



# Bridges Career Academy Finance

*Little Falls High School*

In this Academy, students will gain skills in the areas of finance, accounting, and money management through a variety of classes that explore the numbers of business and personal finance. Application of real-world scenarios and situations are presented as students learn about successful career pathways in the finance industry.

## Academic Courses

- Accounting I & II
- Money Management Skills
- 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



# Finance Career Academy

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### 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.

#### **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.

### 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

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- Written communication skills
- Small group assignments
- Online and market research
- Interview skills

**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)

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