

Fort Hays State University Applied Business Studies
Certificate in Workforce 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 Workforce 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 350 Business Communication Applications
- BUED 421 Electronic Media in Instruction
- BUED 612 Methods of Talent Development

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 Workforce 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 350 Business Communication Applications
_____	_____	_____	BUED 421 Electronic Media in Instruction
_____	_____	_____	BUED 612 Methods of Talent Development

Student Signature _____

Certificate Approval _____
(Department Chair Signature) (Date)