

Fort Hays State University Applied Business Studies
Certificate in Business Development and Sales
(12 hours)

Certificate programs in the Department of Applied Business Studies require 9 credit hours and are composed of courses specific to an area of study. To obtain a Certificate in Business Development and Sales, students must complete the courses outlined below and submit this "Intent to Complete Certificate" form to the Department of Applied Business Studies.

Required Courses:

MKT 301 Marketing Principles

Choose three courses (9 hours) from the following:

- MKT 302 Strategic Selling
- MKT 402 Sales Management
- MKT 607 Business-to-Business Marketing
- MKT 673 Sales and Service Technology

No grade lower than a "C" is acceptable for the classes taken. All courses applied toward the certificate must be taken for credit and passed. Courses cannot be counted toward more than one certificate.

Upon completion of certificate requirements, you should receive your certificate in the mail approximately 2-4 weeks from the date of approval.



FORT HAYS STATE UNIVERSITY
DEPARTMENT OF APPLIED BUSINESS STUDIES

Intent to Complete a Certificate in Business Development and Sales

Student _____
(First Name) (Middle Name) (Last Name)

Student ID# _____ **Phone Number** _____

Major _____ **Email** _____

List the address the certificate should be mailed to:

(Street Address) (Apt. #)

(City) (State) (Zip Code)

Please indicate the semester, year, and grade for each of the following classes you completed:

<i>Semester</i>	<i>Year</i>	<i>Grade</i>	
_____	_____	_____	MKT 301 Marketing Principles
_____	_____	_____	Additional Course (MKT 302, 402, 607, or 673)
_____	_____	_____	Additional Course (MKT 302, 402, 607, or 673)
_____	_____	_____	Additional Course (MKT 302, 402, 607, or 673)

Student Signature _____

Certificate Approval _____
(Department Chair Signature) (Date)