

Certificate in Management

Certificate programs in the Department of Management require 12 credit hours and are composed of courses specific to an area of study. To obtain a Certificate in Management, students must complete the courses outlined below, and submit the "Intent to Complete a Certificate" form on the right side of the page to the Department of Management.

Required:

MGT 301 Management Principles

Choose three of the following:

- MIS 304 Management Information Systems I
- MGT 410 Organizational Behavior & Development
- MGT 411 Applied Management Skills
- MGT 475 Business, Society, Ethics
- MGT 611 Human Resource Management

(Only non-majors are eligible. No grade lower than a "C" is acceptable for the classes taken. All courses applied toward the certificate must be taken for credit, and 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 MANAGEMENT

Intent to Complete a Certificate in Management

Student _____
(Last Name) (First Name) (Middle 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>	
_____	_____	_____	MGT 301 Management Principles
_____	_____	_____	Additional Course: _____
_____	_____	_____	Additional Course: _____
_____	_____	_____	Additional Course: _____

Student Signature _____

Certificate Approval _____

(Department Chair Signature) (Date)

Feel free to contact our office with any questions.

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