

Graduate Certificate in Business Communication

(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 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.

Choose 3 courses from the following;

BCOM 601G Managerial Communication
BCOM 680G Strategic Communication for Managing Diversity and Inclusion
BCOM 690G Professional Development
BCOM 692G Managerial Reports and Presentations
BCOM 695G Corporate Communication Strategy

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

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

Student Signature _____

Certificate Approval _____
(Department Chair Signature) (Date)

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