

**ADVANCED BUSINESS LAW
COURSE CODE: 5049
STUDENT PROFILE**

STUDENT'S NAME:	TEACHER'S NAME:
School Year/Semester:	Date Begin:
Grade:	Date Completed:

Directions: Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.

0 - Has not received instruction in this area / **no experience or knowledge of this task (N/A)**

1 – Can apply and perform **independently (80-100)**

2 – Can perform the task completely with **limited supervision (70-79)**

3 – Requires additional instruction and or **close supervision (60-69)**

A. SAFETY		0	1	2	3
1	Review school safety policies and procedures.				
2	Review classroom safety rules and procedures.				
3	Review safety procedures for using equipment in the classroom.				
4	Identify major causes of work-related accidents in office environments.				
5	Demonstrate safety skills in an office/work environment.				
B. STUDENT ORGANIZATIONS		0	1	2	3
1	Identify the purpose and goals of a Career and Technology Student Organization (CTSO).				
2	Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.				
3	Explain the benefits and responsibilities of being a member of a CTSO.				
4	List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.				
5	Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.				
C. TECHNOLOGY KNOWLEDGE		0	1	2	3
1	Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation				
2	Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.				

3	Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.				
4	Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying; piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).				
5	Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use.				
6	Describe ethical and legal practices of safeguarding the confidentiality of business-related information.				
7	Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.				
D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS		0	1	2	3
1	Demonstrate punctuality.				
2	Demonstrate self-representation.				
3	Demonstrate work ethic.				
4	Demonstrate respect.				
5	Demonstrate time management.				
6	Demonstrate integrity.				
7	Demonstrate leadership.				
8	Demonstrate teamwork and collaboration.				
9	Demonstrate conflict resolution.				
10	Demonstrate perseverance.				
11	Demonstrate commitment.				
12	Demonstrate a healthy view of competition				
13	Demonstrate a global perspective.				
14	Demonstrate health and fitness.				
15	Demonstrate self-direction.				
16	Demonstrate lifelong learning.				
E. PROFESSIONAL KNOWLEDGE		0	1	2	3
1	Demonstrate effective speaking and listening skills.				
2	Demonstrate effective reading and writing skills.				

3	Demonstrate mathematical reasoning.				
4	Demonstrate job-specific mathematics skills.				
5	Demonstrate critical-thinking and problem-solving skills.				
6	Demonstrate creativity and resourcefulness.				
7	Demonstrate an understanding of business ethics.				
8	Demonstrate confidentiality.				
9	Demonstrate an understanding of workplace structures, organizations, systems, and climates.				
10	Demonstrate diversity awareness.				
11	Demonstrate job acquisition and advancement skills.				
12	Demonstrate task management skills.				
13	Demonstrate customer-service skills.				
F. PROFESSIONAL KNOWLEDGE		0	1	2	3
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13	Demonstrate customer-service skills.				
G. AMERICAN BUSINESS LAW		0	1	2	3
1	Identify and describe the basic functions of law.				
2	Distinguish between (1) law and justice and (2) law and morals.				
3	Distinguish between (1) substantive and procedural law, (2) public and private law, and (3) civil and criminal law.				

4	Explain the three basic functions of administrative agencies.				
5	Research and present cases involved in business law.				
H. TORT LAW		0	1	2	3
1	Analyze the torts that protect against intentional harm to personal rights.				
2	Explain the application of the various privileges to defamation suits and how they are affected by whether the plaintiff is (1) a public figure, (2) a public official, or (3) a private person.				
3	List and describe the three required elements of an action for negligence.				
4	Differentiate the duty of care that is imposed on (1) adults; (2) children; (3) persons with a physical disability; (4) person with mental deficiency; (5) persons with superior knowledge; and (6) persons acting in an emergency.				
5	Research and present cases involved in tort law				
I. CRIMINAL LAW		0	1	2	3
1	Describe criminal intent and the various degrees of mental fault.				
2	Identify the significant features of white-collar crimes, corporate crimes, and the Racketeer Influenced and Corrupt Organization Act. (RICO).				
3	List and define the crimes against business.				
4	Research and present cases involved in criminal law				
J. ETHICS AND PROFESSIONAL RESPONSIBILITIES		0	1	2	3
1	Differentiate the professional roles of a lawyer as a fiduciary, an officer of the court in an adversarial system of justice, and as a person with personal and financial interest.				
2	Demonstrate how to resolve tensions in the lawyer's role by adhering to the Rules and Standards of Professional Conduct and the Law Governing Lawyers; ABA Codes of Ethics, Law Governing Lawyers, and the limitations of Professional Rules and of the Law Governing Lawyers and the Need for a Philosophy of Lawyering.				
3	Compare and contrast ethical roles and styles, e.g., Client-Centered Lawyering, moral values, principles of professionalism, and defensive Lawyering.				
4	Develop an understanding of the defense and prosecution of criminal cases and the duty of competency, confidentiality, conflicts of interest, limitation on litigation tactics by the defense and the prosecution.				
5	Analyze the issues in the delivery and marketing of legal services to the middle class and to indigents.				

6	Research and present cases involved in ethics violations.				
K. CONTRACT LAW/AGENCY		0	1	2	3
1	Distinguish among the following relationships (1) agency, (2) employment, and (3) independent, contractors.				
2	Explain the requirements for creating an agency relationship.				
3	List and explain the duties owed by an agent to her principal.				
4	Research and present cases involved in contract law				
L. CONSTITUTIONAL LAW		0	1	2	3
1	Analyze and apply the Preamble to the relevant cases.				
2	Analyze and apply Article I to relevant cases.				
3	Analyze and apply Article II to relevant cases.				
4	Analyze and apply Article III to relevant cases.				
5	Analyze and apply Article IV to relevant cases.				
6	Analyze and apply Article V to relevant cases.				
7	Analyze and apply Article VI to relevant cases.				
8	Analyze and apply Article VII to relevant cases.				
9	Analyze and apply Amendments to relevant cases.				
M. LEGAL WRITING AND ANALYSIS		0	1	2	3
1	Write a legal analysis using the stages of the writing process. a) Reading and analyzing the materials. b) Creating an annotated outline c) Writing a working draft of the analysis d) Converting that analysis into a document designed for a reader e) Editing for style and technical correctness.				
2	Outline a rule and then apply to specific fact.				
3	Create various appropriately formatted business communications.				
4	Create fact statements as needed.				
N. ENVIRONMENTAL LAW		0	1	2	3
1	Outline and explain the common law actions for environmental damages and the difficulties in prevailing in such actions.				

2	Explain the major substantive provisions of the National Environmental Policy Act.				
3	Explain the regulatory scheme of the Clean Air Act.				
4	Research and present cases involved in environmental law.				
O. CAREER EXPLORATION		0	1	2	3
1	Evaluate career opportunities in the business legal profession.				
2	Research sources of employment opportunities.				
3	Identify appropriate dress and grooming for the workplace.				
4	Develop an electronic portfolio for career opportunities.				
5	Compose a letter of application.				
6	Strengthen resume.				
7	Complete a job application form.				
8	Demonstrate appropriate behaviors for a job interview.				
9	Compose a follow-up letter.				