BUSINESS/COMMUNICATIONS
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 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."