



## SCHOOL OF PROFESSIONAL STUDIES

# BACHELOR OF PUBLIC ADMINISTRATION

### Serve the Public in Local, State, or Federal Government

Careers in the public administration field are varied and challenging. If you choose to pursue this dynamic degree, there are wide career opportunities you can pursue in government at the local, state, and federal levels. Your career path could include teaching or training assignments, or research in government organizations and in nonprofit organizations. The public sector is always in need of professionals with the rigorous training to meet the complexities of the management of public programs and assets.

In the program you'll be exposed to the central theories of public administration. You'll learn how to analyze the operations and procedures of public management as well as nonprofits, and you'll develop relevant management skills. You'll find ways to apply public administration theories and practices in program and resource

management, and understand accounting and budgeting for government agencies and nonprofits. This is an important and respected career path, as all cities, communities, and citizens rely on sound public administration.

#### Program highlights:

- Entire program can be completed online
- Evaluate the role of community groups in local government
- Analyze ethical challenges facing the public sector
- Use research to address current issues in public administration
- Collect data, review literature, and analyze data, and effectively present your findings orally and in writing

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## BACHELOR OF PUBLIC ADMINISTRATION

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The Bachelor of Public Administration (BPA) is designed to meet the educational and professional needs of individuals in the public sector who are interested in professional or career advancement. It also prepares individuals for challenging and dynamic careers in government at the local, state, and federal levels. Individuals completing the program are prepared for mid-level positions, teaching, training assignments, or research in the government and nonprofit organizations.

### Bachelor of Public Administration/Master of Public Administration Transition Program

Students who are currently enrolled in the Bachelor of Public Administration program and have at least a GPA of 3.0 and are within six courses of graduation, may register for the BPA/MPA transition program by taking two MPA classes as electives during the BPA program. To be eligible, students must apply for and begin the MPA program within six months of completing their BPA program. Students may choose up to two of the graduate-level public administration courses (with the exception of PAD 631 and PAD 644). For students in the BPA/MPA transition program, the university will waive up to two graduate-level public administration courses taken as part of the bachelor's degree, but these students must still meet the residency requirements for the MPA. Students must complete graduate-level coursework taken as part of the BPA degree with a grade of "B" or better.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Synthesize the theories of public administration.
- Analyze the operations and procedures of public management and nonprofits.
- Develop skills in managing a public sector or nonprofit organization.
- Apply the theories and practices in program and resource management.
- Apply the theories and practices of accounting and budgeting in government and nonprofits.
- Evaluate the role of community groups in local government.
- Analyze ethical situations in the public sector.
- Utilize research process to address a current problem in public administration.
- Collect data, conduct a literature review, analyze data, write, and explain findings, and present results orally and/or in writing.

### Degree Requirements

To receive a Bachelor of Public Administration, students must complete at least 180 quarter units as described below, 76.5 of which must be completed at the upper-division level, 45 of which must be completed in residence at National University, with a minimum of 70.5 units of the University General Education requirements. In the absence of transfer credit, students may need to take additional general electives to satisfy the total units for the degree. Refer to the section on undergraduate admission procedures for specific information regarding application and evaluation. All students receiving an undergraduate degree in Nevada are required by state law to complete a course in Nevada Constitution.

### General Education Program Requirements

The general education program consists of a minimum of 70.5 quarter units. Of the 70.5 units, students must complete at least 4.5 units at the upper-division level and 4.5 units in diversity enriched coursework. A plus [+] indicates a diversity enriched offering. All undergraduate students working toward any associate or bachelor's degree must meet the university diversity requirement.

### Preparation for the Major

(3 courses; 13.5 quarter units)

MNS 205\* Intro to Quantitative Methods  
ECO 203\* Principles of Microeconomics  
ACC 201 Financial Accounting Funds.

\* May be used to meet a General Education requirement.

### Requirements for the Major

(12 courses; 54 quarter units)

ODV 420 Intro to Organizational Behavi.  
PAD 400 Intro to Public Administration  
PAD 401 Public Policy Development  
PAD 402 Urban Environments  
MGT 400 Ethics in Law, Business & Mgmt.  
PAD 403 Government Relations

MNS 407 Management Science  
*Prerequisite: MNS 205*  
PAD 404 Nonprofit Management  
ACC 434 Government and Nonprofit Acct.  
*Prerequisite: ACC 201*  
MGT 422 Team Bldg, Interpers Dynamics  
LED 420 Adaptive Leadership in Change  
PAD 405 Senior Research Project  
*Prerequisite: Satisfactory completion of 36 quarter unit of BPA major coursework.*

### Upper Division Electives

(4 courses; 18 quarter units)

Students are encouraged to take any minors or electives in the following prefix areas: CJA, MGT, HRM, ODV, LAW, ACC, FIN, BKM, HUB, LED, and ECO.