

Fort Hays State University & Hays Academy of Hair Design
Business Essentials Certificate
(4 hours)

The Business Essentials Certificate is a one-year certificate including four courses that are 1 credit hour each. These are 8-week courses offered exclusively to students in the Hays Academy of Hair Design program. To obtain this certificate, students must complete the courses outlined below, and submit this "Intent to Complete Certificate" form to the Department of Applied Business Studies.

Required Courses:

- ACCT 663 Problems in Accounting: The Basics of Accounting & Taxes
- MKT 673 Topics in Marketing: Social Media Marketing
- FIN 663 Problems: Understanding Personal Finances
- GBUS 673 Problems in Business: Management Practices

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
 & HAYS ACADEMY OF HAIR DESIGN**

Intent to Complete a Certificate in Business Essentials

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

Student ID# _____ **Phone Number** _____

Major _____ **E-Mail** _____

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>	
_____	_____	_____	ACCT 663 The Basics of Accounting & Taxes
_____	_____	_____	MKT 673 Social Media Marketing
_____	_____	_____	FIN 663 Understanding Personal Finances
_____	_____	_____	GBUS 673 Management Principles

Student Signature _____

Certificate Approval _____
(Department Chair Signature) (Date)