

TRINE UNIVERSITY DUAL ENROLLMENT



ADMINISTRATIVE PROFESSIONAL CERTIFICATE

Students will develop skills for organizational and managerial positions, preparing them to advance in the workforce or to pursue a degree.

Program requirements are to be completed through Trine University courses, no transfers.

Administrative Professional Certificate	
Course	Credits
UE 111 Online Learning Orientation	1
BA 113 Business Computer Applications	3
BA 123 Business Concepts	3
BA 213 Business Spreadsheets	3
COM 213 Business Communication	3
LAW 203 Business Law & Ethics <i>Taken during senior year of high school</i>	3

- Certificate coursework can be applied toward a BSBA major

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