



# Bridges Career Academy Business

Staples-Motley High School

Gateway to a wide variety of careers in the business world. Learn the foundations of a business organization such as the economic factors that affect business decisions, financial management, marketing products or services resulting in the development of a business plan. Gain entry-level employment or continue education. (Curriculum aligns with programs at CLC and many others.)

## Academic Courses

- Introduction to Business
- Introduction to Computers
- Accounting for Non-Accountants

## Career Experiences

- Learn from industry speakers
- Tour a local business
- Attend the Bridges Career Exploration Day or other regional career fairs
- Complete research project
- Participate in job shadow

## Completion Standards

COMPLETE

All courses

GRADES **B** ↑

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



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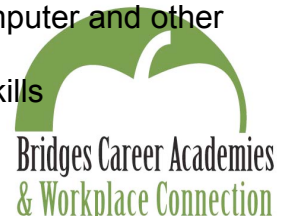
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## Job Skills

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

- Listening skills
- Written and oral communication skills
- Ability to work with costumers
- Ability to think critically
- Ability to apply computer and other business skills
- Decision making skills



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

# Business Career Academy

## Staples-Motley High School

The Business Academy is a gateway to a wide variety of careers in the business world. Students will learn the foundations of a business organization such as the economic factors that affect business decisions, financial management, marketing products or services resulting in the development of a business plan. Students completing this academy will have the skills necessary to gain entry-level employment or the basic knowledge to continue to higher education. The academy offers curriculum that aligns with the Business Management, and Computer programs at Central Lakes College as well as many other postsecondary institutions.

### ACADEMY COURSES

#### **Introduction to Business** — 1 High School Credit and/or 3 College Credits

This course is a survey of the forces that shape business in America and an overview of how American business responds. Topics include business ethics, business economics, and forms of business organization, management functions, marketing procedures, business finance and more.

#### **Introduction to Computers** — 1 High School Credit and/or 3 College Credits

This course covers the computer application software most used in the business and academic worlds, the Microsoft Office suite of Word, Excel, Access, PowerPoint, and Outlook. Some topics include; formatting documents, creating research papers and resumes using wizards and templates, creating Web pages with Word, using Excel to create worksheet and embedded charts, creating static and dynamic web pages and creating a PowerPoint presentation with a unified design. A real-world application of concepts and skills is emphasized throughout the course.

#### **Accounting for Non-Accountants** — 1 High School Credit 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. The course is recommended for all business careers outside of the accounting field.

### COMPLETION STANDARD

Students wishing to receive a certification for this academy must complete all courses and earn a grade of “B” or better in each of the courses.

### CAREER EXPERIENCES

Students will explore and research business and/or computer related careers with industry speakers, and attend the Bridges Career Exploration Day event and other regional career fairs. Students will complete a career research project and have an opportunity to job shadow with a variety of local businesses.

### JOB SKILLS

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

- Listening skills
- Written and oral communication skills
- Ability to work with costumers
- Ability to think critically
- Ability to apply computer and other business skills
- Decision making 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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