



# Bridges Career Academy Business

*Bertha-Hewitt High School*

Understand the variety of business, management and administration careers available in business. Learn basic business skills through the creation of a company, including maintaining budgets, hiring employees, writing correspondence and conducting other business-related operations. Prepare a career portfolio and create and publish a school newspaper. Gain entry-level employment or continue education.

## Academic Courses

- Economics
- Business Communication Journalism
- Accounting
- Personal Finance

## Career Experiences

- Listen to industry speakers
- Tour local businesses
- Write a finance or business plan
- Attend the Bridges Career Exploration Day or other regional career fairs

## Completion Standards

COMPLETE

**All courses**

GRADES

**B↑**

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:

- Be an active member of a team
- Use critical thinking and problem-solving skills
- Effective oral and written communication
- Work precisely with data and reports



[www.BridgesConnection.org/BerthaHewitt](http://www.BridgesConnection.org/BerthaHewitt)

# Business Career Academy

## Bertha-Hewitt High School

The Business Academy provides students the knowledge needed to understand the variety of business, management and administration careers available in business. Students will gain basic business skills through the creation of a company which will include maintaining budgets, hiring employees, writing correspondence and conducting other business-related operations. In addition, students will prepare their own career portfolios and create and publish a school newspaper. Through this Academy, students will gain the basic skills needed to enter the work force or transfer skills and continue their education at a post-secondary institution.

### ACADEMY COURSES

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

This course is an introduction to and a descriptive survey of the principles of a market economy. Micro economic areas such as supply and demand, growth and productivity, business operations, and problems in the market economy will be examined. Macroeconomic issues such as money, banking, inflation, recession and government policies will also be studied. This course is essential for students thinking of a business career.

#### **Business Communication and Journalism** — 1 High School Credit

The business communications course gives students exposure to real-life writing situations. Students will gain skills in the psychology of communication, interpersonal communication, media ethics, job seeking, interviewing, as well as editing and writing various types of documents.

#### **Accounting** — 1 High School Credit

This course is an introduction to accounting. Students will learn how and why accounting principles are followed in a service business. They will learn record keeping for a sole proprietorship, the different financial forms used within a business, and complete the accounting cycle using financial statements. In addition, basic payroll procedures are covered.

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

Students will learn and apply skills that will help make them financially self-sufficient. Focusing on the basics of financial planning, including career options, calculating pay & benefits, figuring taxes, creating a budget and financial records beginning a savings account and investing in different investment alternatives, opening and operating a checking account, the credit and loan process, and insurance.

### COMPLETION STANDARD

Students wishing to receive a certification must complete the all academy courses while maintaining at least a 'B' or better in each course. A 90% of better attendance rate in each course is also an expectation.

### CAREER EXPERIENCES

Students will explore and research careers with industry speakers, complete a finance or business plan, participate in business tour, attend Bridges Career Exploration Day event and other regional career fairs. A special tour to the Brainerd or St. Cloud newspaper will highlight this Academy.

### JOB SKILLS

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

- Be an active member of a team
- Use critical thinking and problem-solving skills
- Effective oral and written communication
- 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)

