



Bridges Career Academy

Finance

Little Falls High School

Explore technology and art. Learn the foundational skills necessary for a career in photography. Grow skills with industry tools including Adobe Photoshop and digital cameras. Develop an understanding of the demands in the workplace, and how to create and evaluate work that meets customer expectations.

Academic Courses

- Accounting I & II
- Money Management Skills
- Entrepreneurship I
- Computer Applications II (CAP II)

Career Experiences

- Learn from industry speakers
- Tour local businesses
- Attend the Bridges Career Exploration Day or other regional career fairs
- Participate in a job shadow/internship

Completion Standards

COMPLETE



All 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:

- Demonstrate reading/listening skills
- Analyze/follow a sequence
- Apply abstract ideas to concrete situations
- Utilize appropriate technology
- Written communication skills
- Critical thinking skills
- Online and market research



Bridges Career Academies
& Workplace Connection

Finance Career Academy

Little Falls High School

This Academy will introduce students to a growing area in business involving managing the finances of a business or for themselves. The Accounting portion of the Academy introduces students to the basics of finances for a business. Entrepreneurship I and Computer Applications II will focus on applying financial concepts in creating a business and using computer software to analyze data. Money Management will assist students in understanding their own personal finances to make the best decision possible.

ACADEMY COURSES

Accounting I — 1 High School and/or 3 College Credits

This course is a practical introduction to accounting, “the language of business” for business owners and managers. Both the “how” and the “why” of accounting principles and practices are blended to provide a foundation for the financial management of service and merchandise businesses. The procedural based model of instruction provides a hands-on learning experience for students.

Accounting II — .5 High School and/or 3 Articulated College Credits

Students will utilize Microsoft Excel and complete a business simulation related to all the finance requirements in a business. Virtual business simulations will include an introduction to managerial and forensic accounting.

Money Management Skills — .5 High School Credit and/or 1 College Credit

This course introduces students to basic money management skills so they will make informed decisions in managing their personal finances. Topics include understanding the student loan process and obligations, creating a budget, debt management, use of credit and credit cards, credit reports, investments, checking and savings accounts, banking basics, insurance issues, developing a personal financial plan and setting financial goals.

Entrepreneurship I — .5 High School Credit

Entrepreneurship and Business will examine diverse types of business ownership, challenges and risks of owning a business, developing employees, recruiting, marketing, using the Internet to increase exposure, legal aspects businesses should know and fiscal management. Students will complete a retail simulation to complete the course as they will be managing this retail store.

Computer Applications II (CAP II) — .5 High School and/or 3 Articulated College Credits

This course is designed to allow students to gain experience in desktop publishing, presentation software (PowerPoint), spreadsheet applications (Excel) and databases (Access). Desktop publishing includes creating brochures, flyers, calendars, and advertisements. PowerPoint will be introduced as presentation software where students will develop skills in animation, transitions, synchronizing music with their slideshow, and creating templates. Excel will have students use a spreadsheet to create charts, graphs, web pages, and basic mathematical functions. Access allows individuals to create queries for organizing a database. Other topics will be included as time permits.

COMPLETION STANDARD

Students must complete all courses listed and earn a grade of ‘B’ or higher in each course, and have a 90% attendance.

CAREER EXPERIENCES

Students will experience industry guest speakers, participate in various business tours, attend Bridges Career Exploration Day and other career fairs. In addition, students will possibly have access to internships and/or job shadowing, and participate in computer simulations with applicable assignments geared toward business.

-OVER-

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JOB SKILLS

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

- Demonstrate reading and listening skills
- Analyze and follow a sequence of operations
- Apply abstract ideas to concrete situations
- Utilize appropriate technology
- Critical thinking skills in assignments and projects
- Written communication skills
- Small group assignments
- Online and market research
- Interview skills

CAREER OPTIONS: www.careerwise.minnstate.edu/careers

JOB OUTLOOK: www.careerwise.minnstate.edu/jobs

POSTSECONDARY PROGRAMS: www.careerwise.minnstate.edu/education