

Certificate in Digital Business Communication
(12 hours)

Certificate programs in the Department of Applied Business Studies require 12 credit hours and are composed of courses specific to an area of study. To obtain a Certificate in Digital Business Communication, 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 250 Word Processing Applications
- BCOM 300 Spreadsheet Applications
- BCOM 310 Database Applications
- BCOM 350 Business Communication Applications

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 Digital Business Communication

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>	
_____	_____	_____	BCOM 250 Word Processing Applications
_____	_____	_____	BCOM 300 Spreadsheet Applications
_____	_____	_____	BCOM 310 Database Applications
_____	_____	_____	BCOM 350 Business Communication Applications

Student Signature _____

Certificate Approval _____
(Department Chair Signature) (Date)