

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

**Public and Nonprofit Administration**

*(for students who entered GVSU Fall 2014 or later)*

<b>PROGRAM PRE-REQUISITE – all students must complete this course</b> (also satisfies one Social & Behavioral Science foundation requirement)	
_____ PLS102 American Government and Politics (3cr)	
<b>I. CORE REQUIREMENTS (24 Credits) – All students must complete the following 8 courses</b>	
_____ 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) <i>Pre-requisite: PA270 &amp; Senior Standing</i>
_____ PA 360 Voluntarism and the Nonprofit Sector	_____ PA 490 Public Administration Internship <i>Pre-requisite: by permit only – see department for information</i>
_____ PA 375 Public Budgeting & Finance Admin.	_____ PA 495 Community Analysis (capstone) <i>Pre-requisite: Senior Standing (Permit required)</i>
<b>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.</b>	
_____ PA 311 Public Sector Information Technology <i>(recommended if IT emphasis) – offered winter only</i>	_____ PA 372 International and Comparative Admin. <i>Pre-requisite: Junior Standing</i>
_____ PA 330 Health Care Financing <i>(required if Community Health emphasis)- offered winter only</i>	_____ PA 395 Emergency Management <i>offered winter only</i>
_____ PA 335 Grant Writing <i>(recommended if Budget &amp; Finance emphasis)</i>	
<b>III. COGNATE REQUIREMENTS – All students must complete either the BA or BS degree cognate</b>	
<b>Bachelor of Science (BS) Degree Cognate</b>	<b>Bachelor of Arts (BA) Degree Cognate</b>
_____ STA 215 Introductory Applied Statistics (3cr) <i>Pre-requisite: MTH110 or equivalent</i>	_____ 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)
_____ PA300 Research Methods <i>Pre-requisite: STA215, Jr. Standing, PA Major (Permit May be Required)</i>	
_____ PA449 Policy Research & Evaluation <i>Pre-requisite: Junior Standing</i>	
<b>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.</b>	
<b>Community Development &amp; Planning</b>	<b>Community Health</b>
<b>Complete 2 of the following:</b>	<b>Complete 3 of the following (and PA330 in Section II)</b>
_____ GPY 209 - Intro to Urban & Regional Planning (3cr) <i>Offered fall only</i>	_____ AHS 340 - Health Care Management (3cr) <i>Pre-requisite: Junior Standing</i>
_____ GPY 307 - Intro to Computer Mapping & Geographic Information Systems (3cr) <i>Pre-requisite: Sophomore Standing or permission of instructor</i>	_____ BMS 222 - Introduction to Public Health (3cr) <i>Offered fall only</i>
_____ HST 327 - History of United States Urban Society (3cr)	_____ COM 209 - Health Communication Systems (3cr) <i>Pre-requisite: Sophomore Standing</i>
_____ PA 390 - Leadership Dynamics (3cr)	_____ MKT 350 - Marketing Management (3cr) <i>(NOTE: Seidman College of Business)</i>
_____ PLS 338 - Citizenship (3cr) <i>Pre-requisite: Junior Standing</i>	_____ OSH 300 - Intro to Occupational Safety and Health (3cr)
_____ SOC 313 - Race and Ethnicity (3cr) <i>(formerly numbered SOC382) Pre-requisite: Junior Standing</i>	_____ PLS 310 - Politics and Health Policy (3cr) <i>Pre-requisite: PLS102, PA270 or Junior Standing</i>
<b>And Complete</b>	
_____ PA 449 -Policy Research & Evaluation (3cr) <i>Already required for BS degree; must add to plan if BA degree</i>	_____ REC 110 - Foundations of Recreation and Leisure (3cr) <i>Offered fall only (Course no longer offered effective Fall 2015)</i>

*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](http://www.gvsu.edu/ccpsadvising/overrides)*

Information Technology	Local Economic Development
<b>Complete 3 of the following:</b>	<b>Complete 3 of the following:</b>
_____ CIS 231 - Problem Solving Using Spreadsheets (3cr) <i>Pre-requisite: MTH110 or equivalent</i>	_____ BUS 201 - Legal Environment for Business (3cr)
_____ CIS 233 - Concepts of Database Systems (3cr) <i>Pre-requisite: CIS150 or CIS160 or CIS162</i>	_____ CAP 220 - Fundamentals of Public Relations (3cr) <i>Pre-requisite: WRT150 or equivalent</i>
_____ CIS 237 - Introduction to Network Management (3cr) <i>Pre-requisite: CIS150; offered winter only</i>	_____ ECO 200 - Business Economics (3cr) <i>Pre-requisite: MTH110 or equivalent</i>
_____ CIS 238 - Internet Media and Programming (3cr) <i>Pre-requisite: CIS160 or CIS162</i>	_____ HTM 101 – Introduction to Hospitality & Tourism (4cr)
_____ GPY 307 – Intro to Computer Mapping/Geographic Information Systems (3cr) <i>Pre-requisite: Sophomore Standing or department permission</i>	
_____ GPY 407 - Advanced GIS (4cr) <i>Pre-requisite: GPY307; offered winter only</i>	
_____ MGT 268 - Intro to Management Info Systems (3cr) <i>Pre-requisite: CIS150</i>	
Public/Nonprofit Budgeting & Finance	Public Personnel Management
<b>Complete 3 of the following:</b>	<b>Complete 3 of the following:</b>
_____ ACC 212 - Principles of Financial Accounting (3cr)	_____ LIB 331 - Person and Profession (3cr) <i>Offered every other year</i>
_____ ACC 213 - Principles of Managerial Accounting (3cr) <i>Pre-requisite: ACC212</i>	_____ MGT 334 - Labor and Employment Law (3cr) <i>(NOTE: Seidman College of Business)</i>
_____ CIS 231 - Problem Solving Using Spreadsheets (3cr) <i>Pre-requisite: MTH110 or equivalent</i>	_____ MGT 355 - The Diversified Workforce (3cr) <i>(NOTE: Seidman College of Business)</i>
_____ ECO 210 - Introductory Macroeconomics (3cr) <i>Pre-requisite: MTH110 or equivalent; sophomore standing recommended</i>	_____ MGT 432 - Grievance Administration, Arbitration, and Collective Bargaining (3cr) <i>Pre-requisite: MGT334 (NOTE: Seidman College of Business)</i>
_____ ECO 211 - Introductory Microeconomics (3cr) <i>Pre-requisite: MTH110 or equivalent; sophomore standing recommended</i>	_____ PA 390 - Leadership Dynamics (3cr)
_____ FIN 331 - Risk and Insurance (3cr) <i>Offered fall only (NOTE: Seidman College of Business)</i>	_____ PHI 325 - Ethics in Professional Life (3cr) <i>Pre-requisite: Junior Standing</i>
_____ PA 335 - Grant Writing (3cr) <i>(choose if another PA elective was completed in Section II)</i>	

<u>Nonprofit Administration Minor</u> (21 credits)	<u>Public Administration Minor</u> (21 credits)
Students in other majors may minor in Nonprofit Administration by completing a <b>total of 21 as outlined below</b> . 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 <b>total of 21 credits as outlined below</b> . It's not possible to add this minor to a degree in Public & Nonprofit Administration.
<b>Complete ALL of the following Core courses (15 credits):</b> _____ 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)	<b>Complete ALL of the following courses (18 credits):</b> _____ 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)
<b>Complete TWO of the following courses (6 credits)</b> _____ 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)	<b>Complete ONE of the following courses (3 credits)</b> _____ 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.