



# Bridges Career Academy Business

*Verndale High School*

Gateway to careers in business. Learn foundational skills while learning about business economic factors that affect business decisions, financial management, marketing products, and the human resources needed to be a successful organization. Gain basic skills in the areas of financing, accounting, managing and business software applications. Gain entry-level employment or continue education.

## Academic Courses

- Economics
- Personal Finance
- Office I
- Entrepreneurship
- Business Computers
- Algebra II

## Career Experiences

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

## Completion Standards

COMPLETE



**4 of 6**  
courses

GRADES

**C+** ↑

ATTENDANCE

**90%**

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



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### Explore types of careers

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

### Review the local job outlook

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

### Find postsecondary programs

[www.careerwise.minnstate.edu/education](http://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
- 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

## Verndale High School

The Business Academy is the gateway to a wide variety of careers and could lead to becoming a leader in the business world of tomorrow. Students learn the foundational skills as they develop an understanding of business organizations such as the economic factors that affect business decisions, financial management, marketing products, and the human resources needed to be a successful organization. Students gain basic skills in the areas of financing, accounting, managing and business software applications. When completing the Academy, students will have basic skills to enter the work force or continue their education at a post-secondary institution.

### ACADEMY COURSES

#### **Economics** — 1 High School Credit

The goal of this course is to get students to think like an economist. Students will experience economics every day and economics is best understood when it is personal. During the course, students will make it personal and prepare them for economics in the real world. Marketing, presentation of economies systems, fundamental economic concepts and investment are high lights of this course.

#### **Personal Finance** — 1 High School Credit

Understanding and managing personal finances are key to your future financial success. The course is based on Dave Ramsey's Personal finance curriculum. Student learn how choices influence occupational options and future earning potential. The course content is designed to help students make wise spending, saving and credit decisions and to make effective use of income to achieve personal financial success.

#### **Office I** —1 High School Credit

Office I provides students with an overview of microcomputer applications including Microsoft Windows, Google Mail, Microsoft Office Word, Excel, Access and Power Point. Students use a variety of programs to create and edit documents and spreadsheets, create multimedia presentations that include graphics, audio, video and animation.

#### **Entrepreneurship** —1 High School Credit

This course is designed to provide student with a realistic framework for starting their own small business. Students will learn how to analyze, choose, organize, finance and market a new business. Students will also learn about pricing their product or services, personnel management and promoting their product or service.

#### **Business Computers** — 1 High School and/or 3 College Credits

Students will utilize business computer software applications including word processing, spreadsheets, databases and presentation software to solve business problems, emphasizing professional design and organization. Additional topics include basic computer hardware, computer security and ethics, privacy concerns and professional communication standards.

#### **Algebra II** — 1 High School Credit

This course consists of advanced algebra and trigonometry topics such as real numbers, linear functions and relations, systems of open sentences, quadratic functions and relations, complex numbers, polynomial and relational functional sequence.

### COMPLETION STANDARD

Students wishing to receive a certification must complete 4 of 6 courses and earn at least C+ average in all courses. A 90% attendance rate is also an expectation.

### 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 or business tour experience.

-OVER-



# Business Career Academy

## Verndale High School

### **JOB SKILLS**

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

- Listening skills
- 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)

