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## **BUSINESS/COMMUNICATIONS**

### **Tech Prep Certificate Requirements**

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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 Communications and/or Business**
- ◆ **4 Units of English Language Arts**
- ◆ **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**

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  
ISO 100 – Intro. to Computers I  
ISO 101 – Intro. to Computers II  
Marketing  
Small Business Ownership  
Statistics  
Web Page Development

#### **Communications Units**

\*BOCES New Visions Communications (2 units)  
\*BOCES Advertising & Design I  
\*BOCES Advertising & Design II  
Communication/Video Art  
Computer Graphics  
Desktop Publishing  
Media Productions  
Photography  
Studio Design  
Web Page Development

*\*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.”**