Student's Name/Initials	/	Date	Teacher's Initials	Date

Business Law

DIRECTIONS: Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

PERFORMANCE RATING

3 - Skilled--can perform task independently with no supervision
2 - Moderately skilled--can perform task completely with limited supervision
1 - Limitedly skilled--requires instruction and close supervision
N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

3 - Knowledgeable--can apply the concept to solve problems
2 - Moderately knowledgeable--understands the concept
1 - Limitedly knowledgeable--requires additional instruction
N - No exposure--has not received instruction in this area

A. Safety and Ethics

3 2 1 N

__ __ __ __1. Identify major causes of work-related accidents in offices.
__ __ __ __2. Describe the threats to a computer network, methods of avoiding attacks and options in dealing with virus attacks.
__ __ __ __3. Identify potential abuse and unethical uses of computers networks.
__ __ __ __4. Explain the consequences of illegal, social, and unethical uses of information technologies, (e.g. piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).
__ __ __ __5. Differentiate between freeware, shareware, and public domain software copyrights.
__ __ __ __6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
__ __ __ __7. Identify netiquette including the use of email, social networking, blogs, texting, and chatting.
__ __ __ __8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

B. Employability Skills

3 2 1 N

__ __ __ __1. Identify positive work practices, (e.g. appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
__ __ __ __2. Demonstrate positive interpersonal skills, (e.g., communication, respect, teamwork).

C. Student Organizations

3 2 1 N

__ __ __ __1. Explain how related student organizations are integral parts of career and technology education courses.
__ __ __ __2. Explain the goals and objectives of related student organizations.
__ __ __ __3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
__ __ __ __4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. Basics of Law

3 2 1 N

__ __ __ __1. Identify ethical character traits: honesty, integrity, compassion, respect, responsibility, citizenship, and justice.
__ __ __ __2. Distinguish the various ways in which ethical decisions are made and the consequences.
__ __ __ __3. Explain why laws are needed.
__ __ __ __4. Explain the relationship between law and ethics and why they sometimes conflict.
__ __ __ __5. Determine sources of law.
__ __ __ __6. Classify types of law.
__ __ __ __7. Distinguish between different types of courts.

E. Civil Versus Criminal Law

3 2 1 N

__ __ __ __1. Differentiate civil law and criminal law.
__ __ __ __2. Identify the elements of criminal and civil/business law, including trial procedures.
__ __ __ __3. Distinguish between a tort and a crime.
__ __ __ __4. Differentiate between negligence and intentional torts.
__ __ __ __5. Give examples of negligence and intentional torts.
__ __ __ __6. Explain the concepts of the reasonable person test and proximate cause.
__ __ __ __7. Explain the concepts of strict, absolute, and vicarious liability.
__ __ __ __8. Explain constitutional rights when facing civil or criminal legal action.

F. Contract Law

3 2 1 N

__ __ __ __1. Identify the elements of a contract: offer, acceptance, genuine agreement, consideration, capacity, and legality.
__ __ __ __2. Discuss the requirements of an offer and acceptance and how the offer can be terminated/discharged.
__ __ __ __3. Identify the classifications of contracts: valid, void, voidable, unenforceable, express, implied, oral, and written.
__ __ __ __4. Define consideration.
__ __ __ __5. List examples of valid consideration.
__ __ __ __6. Differentiate among the ways that a contract can be disrupted, such as fraud, non-disclosure, misrepresentation, mistake, duress, and undue influence.
__ __ __ __7. Name the ways a contract may be terminated or discharged.
__ __ __ __8. Explain a minor's rights to disaffirm contracts.
__ __ __ __9. List contracts that should be in writing under the Statute of Frauds.
__ __ __ __10. Define breach of contract.
__ __ __ __11. Name legal remedies available for resolution of breach of contract.

G. Consumer Law

3 2 1 N

__ __ __ __1. Explain consumer protection laws, including credit reporting, debt collection, and privacy.
__ __ __ __2. Define common, unfair, and deceptive practices, such as bait and switch, usury, identity theft, deceptive service estimates, and fraudulent misrepresentations.
__ __ __ __3. Explain expressed and implied warranties for sale of goods.
__ __ __ __4. Describe the various aspects of bankruptcy, such as Liquidation and Reorganization of Debts (Chapters 7 and 13 Bankruptcies).

H. Real and Personal Property

3 2 1 N

__ __ __ __1. Define real property, personal property, and fixtures.
__ __ __ __2. Explain why property distinctions are important.
__ __ __ __3. List different methods of acquiring property and transferring title (e.g., renting, leasing, or purchasing; contract for sale; deed; title search; abstract of title; mortgage), including the effects of liens.
__ __ __ __4. Explain how a bailment is created.
__ __ __ __5. Describe the standard of care different bailees are required to exercise over bailed property.
__ __ __ __6. Explain rights and duties of property owners and visitors according to property laws.
__ __ __ __7. Define intellectual property (e.g., patents, copyrights, trademarks).

I. Employment Law

3 2 1 N

__ __ __ __1. Describe the employer-employee relationship and the rights and duties of each.
__ __ __ __2. Explain the doctrine of employment-at-will including wrongful discharge.
__ __ __ __3. Explain employee rights (e.g., employment interview, testing, laws affecting minors, collective bargaining).
__ __ __ __4. Identify legislation that regulates employment rights, conditions, and worker benefits (e.g., OSHA, Workers' Compensation).
__ __ __ __5. Name the types of employee benefits commonly offered by employers.

J. Domestic/Personal Law

3 2 1 N

__ __ __ __1. Define marriage.
__ __ __ __2. Explain the rights and obligations that are involved in marriage.
__ __ __ __3. Explain concepts relating to marriage such as age requirements, prenuptial agreements, common law, and types of marriage prohibited by law.
__ __ __ __4. Contrast annulment, divorce, and dissolution proceedings.
__ __ __ __5. Explain typical grounds for divorce.
__ __ __ __6. Describe the law as it relates to child custody, child and spousal support, and the distribution of property in divorce.
__ __ __ __7. Describe the legal aspects of parenthood.
__ __ __ __8. Identify the requirements of parenthood.
__ __ __ __9. Indicate the ways a will can be revoked or altered.
__ __ __ __10. Explain what happens to a decedent's estate when a person dies without a will.

K. Computer Law

3 2 1 N

__ __ __ __1. Demonstrate an understanding of computer law as it relates to computer hacking, software piracy, source code, software license, copyright law, Internet, and e-mail.

__ __ __ __2. Discuss existing laws, jurisdiction considerations, and disputes regarding E-commerce.

L. Career Exploration

3 2 1 N

__ __ __ __1. Identify traditional and nontraditional law-related careers, including requirements, salary range, and working conditions.

__ __ __ __2. Describe the concept of risk management and rate of return.

__ __ __ __3. Track various stocks over a period of time.

__ __ __ __4. Identify and evaluate investment alternatives.

__ __ __ __5. Describe how to buy and sell various investments.

__ __ __ __6. Compare and contrast taxable and tax free investments.

__ __ __ __7. Describe funding the various life stages (e.g., college funding, home mortgages, retirement).

__ __ __ __8. Describe the purpose and importance of estate planning (wills, trusts, gifting, and charitable contributions).

__ __ __ __9. Explain how governmental agencies regulate investments to protect consumers.

__ __ __ __10. Describe illegal and unethical investment practices.

M. Understanding Insurance

3 2 1 N

__ __ __ __1. Define the types of risks and risk management methods.

__ __ __ __2. Identify the needs for insurance coverage.

__ __ __ __3. Explain the various types of insurance coverage.

__ __ __ __4. Explain major characteristics of the basic types of life, health, and disability insurance.

N. Financial Responsibility and Decision-Making

3 2 1 N

__ __ __ __1. Make responsible financial decisions.

__ __ __ __2. Locate and evaluate financial information.

__ __ __ __3. Identify major consumer protection laws.

__ __ __ __4. Identify means of securing personal financial information.

O. Using Software

3 2 1 N

__ __ __ __1. Identify various financial management software packages.

__ __ __ __2. Prepare a budget using spreadsheet software.

__ __ __ __13. Explain procedures for collections.

__ __ __ __14. Explain the purpose and importance of business credit.