



Bridges Career Academy

Business

Pillager High School

Understand the variety of business, management and administration careers available in business. Gain basic business skills, become proficient with a variety of business documents, business software, financial reports and business plans. Learn computer skills, the customer service skills, the leadership skills, writing, and speaking skills. Gain entry-level employment or continue education.

Academic Courses

- Accounting I-II
- Introduction to Business
- Hospitality Management and Internship
- Introduction to Technology
- Entrepreneurship

Career Experiences

- Tour local businesses
- Listen to industry speakers
- Participate in job shadows
- Attend the Bridges Career Exploration Day or other regional career fairs

Completion Standards

COMPLETE

- Accounting I-II OR Intro to Business**
- + 2 other courses**

GRADES **B** ↑

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:

- Active listening and speaking skills
- Problem solving
- Oral and written communications Skills
- Ability to work with Customers



Business Career Academy

Pillager 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 gain basic business skills, become proficient with a variety of business documents, business software, financial reports and business plans. With the computer skills, the customer service skills, the leadership skills, writing, and speaking skills learned in this academy, students will have basic skills to enter the work force or continue their education at a post-secondary institution.

ACADEMY COURSES

Accounting I-II — 3 High School and/or 3 College Credits

These courses are a practical introduction to accounting for business owners and managers. Accounting principles and practices are blended to provide a foundation for the financial management of service and merchandising businesses. The procedural based model of instruction provides a hands-on learning experience with accounting principles and processes.

Introduction to Business — 1 High School Credit

This course is a survey of the forces that shape business in American and overview of how American business responds. Topics include business economics, forms of business organizations, management functions, marketing procedures, business finance, and insurance considerations.

Hospitality Management and Internship — 1 High School Credit

This course teaches students about customer/guest retention, communication and relations for any type of work setting that are a must in the business world. Customer service, the use of body language and the importance of business confidentiality are stressed. Interning at a local resort is a requirement.

Introduction to Technology — 1 High School Credit

Students will understand the fundamentals of computer terminology, particularly with respect to personal computer hardware, software and the Web. Students will create a repository of the latest information and as an integrated learning tool while evaluating computer tools and hardware.

Entrepreneurship — 1 High School Credit

Students will examine types of business ownership, reviewing the challenges and risks involved. Students will learn how to train employees, recruit, and market and use the internet to increase exposure and review legal aspects of business ownership.

COMPLETION STANDARD

Students wishing to receive a certification for this academy must complete Accounting I-II or Introduction to Business, and two other courses while earning an average of 'B' or better.

CAREER EXPERIENCES

Students will listen to guest speakers, tour local resorts and businesses; attend the Bridges Career Exploration Day event and other regional career fairs, and job shadow in this academy. In addition, they will learn to develop internet skills, intern at a business and create business and financial plans.

JOB SKILLS

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

- Active listening and speaking skills
- Problem solving
- Oral and written communications skills
- Ability to work with customers

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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www.BridgesConnection.org/Pillager