

BU\$INE\$\$

ACCOUNTING I (SOPHOMORE, JUNIOR, SENIOR)

This one semester course introduces basic accounting principles for a sole proprietorship. Instruction includes recording various types of business transactions, preparing financial statements, and analyzing financial information. (1/2 credit)

ACCOUNTING II (SOPHOMORE, JUNIOR, SENIOR)

This one semester course is a continuation of Accounting I with emphasis on accounting principles for a corporation. Instruction includes accounting for subsidiary ledgers, payroll, taxes, and depreciation. Automated accounting using the computer is integrated throughout the course. PRE-REQUISITE: Accounting I. (1/2 credit)

BUSINESS LAW I (SOPHOMORE, JUNIOR, SENIOR)

This one semester course is designed to provide students with a basic understanding of the laws that affect their personal life. Instruction includes principles of civil law, criminal law, law as it applies to a minor, and other situations of law. This course includes both a mock trial and a field trip to a county courthouse/jail. (1/2 credit)

BUSINESS LAW II (SOPHOMORE, JUNIOR, SENIOR)

This one semester course is a continuation of Business Law I, giving the student a broader background in the legal environment of business. Instruction includes contracts, bankruptcy, marriage and divorce, property, employee injuries, and corporate law. This course includes both a mock trial and a field trip to a county courthouse/jail. PRE-REQUISITE: Business Law I (1/2 credit)

COOPERATIVE EDUCATION (JUNIOR, SENIOR)

This two semester course combines the efforts and resources of the employment community and Lisle High School. The purpose of Cooperative Education is to provide learning experiences that will assist the student in developing entry-level job skills. Students must work a minimum of fifteen hours and a maximum of twenty hours per week in training for an occupation in which he/she shows a definite interest and probability for success. In addition to the work experience, students must successfully complete related class instruction to receive credit for this course. The related class instruction will provide students with career education and occupational development. (2 credits)

KEYBOARDING (FRESHMAN, SOPHOMORE, JUNIOR, SENIOR)

This one semester course is designed to improve your speed and accuracy by learning the touch method for keyboarding. Using Microsoft Word, students will learn how to format reports, letters, memorandums, tables, and resumes. The basics of Microsoft PowerPoint will also be introduced. (1/2 credit)

SEMINAR IN BUSINESS (FRESHMAN, SOPHOMORE, JUNIOR, SENIOR)

This one semester course is designed to provide students with a basic understanding of business practices. Instruction allows students to explore a variety of business topics, including marketing, management, banking and financial services, money management, accounting, career skills, and other current business topics. This course includes a stock market game and a field trip to the Chicago Federal Reserve and Board of Trade. (1/2 credit)