Bridges Career Academy
Computer
Sebeka High School

Understand careers in technology and media. Learn the functions of personal computers, a variety of Microsoft and other types of software and the foundations of the internet. Create web pages and learn web design along with the publishing software such as Adobe Illustrator and Photoshop. Gain entry-level employment or continue education.

Academic Courses

- Careers
- Yearbook
- Computer Applications OR
- Desktop Publishing

Career Experiences

- Listen to industry speakers
- Participate in job shadow or business tour
- Attend the Bridges Career Exploration Day or other regional career fairs

Completion Standards

COMPLETE
☑ **3 of 4 courses**

GRADES C↑

ATTENDENCE

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

MINNESOTA STATE
CAREERwise Education
Log in to learn more

Explore types of careers
www.careerwise.minnstate.edu/careers

Review the local job outlook
www.careerwise.minnstate.edu/jobs

Find postsecondary programs
www.careerwise.minnstate.edu/education

Job Skills

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

- Listening skills
- Exhibit creativity
- Use critical thinking and problem-solving skills
- Effectively communicate
- Work precisely with software programs

Bridges Career Academies
& Workplace Connection

www.BridgesConnection.org/Sebeka

Computer Career Academy
Sebeka High School

The Computer Academy provides the foundation for a wide variety of careers in the technology and media industries. Students will learn the functions of personal computers, a variety of Microsoft and other types of software and the foundations of the internet. In addition, the Academy teaches the creation of web pages and web design along with the publishing software such as Adobe Illustrator and Photoshop. Students completing this academy will have the skills necessary to gain entry-level employment or the basic knowledge to continue on to higher education.

ACADEMY COURSES

Careers — .5 High School Credit
This course is designed to help students explore possible career options and use technology for researching careers. The goal is directed at expanding awareness of self and the world of work to make deliberate career choices throughout one's lifetime. The course will help students identify their interests, needs and skills to recognize the many components that go into making career decisions. The students will also work on applications, cover letters, resumes, workplace awareness, and life skills.

Computer Applications — .5 High School and/or 3 College Credits
The course is designed to give students a good understanding of all of the Microsoft programs and how the software can be used in everyday life. Computer Applications provides powerful tools that will make students better prepared to turn in computerized work and gives them useful skills for employment in today's work environment.

Desktop Publishing — .5 High School Credit
This course is designed to teach students how to use several computer applications to produce desktop publishing material. Students use Microsoft Word, Publisher, Photoshop and Illustrator. Students will produce a self-made picture in Adobe and insert it into a newsletter or brochure in a Microsoft application. Focusing on the design process and page layout is key to this course.

Yearbook — .5 High School Credit
Yearbook is a course that students will learn about team building, marketing, photography, design and journalism. The students will be part of a team that publishes the yearbook and work in cooperation with Jostens to design a great book.

COMPLETION STANDARD

Students wishing to receive a certification must complete the Careers and Yearbook courses and select from either Computer Applications or Desktop Publishing while earning at least C or better average in each course. Additionally, students must follow the Sebeka high school attendance policy.

CAREER EXPERIENCES

Students will explore and research careers with industry speakers, attend the Bridges Career Exploration Day event and other regional career fairs, and have the possibility of a job shadow experience. Students will also tour the business Cross USA and other local publishing businesses.

JOB SKILLS

In addition to having technical skills, employers expect their workers to have other skills such as:
- Listening skills
- Exhibit creativity
- Use critical thinking and problem-solving skills
- Effectively communicate
- Work precisely with software programs

CAREER OPTIONS: www.careerwise.minnstate.edu/careers
JOB OUTLOOK: www.careerwise.minnstate.edu/jobs
POSTSECONDARY PROGRAMS: www.careerwise.minnstate.edu/education

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