credits are required for a degree from GVSU. It is often possible to count courses in more than one area. If this is done, any free space that is created must be filled with general elective or minor credit to reach the minimum of 120 credits for degree. In addition students must earn 58 credits at a 4-year institution and the final 30 credits must be earned at GVSU.

***PA Electives include (choose 1): PA 311, PA 330, PA 335, and PA 372 (see emphasis as a specific elective may be required)

****PA Emphasis - Students must select a career emphasis area and complete the requirements as indicated. These courses would typically relate to professional/career interest area for further development. See back of this sheet for options. You should meet with an advisor to discuss your emphasis options before your second year.

An internship experience (PA 490) is required. See the SPNHA internship coordinator for more information.

Students will have approximately 30 credits of general elective space to fill to achieve degree requirements. A minor is strongly encouraged as an option to complete credits. Review all GVSU minor options in the GVSU undergraduate catalog at <http://catalog.gvsu.edu>

2 SWS courses with a grade of "C" or better are required. One will be PA420 & the other must be found elsewhere in the curriculum.

For Academic Advising Contact:
College of Community & Public Service Undergraduate Advising Center
616-331-6890
email: ccpsadvisor@gvsu.edu
View our website at www.gvsu.edu/ccpsadvising

Public Administration Career Emphasis Areas

(All students much choose one emphasis area and complete the courses indicated below as part of the PA Major requirements)

Community Health
Community health is the combined efforts of public health agencies, non-profit hospitals and clinics, and business employers to promote healthy lifestyles, reduce drug use, teen pregnancy and infant mortality, maintain safe homes and worksites, prevent the spread of communicable diseases, and assure access to cost-effective medical care.
PA330 Health Care Financing (PA Elective Choice)
AND Choose 3 of the following:
OSH300 Intro to Occupational Safety & Health
REC110 Foundations of Recreation & Leisure
COM209 Health Communication Systems
HPR220 Health Care Delivery
BMS222 Introduction to Public Health
PLS310 Politics and Health Policy
AHS340 Health Care Management
MKT350 Marketing Management

Public Personnel Management
Public and nonprofit agencies must recruit new employees in a tight job market and retain veteran employees tempted by higher private sector pay scales. These specialists must attract new recruits, create professional development opportunities, manage complex benefit packages, promote workforce diversity, encourage ethical behavior, and enhance staff morale.
PA376 Public Personnel Policy & Administration (PA Core)
AND Choose 3 of the following:
PHI325 Ethics in Professional Life
LIB331 Person and Profession
MGT334 Labor and Employment Law
MGT355 The Diversified Workforce
PA390 Leadership Dynamics
MGT432 Grievance Administration, Arbitration, & Collective Bargaining

Budgeting & Finance
Finance refers to the raising and spending of funds and the management of debt. Budgeting is the analytical and political process by which moneys are allocated for specific purposes. As such, budgeting is the single most important decision making process in the public sector. Budgeting skills are highly advantageous for those seeking careers in public/nonprofit sectors
PA375 Budgeting & Financial Administration (PA Core)
AND Choose 3 of the following:
ACC212 Principles of Financial Accounting
ACC213 Principles of Managerial Accounting
CIS231 Problem Solving Using Spreadsheets
ECO210 Principles of Macroeconomics
ECO211 Principles of Microeconomics
FIN331 Risk and Insurance
PA335 Grant Writing

Information Technology
Large & small public service workplaces are being transformed by automated information technologies, powerful software applications and sophisticated computer networks. Small agencies are searching for workers for desktop and web publishing projects. Large agencies are searching for information systems directors to coordinate their equipment and support staff.
PA311 Public Sector Info Tech (PA Elective Choice)
AND Choose 3 of the following:
CIS231 Problem Solving Using Spreadsheets
CIS233 Concepts of Database Systems
CIS238 Internet Media & Programming
CIS237 Introduction to Network Management
GPY307 Intro to Computer Mapping/GIS
MGT268 Intro to Management Info Systems
GPY407 Advanced GIS

Local Economic Development
Local Economic Development professionals bring public, private, and nonprofit organizations together to attract, create, retain, and expand local businesses. Thus Economic Development involves interacting with public officials, private businesses, and community leaders.
PA307 Local Politics & Administration (in PA Core)
AND Choose 3 of the following:
HTM101 Fundamentals of HTM
ECO200 Business Economics
BUS201 Legal Environment for Business
CAP220 Fundamentals of Public Relations
MGT339 Business and Society
ECO435 Urban Economics
ECO436 Real Estate Economics

Community Development & Planning
The Community Development & Planning field requires the ability to identify the interrelationships among major community actors; the processes and power structures which create community governance; the policies and institutions that foster strong, vibrant communities; and the organizational challenges faced by neighborhood associations.
GPY309 City & Regional Planning (Required)
PA449 Community Analysis (Required)
AND Choose 1 of the following
GPY307 Intro to Computer Mapping/GIS
HST327 Urban History
PLS338 Citizenship
SOC382 Race & Ethnicity
PA390 Leadership Dynamics