College of Community & Public Service Undergraduate Advising Center
Public and Nonprofit Administration

(for students who entered GVSU Fall 2009– Spring/Summer 2011 - Expires August 2018)

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

_____ PLS102 American Government and Politics (3cr)

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

_____ PA 270 Public and Nonprofit Administration	_____ PA 376 Public Personnel Policy & Administration
_____ PA 307 Local Politics and Administration	_____ PA 420 Organization Theory and Dynamics (SWS) *Pre-requisite: PA270 & Senior Standing*
_____ PA 360 Voluntarism and the Nonprofit Sector	_____ PA 490 Public Administration Internship *Pre-requisite: by permit only – see department for information*
_____ PA 375 Public Budgeting & Finance Admin.	_____ PA 495 Community Analysis (capstone) *Pre-requisite: Senior Standing (Permit may be required)*

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 335 Grant Writing *(recommended if Budget & Finance emphasis)*
_____ PA 330 Health Care Financing *(**required** if Community Health emphasis)- offered winter only*	_____ PA 372 International and Comparative Admin. *Pre-requisite: Junior Standing*

III. COGNATE REQUIREMENTS – All students must complete <u>either</u> the BA or BS degree cognate

Bachelor of Science (BS) Degree Cognate	Bachelor of Arts (BA) Degree Cognate
_____ STA 215 Introductory Applied Statistics (3cr) *Pre-requisite: MTH110 or equivalent*	
_____ PA300 Research Methods *Pre-requisite: STA215, Jr. Standing, PA Major (Permit May be Required)*	_____ 3rd semester proficiency in a foreign language Please see the Modern Languages and Literature Department for testing and placement. (Sequence is typically 101→102→201)
_____ PA449 Policy Research & Evaluation *Pre-requisite: Junior Standing*	

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.*

Public/Nonprofit Budgeting & Finance	Public Personnel Management
Complete 3 of the following:	**Complete 3 of the following:**
_____ ACC 212 - Principles of Financial Accounting (3cr)	_____ LIB 331 - Person and Profession (3cr) *Offered every other year*
_____ ACC 213 - Principles of Managerial Accounting (3cr) *Pre-requisite: ACC212*	_____ MGT 334 - Labor and Employment Law (3cr) *(NOTE: Seidman College of Business)*
_____ CIS 231 - Problem Solving Using Spreadsheets (3cr) *Pre-requisite: MTH110 or equivalent*	_____ MGT 355 - The Diversified Workforce (3cr) *(NOTE: Seidman College of Business)*
_____ ECO 210 - Introductory Macroeconomics (3cr) *Pre-requisite: MTH110 or equivalent; sophomore standing recommended*	_____ MGT 432 - Grievance Administration, Arbitration, and Collective Bargaining (3cr) *Pre-requisite: MGT334 (NOTE: Seidman College of Business)*
_____ ECO 211 - Introductory Microeconomics (3cr) *Pre-requisite: MTH110 or equivalent; sophomore standing recommended*	_____ PA 390 - Leadership Dynamics (3cr)
_____ FIN 331 - Risk and Insurance (3cr) *Offered fall only (NOTE: Seidman College of Business)*	_____ PHI 325 - Ethics in Professional Life (3cr) *Pre-requisite: Junior Standing*
_____ PA 335 - Grant Writing (3cr) *(choose if another PA elective was completed in Section II)*	

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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Information Technology	Local Economic Development
Complete 3 of the following:	**Complete 3 of the following:**
_____ CIS 231 - Problem Solving Using Spreadsheets (3cr) *Pre-requisite: MTH110 or equivalent*	_____ BUS 201 - Legal Environment for Business (3cr)
_____ CIS 233 - Concepts of Database Systems (3cr) *Pre-requisite: CIS150 or CIS160 or CIS162*	_____ CAP 220 - Fundamentals of Public Relations (3cr) *Pre-requisite: WRT150 or equivalent*
_____ CIS 237 - Introduction to Network Management (3cr) *Pre-requisite: CIS150; offered winter only*	_____ ECO 200 - Business Economics (3cr) *Pre-requisite: MTH110 or equivalent*
_____ CIS 238 - Internet Media and Programming (3cr) *Pre-requisite: CIS160 or CIS162*	_____ ECO 435 – Urban Economics (3cr) *Pre-requisite: ECO211 or ECO200* *(NOTE: Seidman College of Business)*
_____ GPY 307 – Intro to Computer Mapping/Geographic Information Systems (3cr) *Pre-requisite: Sophomore Standing or department permission*	_____ ECO 436 – Real Estate Economics (3cr) *Pre-requisite: ECO211 or ECO200* *(NOTE: Seidman College of Business)*
_____ GPY 407 - Advanced GIS (4cr) *Pre-requisite: GPY307; offered winter only*	_____ HTM 101 – Fundamentals of Hospitality (4cr)
_____ MGT 268 - Intro to Management Info Systems (3cr) *Pre-requisite: CIS150*	_____ MGT 339 – Business and Society (3cr) *(NOTE: Seidman College of Business)*
Community Development & Planning	**Community Health**
Complete 2 of the following:	**Complete 3 of the following:**
_____ GPY 209 - Intro to Urban & Regional Planning (3cr) *Offered fall only* *(formerly GPY309 – Intro to City & Regional Planning)*	_____ AHS 340 - Health Care Management (3cr) (formerly HPR 340) *Pre-requisite: Junior Standing*
_____ GPY 307 - Intro to Computer Mapping & Geographic Information Systems (3cr) *Pre-requisite: Sophomore Standing or permission of instructor*	_____ BMS 222 - Introduction to Public Health (3cr) *Offered fall only*
_____ HST 327 - History of United States Urban Society (3cr)	_____ COM 209 - Health Communication Systems (3cr) *Pre-requisite: Sophomore Standing*
_____ PA 390 - Leadership Dynamics (3cr)	_____ HPR 220 – Health Care Delivery (2cr) *(no longer offered effective Fall 2010)*
_____ PLS 338 - Citizenship (3cr) *Pre-requisite: Junior Standing*	_____ MKT 350 - Marketing Management (3cr) *(NOTE: Seidman College of Business)*
_____ SOC 313 - Race and Ethnicity (3cr) *(formerly numbered SOC382) Pre-requisite: Junior Standing*	_____ OSH 300 - Intro to Occupational Safety and Health (3cr)
And Complete _____ PA 449 –Policy Research & Evaluation (3cr) *Already required for BS degree; must add to plan if BA degree*	_____ 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*

Nonprofit Administration Minor (21 credits)	**Public 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.	Students in other majors may minor in Public Administration by completing a **total of 21 credits 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 - Voluntarism and the Nonprofit Sector (3cr) _____ PA 420 - Organization Theory and Dynamics (3cr) _____ PA 490 - Public Administration Internship (3cr)	**Complete ALL of the following courses (18 credits):** _____ PA 270 - Public and Nonprofit Administration (3cr) _____ PA 360 - Voluntarism 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 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 and Admin (3cr) _____ PA 390 - Leadership Dynamics (3cr) _____ PA 449 – Policy Research & Evaluation (3cr) _____ PA 491 - Public Administration Internship II (3cr)	**Complete ONE of the following courses (3 credits)** _____ PA 307 - Local Politics and Administration (3cr) OR _____ PLS 203 - State Politics (3cr)

Note Seidman College of Business 300/400 level courses in ACC, BUS, ECO, FIN, MGT, and MKT require Junior Standing and 2.75 GPA.
Contact the Seidman College of Business at 616-331-7500 to discuss registration approval for these courses if your GPA is below a 2.75.