



BUSINESS

Tech Prep Certificate Requirements

Tech Prep students must complete the following high school program of study. The actual sequence of courses will depend on the student's individual interests.

- ◆ **4 Units of Business**
- ◆ **3 or 4 Units of Math**
- ◆ **3 or 4 Units of Science**
- ◆ **A one-day (3-5 hours) Shadowing Experience**
- ◆ **Portfolio** - The portfolio could include some or all of the following:

Student's best work	Lab Manuals	Presentations and/or video
Awards	Projects	Shadowing Experiences

Upon completion of these requirements, qualifying seniors will be awarded a Tech Prep Certificate through the Tech Prep office.

Business Units

(Must Complete 4 Units)

Accounting Advanced Electronic Information Processing Applied and Technical Communications *BOCES Computer Information Technology (2 units) *BOCES New Visions Business Management (2 units) Business Analysis Business Computer Applications Business Economics Business Law Business Management Business Math	Career & Financial Management Desktop Publishing Electronic Information Processing (EIP) Financial Information Processing IS 100 – Intro. To Computers I IS 101 – Intro. To Computers II Marketing Small Business Ownership Statistics Web Page Development
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**New Visions Courses and BOCES Courses are considered 2 units.*

Note – Courses cannot be used for sequence if used to meet a math or science requirement

Tech Prep Certificate with Honors – students completing four (4) units of math and four (4) units of science as well as the other certificate requirements, qualify to receive a “Certificate with Honors.”