

**2015/2016 Student Competency Record**  
**Business Law**  
**6131 - 36 weeks**

<hr/> <b>Student</b>	<hr/> <b>School Year</b>
<hr/> <b>School</b>	<hr/> <b>Teacher Signature</b>

Traditional letter or numerical grades do not provide adequate documentation of student achievement in competency-based education; therefore, the Virginia Standards for CBE require a recording system to provide information about competencies achieved to employer, student-employee, and teacher. The Student Competency Record provides a means for keeping track of student progress. Ratings are assigned by the teacher for classroom competency achievement and by the teacher-coordinator in conjunction with the training sponsor when competence is evaluated on the job.

Tasks/competencies designated "Required" are considered essential statewide and are required of all students. In some courses, all tasks/competencies have been identified as required. Tasks/competencies marked "Optional" are considered optional; they and/or additional tasks/competencies may be taught at the discretion of the school division. Tasks/competencies marked with an asterisk (\*) are considered sensitive, and teachers should obtain approval by the school division before teaching them.

**Note: Students with an Individualized Education Program (IEP) or an Individualized Student Alternative Education Plan (ISAEP) will be rated, using the following scale, only on the competencies identified in their IEP or ISAEP.**

Students will be expected to achieve a **satisfactory rating** (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.

**...RATING SCALE...**

- 1 - Can teach others**
- 2 - Can perform without supervision**
- 3 - Can perform with limited supervision**
- 4 - Can perform with supervision**
- 5 - Cannot perform**

<b>6131 36 weeks</b>	<b>Business Law TASKS/COMPETENCIES</b>		<b>Date</b>	<b>Rating</b>
	<b>Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills</b>			
Required	1	Demonstrate positive work ethic.		
Required	2	Demonstrate integrity.		
Required	3	Demonstrate teamwork skills.		
Required	4	Demonstrate self-representation skills.		
Required	5	Demonstrate diversity awareness.		
Required	6	Demonstrate conflict-resolution skills.		
Required	7	Demonstrate creativity and resourcefulness.		
	<b>Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills</b>			
Required	8	Demonstrate effective speaking and listening skills.		
Required	9	Demonstrate effective reading and writing skills.		
Required	10	Demonstrate critical-thinking and problem-solving skills.		
Required	11	Demonstrate healthy behaviors and safety skills.		
Required	12	Demonstrate an understanding of workplace organizations, systems, and climates.		
Required	13	Demonstrate lifelong-learning skills.		
Required	14	Demonstrate job-acquisition and advancement skills.		
Required	15	Demonstrate time-, task-, and resource-management skills.		
Required	16	Demonstrate job-specific mathematics skills.		
Required	17	Demonstrate customer-service skills.		
	<b>Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills</b>			
Required	18	Demonstrate proficiency with technologies common to a specific occupation.		
Required	19	Demonstrate information technology skills.		
Required	20	Demonstrate an understanding of Internet use and security issues.		
Required	21	Demonstrate telecommunications skills.		
	<b>Examining All Aspects of an Industry</b>			
Required	22	Examine aspects of planning within an industry/organization.		
Required	23	Examine aspects of management within an industry/organization.		
Required	24	Examine aspects of financial responsibility within an industry/organization.		

Required	25	Examine technical and production skills required of workers within an industry/organization.		
Required	26	Examine principles of technology that underlie an industry/organization.		
Required	27	Examine labor issues related to an industry/organization.		
Required	28	Examine community issues related to an industry/organization.		
Required	29	Examine health, safety, and environmental issues related to an industry/organization.		
<b>Addressing Elements of Student Life</b>				
Required	30	Identify the purposes and goals of the student organization.		
Required	31	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.		
Required	32	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.		
Required	33	Identify Internet safety issues and procedures for complying with acceptable use standards.		
<b>Examining the Foundations of a Legal System</b>				
Required	34	Examine the constitutional basis for federal law and the establishment of Virginia's constitutional laws.		
Required	35	Explain the need for laws.		
Required	36	Differentiate between criminal and civil law.		
Required	37	Describe the executive, legislative, and judicial branches of the legal system.		
Required	38	Compare federal, state, and local court systems.		
Required	39	Compare the main sources of law.		
Required	40	Differentiate between ethical and legal behavior.		
Required	41	Describe the legal rights and responsibilities of citizens and non-citizens.		
Required	42	Compare the legal rights and responsibilities of minors and adults.		
Required	43	Identify sources used to enforce the law at the local, state, and federal levels.		
<b>Examining Contracts</b>				
Required	44	Explain the six essential elements of a contract.		
Required	45	Analyze the need for a contract.		

Required	46	Compare types of contracts.		
Required	47	Describe the categories of persons who have rights and/or duties under a contract for the benefit of a third party.		
Required	48	Examine the effects of a contract on a minor.		
Required	49	Explain the effects of a breach of contract.		
Required	50	Describe the purpose of the Statute of Frauds.		
Required	51	Explain how the Uniform Commercial Code applies to the sale of goods and interstate commerce.		
<b>Examining the Rights and Responsibilities of Consumers</b>				
Required	52	Compare federal agencies that provide consumer protection information.		
Required	53	Identify federal and state laws that afford consumer protection.		
Required	54	Identify the reasons bankruptcy laws were enacted.		
Required	55	Evaluate the impact of relevant laws on insurance requirements.		
Required	56	Identify the laws specifically related to negotiable instruments (e.g., drafts, checks, promissory notes, certificates of deposit).		
Required	57	Describe characteristics of a bailment and the responsibilities of involved parties.		
Required	58	Distinguish between real and personal property.		
Required	59	Describe ways in which real estate can be acquired.		
Required	60	Evaluate mortgage types and interest rates.		
Required	61	Describe the legal aspects of a real estate transaction.		
Required	62	Distinguish between the rights and responsibilities of landlords and tenants.		
Required	63	Identify the purpose of copyright and patent laws (e.g., tangible and intangible property).		
<b>Exploring Criminal Law</b>				
Required	64	Define <i>criminal law</i> .		
Required	65	Explain penalties associated with crimes.		
Required	66	Differentiate between civil and criminal trial procedures.		
Required	67	Compare the purpose and characteristics of juvenile and adult justice systems.		
Required	68	Distinguish among an infraction, a misdemeanor, and a felony.		

Required	69	Identify crimes often associated with businesses and organizations (e.g., embezzlement, extortion, computer crimes).		
<b>Exploring Tort Law</b>				
Required	70	Define <i>tort law</i> .		
Required	71	Identify common torts (e.g., assault, battery, defamation, negligence, product liability).		
Required	72	Explain penalties associated with torts.		
Required	73	Identify improper use of business technology and property (e.g., computers, personal digital assistants, cell phones, telephones).		
<b>Increasing Awareness of Family/Domestic Law</b>				
Optional	74	Explain components of estate planning (e.g., power of attorney, wills, trusts, living wills).		
Optional	75	Identify laws regulating marriage.		
Optional	76	Identify laws regulating separation and divorce.		
Optional	77	Interpret laws that sever the parent-child legal relationship.		
Optional	78	Identify situations where legal assistance is advisable.		
Optional	79	Locate professional sources for legal advice.		
<b>Identifying Concepts in International Law</b>				
Required	80	Compare the American legal system with legal systems in other countries.		
Required	81	Describe the impact of international laws on the U.S. economy.		
Required	82	Describe U.S. citizens' rights and responsibilities when conducting business, traveling, or living abroad.		
Required	83	Examine the impact of international regulations on the environment.		
<b>Examining Legal Aspects of Employment</b>				
Required	84	Describe rights and responsibilities of employees and employers.		
Required	85	Identify federal, state, and local laws and agencies dealing with employment.		
Required	86	Examine the ethical basis for laws governing the workplace.		
Required	87	Analyze the process for filing a grievance.		
Required	88	Identify the legal grounds for employee termination.		
Optional	89	Examine the legal and historical significance of unions and collective bargaining.		

<b>Analyzing Types of Business Organizations</b>				
Required	90	Summarize the legal requirements and the advantages and disadvantages of a sole proprietorship.		
Required	91	Summarize the legal requirements and the advantages and disadvantages of a partnership.		
Required	92	Summarize the legal requirements and the advantages and disadvantages of a corporation.		
Required	93	Examine laws that would impact forming and operating your own business.		
<b>Examining Cyber/Computer Law</b>				
Required	94	Explain cyber law and the various types of cyber crimes.		
Required	95	Compare cyber crimes and cyber torts.		
Required	96	Describe intellectual property rights and copyright laws related to digital purchases.		
Required	97	Describe laws related to e-commerce.		
Required	98	Examine how the use or purchase of technology affects a contract.		
Required	99	Explain how advances in computer technology affect the different areas of law.		
Required	100	Define common cyber crimes.		
Required	101	Describe the various types of federal and state statutes designed to combat computer crime.		
Required	102	Describe the ramifications of improper use of business technology and property.		
<b>Preparing for Industry Certification and/or College Level Examination Program (CLEP) Testing</b>				
Optional	103	Describe the process and requirements for obtaining industry certifications and/or taking CLEP examinations related to the Business Law course.		
Optional	104	Identify testing skills/strategies for a certification and/or CLEP examination.		
Optional	105	Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification or CLEP exams).		
Optional	106	Successfully complete an industry certification or CLEP examination representative of skills learned in this course (e.g., IC3, NOCTI, CLEP).		
<b>Preparing for Business Law Careers</b>				
Required	107	Research career opportunities in the legal profession.		

