

# Certificate in Professional 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 Professional Development, 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 210 Intro. to Professional Development
- BCOM 301 Business Communication
- BCOM 400 Global Business Communication

**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 Professional Development

Student \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Student ID# \_\_\_\_\_ Phone Number \_\_\_\_\_

Major \_\_\_\_\_ E-Mail \_\_\_\_\_

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#### List the address the certificate should be mailed to:

\_\_\_\_\_  
(Street Address) (Apt. #)

\_\_\_\_\_  
(City) (State) (Zip Code)

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Please indicate the semester, year, and grade for each of the following classes you completed:

Semester	Year	Grade	
_____	_____	_____	BCOM 210 Intro. to Professional Development
_____	_____	_____	BCOM 301 Business Communication
_____	_____	_____	BCOM 400 Global Business Communication

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Student Signature \_\_\_\_\_

Certificate Approval \_\_\_\_\_  
(Department Chair Signature) (Date)