

Certificate in Business Report Writing

(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 Report Writing, 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.

Required Courses:

- BCOM 301 Business Communication
- BCOM 601 Managerial Communication
- BCOM 692 Managerial Reports & Presentations

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 APPLIED BUSINESS STUDIES

Intent to Complete a Certificate in Business Report Writing

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:

Semester	Year	Grade	
_____	_____	_____	BCOM 301 Business Communication
_____	_____	_____	BCOM 601 Managerial Communication
_____	_____	_____	BCOM 692 Managerial Reports & Presentations

Student Signature

Certificate Approval _____
(Department Chair Signature) (Date)