**College of Community & Public Service Undergraduate Advising Center**

**Public and Nonprofit Administration**

(for students who entered GVSU Fall 2011- Spring/Summer 2014 – Expires August 2021)

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**PROGRAM PRE-REQUISITE** – all students must complete this course
(also satisfies one Social & Behavioral Science foundation requirement)

- PLS102 American Government and Politics (3cr)

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**I. CORE REQUIREMENTS (24 Credits) – All students must complete the following 8 courses**

- PA 270 Public and Nonprofit Administration
- PA 307 Local Politics and Administration
- PA 360 Voluntarism and the Nonprofit Sector
- PA 375 Public Budgeting & Finance Admin.
- PA 376 Public Personnel Policy & Administration
- PA 420 Organization Theory and Dynamics (SWS)
- PA 490 Public Administration Internship
- PA 495 Community Analysis (capstone)

**Pre-requisite:**
- PA270 & Senior Standing
- by permit only – see department for information
- Junior Standing
- Permit may be required
- Permit may be required

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**II. ADDITIONAL ELECTIVE (3 credits) – All students must complete 1 of the following courses. Certain emphasis areas may require a specific choice. See notes by each course.**

- PA 311 Public Sector Information Technology
  (recommended if IT emphasis) – offered winter only
- PA 330 Health Care Financing
  (recommended if Budget & Finance emphasis)
- PA 335 Grant Writing
  (required if Budget & Finance emphasis)
- PA 337 International and Comparative Admin.
  Pre-requisite: Junior Standing

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**III. COGNATE REQUIREMENTS – All students must complete either the BA or BS degree cognate**

- Bachelor of Science (BS) Degree Cognate
- Bachelor of Arts (BA) Degree Cognate

**Pre-requisite:**
- STA215 Introductory Applied Statistics (3cr)
- MTH110 or equivalent
- Junior Standing
- PA Major (Permit May be Required)
- ST212, Jr. Standing, PA Major (Permit May be Required)
- PA444 Policy Research & Evaluation
- ST415

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**IV. CAREER EMPHASIS REQUIREMENT (9 Credits) – All students must complete ONE of the six career emphasis area from this section. Note: PA 372, PA 380, PA390 and PA 491 may count in any area with department approval.**

- Community Development & Planning
- Community Health

**Complete 2 of the following:**

- GPY 209 - Intro to Urban & Regional Planning (3cr)
- Offered fall only
- Formerly GPY309 – Intro to City & Regional Planning
- PA 307 - Intro to Computer Mapping & Geographic Information Systems (3cr)
- Pre-requisite: Sophomore Standing or permission of instructor
- HST 327 - History of United States Urban Society (3cr)
- PA 390 - Leadership Dynamics (3cr)
- PLS 338 - Citizenship (3cr)
- Pre-requisite: Junior Standing
- SOC 313 - Race and Ethnicity (3cr)
- Pre-requisite: Junior Standing
- PA 449 –Policy Research & Evaluation (3cr)
- Already required for BS degree; must add to plan if BA degree

**Complete 3 of the following:**

- AHS 340 - Health Care Management (3cr)
- Pre-requisite: Junior Standing
- BMS 222 - Introduction to Public Health (3cr)
- Offered fall only
- COM 209 - Health Communication Systems (3cr)
- Pre-requisite: Sophomore Standing
- MKT 350 - Marketing Management (3cr)
  (NOTE: Seidman College of Business)
- OSH 300 - Intro to Occupational Safety and Health (3cr)
- PLS 310 - Politics and Health Policy (3cr)
- Pre-requisite: PLS102, PA270 or Junior Standing
- REC 110 - Foundations of Recreation and Leisure (3cr)
  Offered fall only (Course no longer offered effective Fall 2015)

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Some PA Courses may have registration permits placed on them to restrict enrollment in high demand courses. If you require a registration permit you will need to submit an override request online in myBanner. More info at www.gvsu.edu/ccpsadvising/overrides

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College of Community & Public Service Undergraduate Advising Center
321C DEV * 616-331-6890 * www.gvsu.edu/ccpsadvising

March 2016
**Information Technology**

Complete 3 of the following:

- **CIS 231** - Problem Solving Using Spreadsheets (3cr)
  Pre-requisite: MTH110 or equivalent

- **CIS 233** - Concepts of Database Systems (3cr)
  Pre-requisite: CIS150 or CIS160 or CIS162

- **CIS 237** - Introduction to Network Management (3cr)
  Pre-requisite: CIS150; offered winter only

- **CIS 238** - Internet Media and Programming (3cr)
  Pre-requisite: CIS160 or CIS162

- **GPY 307** – Intro to Computer Mapping/Geographic Information Systems (3cr)
  Pre-requisite: Sophomore Standing or department permission

- **GPY 407** - Advanced GIS (4cr)
  Pre-requisite: GPY307; offered winter only

- **MGT 268** - Intro to Management Info Systems (3cr)
  Pre-requisite: CIS150

**Local Economic Development**

Complete 3 of the following:

- **BUS 201** - Legal Environment for Business (3cr)

- **CAP 220** - Fundamentals of Public Relations (3cr)
  Pre-requisite: WRT150 or equivalent

- **ECO 200** - Business Economics (3cr)
  Pre-requisite: MTH110 or equivalent

- **ECO 435** – Urban Economics (3cr)
  Pre-requisite: ECO211 or ECO200
  (NOTE: Seidman College of Business)

- **ECO 436** – Real Estate Economics (3cr)
  Pre-requisite: ECO211 or ECO200
  (NOTE: Seidman College of Business)

- **HTM 101** – Fundamentals of Hospitality (4cr)

- **MGT 339** – Business and Society (3cr)
  (NOTE: Seidman College of Business)

**Public/Nonprofit Budgeting & Finance**

Complete 3 of the following:

- **ACC 212** - Principles of Financial Accounting (3cr)

- **ACC 213** - Principles of Managerial Accounting (3cr)
  Pre-requisite: ACC212

- **CIS 231** - Problem Solving Using Spreadsheets (3cr)
  Pre-requisite: MTH110 or equivalent

- **ECO 210** - Introductory Macroeconomics (3cr)
  Pre-requisite: MTH110 or equivalent; sophomore standing recommended

- **ECO 211** - Introductory Microeconomics (3cr)
  Pre-requisite: MTH110 or equivalent; sophomore standing recommended

- **FIN 331** - Risk and Insurance (3cr)
  Offered fall only (NOTE: Seidman College of Business)

- **PA 335** - Grant Writing (3cr)
  (choose if another PA elective was completed in Section II)

- **PA 375** - The Diversified Workforce (3cr)
  (NOTE: Seidman College of Business)

- **MGT 334** - Labor and Employment Law (3cr)
  (NOTE: Seidman College of Business)

- **MGT 355** - The Diversified Workforce (3cr)
  (NOTE: Seidman College of Business)

- **MGT 432** - Grievance Administration, Arbitration, and Collective Bargaining (3cr)
  Pre-requisite: MGT334 (NOTE: Seidman College of Business)

- **PA 390** - Leadership Dynamics (3cr)
  (NOTE: Seidman College of Business)

- **PA 307** - Local Politics and Administration (3cr)
  (NOTE: Seidman College of Business)

- **PA 376** - Public Personnel Policy & Admin (3cr)

- **PA 377** - Public Personnel Policy & Admin (3cr)

- **PA 379** - Leadership Dynamics (3cr)

- **PA 449** – Policy Research & Evaluation (3cr)

- **PA 491** - Public Administration Internship II (3cr)

**Public Personnel Management**

Complete 3 of the following:

- **LIB 331** - Person and Profession (3cr)
  Offered every other year

- **MG 360** - Labor and Employment Law (3cr)
  (NOTE: Seidman College of Business)

- **MG 355** - The Diversified Workforce (3cr)
  (NOTE: Seidman College of Business)

- **MG 432** - Grievance Administration, Arbitration, and Collective Bargaining (3cr)
  Pre-requisite: MGT334 (NOTE: Seidman College of Business)

- **PA 390** - Leadership Dynamics (3cr)
  (NOTE: Seidman College of Business)

- **PA 307** - Local Politics and Administration (3cr)
  (NOTE: Seidman College of Business)

- **PHI 325** - Ethics in Professional Life (3cr)
  Pre-requisite: Junior Standing

- **PLS 203** - State Politics (3cr)

**Nonprofit Administration Minor**

(21 credits)

Students in other majors may minor in Nonprofit Administration by completing a total of 21 as outlined below. It’s not possible to add this minor to a degree in Public & Nonprofit Administration.

Complete ALL of the following Core courses (15 credits):

- **PA 270** - Public and Nonprofit Administration (3cr)
- **PA 335** - Grant Writing (3cr)
- **PA 360** - Volunteerism and the Nonprofit Sector (3cr)
- **PA 420** - Organization Theory and Dynamics (3cr)
- **PA 490** - Public Administration Internship (3cr)

Complete TWO of the following courses (6 credits)

- **MGT 355** - The Diversified Workforce (3cr) (NOTE: Seidman)
- **MKT 350** - Marketing Management (3cr) (NOTE: Seidman)
- **PA 311** - Public Sector Information Technology (3cr)
- **PA 376** - Public Personnel Policy & Admin (3cr)
- **PA 390** - Leadership Dynamics (3cr)
- **PA 449** – Policy Research & Evaluation (3cr)
- **PA 491** - Public Administration Internship II (3cr)

**Public Administration Minor**

(21 credits)

Students in other majors may minor in Public Administration by completing a total of 21 as outlined below. It’s not possible to add this minor to a degree in Public & Nonprofit Administration.

Complete ALL of the following courses (18 credits):

- **PA 270** - Public and Nonprofit Administration (3cr)
- **PA 360** - Volunteerism and the Nonprofit Sector (3cr)
- **PA 375** - Public Budgeting & Finance Admin (3cr)
- **PA 376** - Public Personnel Policy & Admin (3cr)
- **PA 420** - Organization Theory and Dynamics (3cr)
- **PA 495** - Community Analysis (capstone) (3cr)

Complete ONE of the following courses (3 credits)

- **PA 307** - Local Politics and Administration (3cr)

OR

- **PLS 203** - State Politics (3cr)