

**Fort Hays State University Applied Business Studies
Certificate in Professional Development
(9 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 Professional Development, students must complete the courses outlined below and submit this "Intent to Complete Certificate" form to the Department of Applied Business Studies.

Required Courses:

- BCOM 210 Business Communication for Professional Development
- BCOM 301 Strategic Business Communication
- BCOM 400 Global Business Communication

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 Professional Development

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>	
_____	_____	_____	BCOM 210 Business Comm. for Professional Dev.
_____	_____	_____	BCOM 301 Strategic Business Communication
_____	_____	_____	BCOM 400 Global Business Communication

Student Signature _____

Certificate Approval _____
(Department Chair Signature) (Date)