



# Bridges Career Academy

# Business Management

## Little Falls High School

Gateway to careers in the business world. Learn the foundational skills of business organizations, such as the economic factors that affect business decisions, financial management, marketing products and services and the human resources needed to be successful. Become part of the National Business Education Association. Gain entry-level employment or continue education.

### Academic Courses

- Computer Applications I & II (CAP I & II)
- Accounting I
- Entrepreneurship I

### Career Experiences

- Learn from industry speakers
- Attend the Bridges Career Exploration Day or other regional career fairs
- Support local service/non-profits
- Tour local businesses

### Completion Standards

COMPLETE

**All courses**

GRADES

**B** ↑

ATTENDANCE

**90%**

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



**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
- Written communication skills
- Ability to work with customers
- Ability to coordinate materials supply and demand
- Problem solving skills
- Decision making skills



# Business Management Career Academy

## Little Falls High School

The Business Management Academy is the gateway to a wide variety of careers and could lead to becoming a leader in the business world of tomorrow. Students will learn the foundational skills necessary to develop an understanding of business organizations such as the economic factors that affect business decisions, financial management, marketing products and services and the human resources needed to be successful. Students completing this academy will have the skills necessary to gain entry-level employment or the basic knowledge to continue to higher education and become part of the National Business Education Association.

### ACADEMY COURSES

#### **Computer Applications I (CAP I)** — .5 High School Credit

CAP I is more than a typing course; it is a course that provides lifelong personal, business and technology skills through increasing your typing ability and familiarizing yourself with Word processing software.

Course content includes typing skills, formatting word processing documents and creating business documents and Internet research skills.

#### **Computer Applications II (CAP II)** — .5 High School and/or 3 College Credits

This course is designed to allow student to gain experience in desktop publishing, presentation software, spreadsheet applications and databases. Student will create brochures, flyers, advertisements, web pages, templates as well as creating charts and graphs and a variety of other business forms in a real-life business setting.

#### **Accounting I** — 1 High School and/or 3 College Credits

This course is an introduction to the world of accounting. Students will complete course work covering the accounting cycle for a sole proprietorship and partnership. Course work includes working with an expanded journal, subsidiary ledger accounts, preparing payroll and payroll reports and preparing financial reports.

#### **Entrepreneurship I** — .5 High School Credit

Entrepreneurship and Business will examine diverse types of business ownership, challenges and risks of owning a business, developing employees, recruiting, marketing, using the Internet to increase exposure, legal aspects businesses should know and fiscal management. Students will create a business portfolio and a business plan at the completion of the course.

### COMPLETION STANDARD

Students must complete all courses listed, earn a grade of 'B' or higher in each course, and 90% attendance.

### CAREER EXPERIENCES

Students will explore and research careers with industry speakers and participate in Bridges Career Exploration Day and other career fairs. In addition, students will work with community services and non-profit groups to create event flyers, work with school organizations to develop printed materials, visit a local accounting firm, local business owners and interview business owners.

### JOB SKILLS

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

- Listening skills
- Written communication skills
- Ability to work with customers
- Ability to coordinate materials supply and demand
- Problem solving 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)

**POSTSECONDARY PROGRAMS:** [www.careerwise.minnstate.edu/education](http://www.careerwise.minnstate.edu/education)



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