



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 the business world today. Students will gain basic business skills through the creation of a company and maintaining budgets, hire employees, write correspondence and conduct other business related operations. In addition, students will prepare their own career portfolio and finally create and publish a school newspaper. Students will gain the basic skills needed to enter the work force or can transfer their credits to 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 operation, and problems of the market economy will be examined. Macroeconomic issues such as money and 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 and interviewing and 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.

Academic Completion Standard:

Students wishing to receive a certification must complete the 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.

Business and Industry Experiences:

Students will explore and research careers with industry speakers, complete a finance or business plan, participate in business tour and/or a career fair. 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

Careers Options:

Business Managers, Auditors, Administrative Service Managers, Purchasing Agents, Customer Service Agents, Supervisors, Marketing Agents, Administrative Assistants, Bookkeepers, Office Managers, Human Resources Specialists, File Clerks, Job Benefits Specialists, Legal Assistants, Banking Clerks, Payroll Clerks, Medical Administrators, Leasing Agents

Job Outlook:

Business Careers - 17% growth for Central Minnesota

Postsecondary Programs:

Please check at www.mnscu.edu for colleges that offer educational programs for this Career Academy such as; Central Lakes College, Northland Community & Technical College, Century College, South Central College, Minneapolis Community & Technical College, Anoka Ramsey Community College, Anoka Technical College, Dakota County Technical College, Fond Du Lac Tribal and Community College, Inver Hills Community College, Lake Superior College, Minnesota State College – Southeast Technical, Minnesota West Community & Technical College, Minnesota State Community & Technical College, Ridgewater College, Minnesota West Community & Technical College, Hennepin Technical College, Rochester Community & Technical College, Northland Community & Technical College, Northwest Technical College, Pine Technical College, Rainy River Community College, Normandale Community College, Southwest Minnesota State University, Alexandria Technical College, Bemidji State University, St. Cloud State University, Minnesota State University, Metropolitan State University