

Graduate Certificate in Business Education

(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 Business Education, 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 Applied Business Studies.

Choose 3 courses from the following;

BUED 612G Business Communication
BUED 613G Organization & Administration of Career & Technical Education
BUED 615G Selection & Organization of Subject Matter in CTE
BUED 820 Principles, Problems, and Trends in Business Education
BUED 821 Teaching Office Information Systems
BUED 824 Business Education Curriculum
BCOM 680G Strategic Communication for Managing Diversity and Inclusion

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.

FORT HAYS



STATE UNIVERSITY

DEPARTMENT OF APPLIED BUSINESS STUDIES

Intent to Complete a Graduate Certificate in Business Education

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, course section and grade for each of the following classes you completed:

Semester/Year	Section	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Signature _____

Certificate Approval _____
(Department Chair Signature) (Date)

113 McCartney Hall • 600 Park Street • Hays, KS 67601-4099 • (785) 628-4772
abs@fhsu.edu • www.fhsu.edu/appliedbusiness/certificate-programs/