



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

*\*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.”**