



# Bridges Career Academy

## Business

*Browerville High School*

Understand the business, management, and administration careers available. Gain basic business skills, become proficient with Microsoft Office, and create financial and business plans. Learn computer skills, customer service skills, leadership skills, as well as writing and speaking skills. Gain entry-level employment or continue education.

### Academic Courses

- Accounting I & II
- Business & Computer Skills
- College and Career Readiness
- Economics (S1 & S2)
- Personal Finance
- Consumer Economics

### Career Experiences

- Learn from industry speakers
- Tour local businesses
- Attend the Bridges Career Exploration Day or other regional career fairs

### Completion Standards

COMPLETE

**3 of 8 courses**

GRADES **B↑**

ATTENDANCE **90%**

Earn a **certificate** and **green cord** at graduation



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### Job Skills

In addition to having technical skills, employers expect workers in this industry to have these skills:

- Be an active member of a team
- Use critical thinking and problem-solving skills
- Effectively communicate
- Work precisely with data and reports



# Business Career Academy

## Browerville High School

The Business Academy provides students the knowledge needed to understand the variety of business, management, and administration careers available in the business world today. Students will gain basic business skills, become proficient with Microsoft Office, and even create financial and business plans. With the computer skills, the customer service skills, the leadership skills, writing and speaking skills learned in this academy, students will gain the basic skills needed to enter the work force or can transfer their credits to continue their education at a post-secondary institution.

### ACADEMY COURSES

#### **Accounting I** — .5 High School Credit

This course is an introduction to accounting. Students will learn how and why accounting principles are followed in a service business. They will learn record keeping for a sole proprietorship, the different financial forms used within a business, and complete the accounting cycle using financial statements. In addition, basic payroll procedures are covered. Students will also learn automated accounting by using accounting computer software.

#### **Accounting II** — .5 High School Credit and/or 3 College Credits

Students will continue learning accounting principles and concepts. Partnership and corporation cycles are emphasized in a merchandising business. Students will complete a simulation that puts “real world” applications into practice as they journalize daily transaction and end by creating financial statements for a company.

#### **Business & Computer Skills** — .5 High School Credit

Students learn different job-related skills that will make them a more employable person. Essential work ethic topics will be discussed. Focus will be on learning skills in business and office settings such as file management, 10-key pad calculations, and various office machines. There will also be reinforcement of computer skills by creating business letters & memos, spreadsheets, databases, and desktop publishing documents using Microsoft 2016 software.

#### **College & Career Readiness** — .5 High School Credit

This course will run through basics needed to prepare students for college and careers. Students will look at their interests and skills to best match their future choices. They will research a variety of colleges and careers. Students will create resumes and cover letters and take part in the interview process.

#### **Economics (Semesters 1 & 2)**— .5 High School Credit per course

Economics is the study of how individuals and businesses use limited resources to fulfill our unlimited wants. We will study the important role economic ideas play in everyday life. The year-long course will study micro and macro-economic by concentrating on buying, scarcity, supply and demand, business organization, financing, money and banking, and the Federal Reserve System. (Yearlong course split into two semesters: Micro-1<sup>st</sup> semester, Macro-2<sup>nd</sup> semester)

#### **Personal Finance** — .5 High School Credit

Students will learn and apply skills that will help make them financially self-sufficient. Focusing on the basics of financial planning, including career options, calculating pay & benefits, figuring taxes, creating a budget and financial records beginning a savings account and investing in different investment alternatives, opening and operating a checking account, the credit and loan process, and insurance.

#### **Consumer Economics** — .5 High School Credit

This class focuses on many consumer issues students will face in their daily lives. Units include Transportation, Housing, Insurance (auto, home, health, life), Food Shopping, Bargain Shopping, Recreation, Travel, Consumer Awareness, and Money & Relationships.

-OVER-



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## COMPLETION STANDARD

Students wishing to receive a certification must complete three of the eight Academy courses listed while maintaining at least 80% (B average) or better and 90% attendance.

## CAREER EXPERIENCES

Students will explore and research careers with industry speakers, participate in a business tour, and attend Bridges Career Exploration Day,

## JOB SKILLS

In addition to having technical skills, employers expect their workers to have other skills such as:

- Be an active member of a team
- Use critical thinking and problem-solving skills
- Effectively communicate
- Work precisely with data and reports

**CAREER OPTIONS:** [www.careerwise.minnstate.edu/careers](http://www.careerwise.minnstate.edu/careers)

**JOB OUTLOOK:** [www.careerwise.minnstate.edu/jobs](http://www.careerwise.minnstate.edu/jobs)

**POSTSECONDARY PROGRAMS:** [www.careerwise.minnstate.edu/education](http://www.careerwise.minnstate.edu/education)

