

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

Course Title	BUSINESS LAW/ETHICS APPLICATIONS		
SDPTE Course ID	BE 0151	IBED	IBED 12054

A course designed to provide students with an overview of civil and criminal law, as it relates to business principles and practices. Topics include ethics, an overview of the legal system, court procedures, criminal/civil justice systems, oral and written contracts, and consumer protection.

Term	Semester/Trimester	Preq	BE 0022
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Notes:

Business Law BLaw_1: Demonstrate Knowledge of Basics of the Law

BLaw_1.1 Analyze the relationship between ethics and the law.

Learning Indicator: BLaw_1.1.1	Explain a person's responsibility to obey the law
Learning Indicator: BLaw_1.1.2	List the most common sources of the law
Learning Indicator: BLaw_1.1.3	Identify ethical character traits (e.g., honesty, integrity, compassion, justice)
Learning Indicator: BLaw_1.1.4	Explain the relationships between law and ethics
Learning Indicator: BLaw_1.1.5	Describe the role of values in constructing an ethical code and a legal system
Learning Indicator: BLaw_1.1.6	Identify unethical and illegal conduct and related consequences
Learning Indicator: BLaw_1.1.7	Describe how to develop an ethical and legal life style
Learning Indicator: BLaw_1.1.8	Explain the way social forces may sometimes conflict
Learning Indicator: BLaw_1.1.9	Demonstrate how a rule of law may be a synthesis of conflicting social forces
Learning Indicator: BLaw_1.1.10	Compare and contrast differences in ethical and legal systems from state to state and nation to nation

BLaw_1.2 Describe the sources of the law.

Learning Indicator: BLaw_1.2.1	Define and describe the Constitution and the branches of government presented in the Constitution
Learning Indicator: BLaw_1.2.2	Define statutory law, identify the purposes of statutory law, and describe how a bill becomes a statute
Learning Indicator: BLaw_1.2.3	Define administrative agencies and regulations; explain where administrative agencies get their power and how they create regulations
Learning Indicator: BLaw_1.2.4	Describe the powers and limitations of the federal government as stated in the Constitution
Learning Indicator: BLaw_1.2.5	Identify the basic freedoms guaranteed by the Bill of Rights and describe several key Constitutional amendments beyond the Bill of Rights
Learning Indicator: BLaw_1.2.6	Compare and contrast the national constitution with state, territory, and local constitutions
Learning Indicator: BLaw_1.2.7	Determine how courts make law and explain the role of precedent in the legal system
Learning Indicator: BLaw_1.2.8	Analyze the constitutionality of various statutes and regulations
Learning Indicator: BLaw_1.2.9	Compare and contrast the sources of the law in countries outside the United States and Canada
Learning Indicator: BLaw_1.2.10	Compare and contrast sources of international law

BLaw_1.3 Describe the structure of the court system.

Learning Indicator: BLaw_1.3.1	Explain the function of the court
Learning Indicator: BLaw_1.3.2	Describe the basic structure of the federal, state, county, and local court systems

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Learning Indicator: BLaw_1.3.3 Distinguish among the roles of the legal professionals, such as judges, lawyers, and paralegals

Learning Indicator: BLaw_1.3.4 Differentiate among cases that belong within the jurisdiction of the federal, state, and county court systems

Learning Indicator: BLaw_1.3.5 Compare the role of the juvenile court with the role of other courts within a state

Learning Indicator: BLaw_1.3.6 Explain the role of the federal and state appellate courts

Learning Indicator: BLaw_1.3.7 Define the role of the U.S. Supreme Court; differentiate the U.S. Supreme Court's role with that of the state supreme courts

BLaw_1.4 Describe the process of law in civil and criminal cases and explain the differences between the two.

Learning Indicator: BLaw_1.4.1 Distinguish between procedural law and substantive law

Learning Indicator: BLaw_1.4.2 Define litigation and describe methods for resolving disputes other than litigation

Learning Indicator: BLaw_1.4.3 Compare and contrast the steps in a civil law suit with the steps in a criminal prosecution

Learning Indicator: BLaw_1.4.4 List and explain the steps in criminal and civil trials

Learning Indicator: BLaw_1.4.5 Describe the appellate process in criminal and civil cases

BLaw_1.5 Describe the different classifications of substantive law.

Learning Indicator: BLaw_1.5.1 Distinguish between civil and criminal law

Learning Indicator: BLaw_1.5.2 Differentiate among categories of crime, such as treason, felonies, and misdemeanors

Learning Indicator: BLaw_1.5.3 Identify different areas of civil law, such as torts, contracts, and property

Learning Indicator: BLaw_1.5.4 Define different types of business crimes, such as arson, forgery, and embezzlement

Learning Indicator: BLaw_1.5.5 Determine several defenses to criminal acts, such as the insanity-defense and self-defense

Learning Indicator: BLaw_1.5.6 Distinguish between a tort and a crime

Learning Indicator: BLaw_1.5.7 Differentiate between and give examples of negligence and intentional torts

Learning Indicator: BLaw_1.5.8 Explain the concepts of the reasonable person test and proximate cause

Learning Indicator: BLaw_1.5.9 Explain the concept of absolute liability and describe circumstances under which it is imposed

Learning Indicator: BLaw_1.5.10 Describe the penalties available for criminal law and the remedies available in tort law

Learning Indicator: BLaw_1.5.11 Differentiate among the penalties for committing felonies and misdemeanors

Learning Indicator: BLaw_1.5.12 Analyze the statutory criteria for imposing the death penalty

Learning Indicator: BLaw_1.5.13 Discuss the consequences of violating criminal and civil law in different countries and the consequences of violating international law

Business Law BLaw_2: Demonstrate Knowledge of Contract Law, Law of Sales, and Consumer Law

BLaw_2.1 Describe the nature of a contractual relationship and analyze the relationship between it and law of sales and consumer law.

Learning Indicator: BLaw_2.1.1 List the elements required to create a contract

Learning Indicator: BLaw_2.1.2 Differentiate among classes of contracts, such as bilateral and unilateral; express and implied; and oral and written

Learning Indicator: BLaw_2.1.3 Explain how offer and acceptance can create contractual rights and duties

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Learning Indicator: BLaw_2.1.4	Determine whether or not an agreement is definite enough to be enforced as a contract
Learning Indicator: BLaw_2.1.5	Differentiate among the ways that assent can be disrupted, such as fraud, non-disclosure, misrepresentation, mistake, duress, and undue influence
Learning Indicator: BLaw_2.1.6	Define and distinguish between different types of consideration and list the exceptions to the requirements of consideration
Learning Indicator: BLaw_2.1.7	Explain a minor's right to avoid a contract and identify people who lack contractual capacity
Learning Indicator: BLaw_2.1.8	Describe the concept of unconscionability and compare it to illegality
Learning Indicator: BLaw_2.1.9	List the essential information that should be included in writing under the statute of frauds
Learning Indicator: BLaw_2.1.10	Explain the parole evidence rule
Learning Indicator: BLaw_2.1.11	Describe the various rules applied to the interpretation of contracts
Learning Indicator: BLaw_2.1.12	Explain the various rules applied to contracts involving third parties
Learning Indicator: BLaw_2.1.13	List the ways a contract can be discharged
Learning Indicator: BLaw_2.1.14	Describe breach of contract and the remedies available when a contract is breached
Learning Indicator: BLaw_2.1.15	Discuss the impact of the law of different countries and the impact of international law on contractual transactions

BLaw_2.2 Identify and describe legal issues involved with the sale of goods as they relate to contract and consumer law.

Learning Indicator: BLaw_2.2.1	Differentiate among goods, service, and real property contracts
Learning Indicator: BLaw_2.2.2	Distinguish between a sale of goods and other transactions relating to goods
Learning Indicator: BLaw_2.2.3	Describe the Uniform Commercial Code (UCC) and explain why the UCC has been adopted by the states
Learning Indicator: BLaw_2.2.4	Identify various types of warranties and describe how each of the warranties may be excluded or modified
Learning Indicator: BLaw_2.2.5	List and explain the remedies of the seller when the buyer breaches the sales contract
Learning Indicator: BLaw_2.2.6	List and explain the remedies of the buyer when the seller breaches the sales contract
Learning Indicator: BLaw_2.2.7	Define the statute of limitations and describe when the time period of this statute usually begins and ends in a sales transaction
Learning Indicator: BLaw_2.2.8	State when a contract for the sale of goods must be in writing
Learning Indicator: BLaw_2.2.9	List and define the performance obligations of the seller and buyer in a typical sales transaction; define the terms F.O.B., F.A.S., C.I.F., C.F., and C.&F. and state the legal consequences of using them
Learning Indicator: BLaw_2.2.10	Discuss the impact of the laws of different countries and the impact of international law on sales transactions

BLaw_2.3 Identify and discuss laws that are intended to protect consumers as they relate to contract law and the law of sales.

Learning Indicator: BLaw_2.3.1	Identify legislation which regulates consumer credit, such as Fair Credit Reporting Act, Fair Credit Billing Act, Equal Credit Opportunity Act, Fair Credit Collection Practices Act, and Consumer Credit Protection Act
Learning Indicator: BLaw_2.3.2	Discuss consumer protection legislation, such as the Federal Trade Commission Act, the Consumer Product Safety Act, and the Consumer Leasing Act

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Learning Indicator: BLaw_2.3.3 Discuss the impact of the law of different countries and the impact of international law on consumer protection

Business Law BLaw_3: Demonstrate Knowledge of Agency and Employment Law

BLaw_3.2 Analyze the role and importance of employment law as it relates to the conduct of business.

- Learning Indicator: BLaw_3.2.1 Demonstrate an understanding of the nature of the employer-employee relationship
- Learning Indicator: BLaw_3.2.2 Explain the doctrine of employment-at-will and describe the wrongful discharge exceptions to employment-at-will
- Learning Indicator: BLaw_3.2.3 Explain the relationship of Title VI of the Civil Rights Act to employment
- Learning Indicator: BLaw_3.2.4 Explain the difference between disparate treatment and disparate impact in discrimination cases
- Learning Indicator: BLaw_3.2.5 Determine what questions can and cannot be asked during an employment interview
- Learning Indicator: BLaw_3.2.6 Demonstrate an understanding of the basis on which employees or applicants may be asked to take tests, such as aptitude, psychological, polygraph, and drug tests
- Learning Indicator: BLaw_3.2.7 Identify other legislation that regulates employee rights, such as the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Family and Medical Leave Act
- Learning Indicator: BLaw_3.2.8 Identify legislation that regulates employment conditions, such as the Fair Labor Standards Act, the Immigration Reform and Control Act, and the Occupational Safety and Health Act
- Learning Indicator: BLaw_3.2.9 Determine legislation which guarantees worker benefits, such as unemployment insurance legislation, pension protection legislation, workers' compensation legislation, and social security legislation
- Learning Indicator: BLaw_3.2.10 Describe the collective bargaining process
- Learning Indicator: BLaw_3.2.11 Identify legislation that regulates union activities, such as the National Labor Relations Act, the Taft-Hartley Act, and the Landrum-Griffin Act
- Learning Indicator: BLaw_3.2.12 Discuss the impact of the law of different countries and the impact of international law on employment

Business Law BLaw_4: Demonstrate Knowledge of Business Organizations

BLaw_4.1 Define and distinguish different types of partners and discuss laws pertaining to partnerships.

- Learning Indicator: BLaw_4.1.1 Distinguish among the different types of partners, such as silent, dormant, and secret; describe the powers and duties of each type of partner
- Learning Indicator: BLaw_4.1.2 Outline the legal procedures for forming and running a sole proprietorship
- Learning Indicator: BLaw_4.1.3 Describe legislation, such as the Uniform Partnership Act, that affects partnerships
- Learning Indicator: BLaw_4.1.4 Explain the property rights involved in partnerships, such as tenancy in partnership and sharing of profits
- Learning Indicator: BLaw_4.1.5 Discuss other partnership rights, such as the right to manage, the right to reimbursement, the right to inspect the books, and the right to an account
- Learning Indicator: BLaw_4.1.6 Identify how the partnership may be dissolved by the acts of the partners, operation of the law, and by order of the court
- Learning Indicator: BLaw_4.1.7 Distinguish a limited partnership from a general partnership

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Learning Indicator: BLaw_4.1.8	Describe legislation such as the Revised Uniform Limited Partnership Act, that affects limited partnerships
Learning Indicator: BLaw_4.1.9	Explain the rights and duties of limited partners and general partners in a limited partnership
Learning Indicator: BLaw_4.1.10	Explain the distribution of assets after the dissolution of a limited partnership
Learning Indicator: BLaw_4.1.11	Differentiate among other partnership-type business organizations, such as joint ventures, limited partnership associations, and registered partnerships having limited liability
Learning Indicator: BLaw_4.1.12	Discuss the impact of the law of different countries and the impact of international law on partnerships

BLaw_4.2 Define and distinguish among different types of corporations, discuss why a corporation is a legal entity and interpret the laws that effect them.

Learning Indicator: BLaw_4.2.1	Define corporations and explain why a corporation is a legal entity
Learning Indicator: BLaw_4.2.2	Differentiate among types of corporations, such as profit, non-profit, domestic, foreign, and S corporations
Learning Indicator: BLaw_4.2.3	Explain the steps in forming a corporation
Learning Indicator: BLaw_4.2.4	Explain the circumstances under which the courts may disregard the corporate entity and "pierce the corporate veil"
Learning Indicator: BLaw_4.2.5	Describe the functions of the board of directors and officers of a corporation with regard to control of corporate affairs
Learning Indicator: BLaw_4.2.6	Differentiate among types of stock, such as common and preferred
Learning Indicator: BLaw_4.2.7	Identify shareholder rights, such as the right to receive dividends, the right to vote, the right to inspect books, and preemptive rights
Learning Indicator: BLaw_4.2.8	Explain the nature of the shareholders' liability
Learning Indicator: BLaw_4.2.9	Describe when promoters, directors, and officers are liable to the corporation, shareholders, and third persons
Learning Indicator: BLaw_4.2.10	Differentiate among types of corporate expansion, such as mergers, consolidations, and conglomerates
Learning Indicator: BLaw_4.2.11	Identify federal, state, territory, and province statutes that regulate corporations
Learning Indicator: BLaw_4.2.12	Describe the ways corporate existence may be terminated
Learning Indicator: BLaw_4.2.13	Describe the characteristics of a franchise and how it fits in the economic and legal framework
Learning Indicator: BLaw_4.2.14	Discuss the impact of the law of different countries and the impact of international law on corporations

BLaw_4.3 Define a limited liability corporation and discuss legal issues surrounding them.

Learning Indicator: BLaw_4.3.1	Define a limited liability corporation
Learning Indicator: BLaw_4.3.2	Explain the steps in forming a limited liability corporation
Learning Indicator: BLaw_4.3.3	Explain the advantages and disadvantages of doing business as a limited liability corporation
Learning Indicator: BLaw_4.3.4	Explain the nature of management responsibilities in a limited liability corporation
Learning Indicator: BLaw_4.3.5	Describe the effects of failing to maintain the proper structure of a limited liability corporation

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Learning Indicator: BLaw_4.3.6 Discuss the impact of the law of different countries and the impact of international law on limited liability corporations

Business Law BLaw_5: Demonstrate Knowledge of Property Law

BLaw_5.1 Explain the legal rules that apply to personal property.

Learning Indicator: BLaw_5.1.1 Define real property, personal property, and fixtures and explain why property distinctions are important

Learning Indicator: BLaw_5.1.2 List different methods by which property is acquired

Learning Indicator: BLaw_5.1.3 Identify the forms of co-ownership of personal property

Learning Indicator: BLaw_5.1.4 Explain how a bailment is created and describe the standard of care different bailees are required to exercise over bailed property

Learning Indicator: BLaw_5.1.5 Distinguish between an ordinary bailment and a special bailment

Learning Indicator: BLaw_5.1.6 Identify a common carrier's liability for loss or damage to goods

Learning Indicator: BLaw_5.1.7 Explain the effect of sale-on-consignment and a sale-on-approval

Learning Indicator: BLaw_5.1.8 Discuss the impact of the law of different countries and the impact of international law on personal property transactions

BLaw_5.2 Explain the legal rules that apply to real property.

Learning Indicator: BLaw_5.2.1 Distinguish among liens, licenses, and easements and explain the differences

Learning Indicator: BLaw_5.2.2 List the major estates in land and describe the major features of each

Learning Indicator: BLaw_5.2.3 List and describe the forms of co-ownership of real property

Learning Indicator: BLaw_5.2.4 Illustrate the method of transferring title (deeding) to real property

Learning Indicator: BLaw_5.2.5 Describe the kinds of rental relationships that landlords and tenants may create

Learning Indicator: BLaw_5.2.6 Determine methods of transferring real property other than by sale

Learning Indicator: BLaw_5.2.7 Distinguish between a lease and a deed

Learning Indicator: BLaw_5.2.8 Explain the rights and obligations of landlords and tenants on termination of a lease

Learning Indicator: BLaw_5.2.9 Discuss the impact of the law of different countries and the impact of international law on real property transactions

Business Law BLaw_6: Demonstrate Knowledge of Commercial Paper, Insurance, Secured Transactions, and Bankruptcy

BLaw_6.2 Analyze the functions of insurance.

Learning Indicator: BLaw_6.2.1 Define insurance; differentiate between the requirements for property insurance and those needed for life insurance

Learning Indicator: BLaw_6.2.2 Compare and contrast the different types of life insurance, such as ordinary, limited payment, endowment, and term

Learning Indicator: BLaw_6.2.3 Compare and contrast the different types of property insurance, such as automobile, home owner's, and marine

Learning Indicator: BLaw_6.2.4 Explain some of the differences in health coverage

Learning Indicator: BLaw_6.2.5 Discuss the impact of the law of different countries and the impact of international law on insurance

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Business Law BLaw_7: Demonstrate Knowledge of Computer Law

BLaw_7.1 Explain how the advances in computer technology impact upon such areas as property law, contract law, criminal law, and international law.

Learning Indicator: BLaw_7.1.1	Define the key terms and new issues involved in computer law including security, privacy, computer crime and viruses
Learning Indicator: BLaw_7.1.2	Determine when a computer program can be protected by a patent or a copyright and explain the steps in applying for each
Learning Indicator: BLaw_7.1.3	Identify the circumstances under which the copyright of a computer program has been violated
Learning Indicator: BLaw_7.1.4	Determine when computer-related contracts are service contracts and when they are sale of goods contracts
Learning Indicator: BLaw_7.1.5	Outline the various claims and defenses that are available in civil suits involving computer contracts
Learning Indicator: BLaw_7.1.6	Explain how common law, constitutional law, statutory law, and administrative regulations can be used to prevent the use of computers to invade privacy
Learning Indicator: BLaw_7.1.7	Outline the various types of federal and state statutes designed to combat computer crime
Learning Indicator: BLaw_7.1.8	Discuss the impact of the law of different countries and the impact of international law on computer law

Business Law BLaw_8: Demonstrate Knowledge of Wills and Trusts

BLaw_8.1 Determine appropriateness of wills in estate planning.

Learning Indicator: BLaw_8.1.1	Identify the requirements necessary for a valid will; define testamentary capacity and testamentary intent
Learning Indicator: BLaw_8.1.2	Distinguish between signing, attesting, and publishing a will; explain how a will may be modified or revoked
Learning Indicator: BLaw_8.1.3	Distinguish between the protection given to spouses and to children under the law of wills
Learning Indicator: BLaw_8.1.4	Explain what happens to a decedent's estate when the person dies without a will
Learning Indicator: BLaw_8.1.5	Identify the responsibilities of an executor or administrator in the settlement of an estate
Learning Indicator: BLaw_8.1.6	Describe the probating and contesting of a will
Learning Indicator: BLaw_8.1.7	Discuss the impact of the law of different countries and the impact of international law on wills

BLaw_8.2 Determine appropriateness of trusts in estate planning.

Learning Indicator: BLaw_8.2.1	Identify the key characteristics of trusts
Learning Indicator: BLaw_8.2.2	Differentiate among the various types of trusts, such as charitable, private, spendthrift, revocable, and irrevocable trusts
Learning Indicator: BLaw_8.2.3	Explain the advantages and disadvantages of establishing a trust
Learning Indicator: BLaw_8.2.4	Identify the powers and duties of trustees and beneficiaries
Learning Indicator: BLaw_8.2.5	Discuss the impact of the law of different countries and the impact of international law on trusts

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Business Law BLaw_9: Demonstrate Knowledge of Domestic Relations Law

BLaw_9.1 Explain the legal rules that apply to marriage.

Learning Indicator: BLaw_9.1.1 Define marriage and explain the rights and obligations that are involved in marriage

Learning Indicator: BLaw_9.1.2 Contrast the age requirements for marriage under the laws of different states and different national legal systems

Learning Indicator: BLaw_9.1.3 Identify the issues and concerns that might be included in a prenuptial agreement

Learning Indicator: BLaw_9.1.4 Distinguish between common law and ceremonial marriages

Learning Indicator: BLaw_9.1.5 Identify the types of marriages that are prohibited by law

BLaw_9.2 Explain the legal rules that apply to divorce and child custody.

Learning Indicator: BLaw_9.2.1 Contrast annulment, divorce, and dissolution proceedings

Learning Indicator: BLaw_9.2.2 Explain some of the typical grounds for divorce

Learning Indicator: BLaw_9.2.3 Describe the law as it relates to the distribution of property in a divorce

Learning Indicator: BLaw_9.2.4 Define child custody and child support

Learning Indicator: BLaw_9.2.5 Explain the law of domestic relations as it relates to child custody and child support

Business Law BLaw_10: Demonstrate Knowledge of Environmental Law and Energy Regulation

BLaw_10.1 Explain the legal rules that apply to environmental law.

Learning Indicator: BLaw_10.1.1 Define environmental law

Learning Indicator: BLaw_10.1.2 Relate the historical development of environmental law

Learning Indicator: BLaw_10.1.3 Describe the various federal statutes, such as the National Environmental Policy Act, the Clean Air Act, the Clean Water Act, and the Toxic Substance Control Act, that impact upon the environment

Learning Indicator: BLaw_10.1.4 Describe the various state statutes that impact upon the environment

BLaw_10.2 Explain the legal rules that apply to energy regulation.

Learning Indicator: BLaw_10.2.1 Explain the need for energy regulation and conservation

Learning Indicator: BLaw_10.2.2 Relate the historical development of energy regulation

Learning Indicator: BLaw_10.2.3 Describe the various federal agencies, such as the Department of Energy, the Energy Regulatory Commission, and the Nuclear Regulatory Commission, that impact upon energy regulation and conservation

Learning Indicator: BLaw_10.2.4 Describe the various state statutes that impact upon energy regulation and conservation

Business Law BLaw_11: Applications: Legal Specialty Activities

BLaw_11.4 Apply knowledge of terminology related to areas of law, the court system, and the legal office.

Learning Indicator: BLaw_11.4.1 Apply knowledge of terminology involving the legal office environment

Learning Indicator: BLaw_11.4.2 Apply knowledge of terminology involving the law and the court system

Learning Indicator: BLaw_11.4.3 Apply knowledge of terminology involving legal research

Learning Indicator: BLaw_11.4.4 Apply knowledge of terminology involving administrative law

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- Learning Indicator: BLaw_11.4.5 Apply knowledge of terminology involving litigation
- Learning Indicator: BLaw_11.4.6 Apply knowledge of terminology involving contracts
- Learning Indicator: BLaw_11.4.7 Apply knowledge of terminology involving torts
- Learning Indicator: BLaw_11.4.8 Apply knowledge of terminology involving criminal law
- Learning Indicator: BLaw_11.4.9 Apply knowledge of terminology involving family law
- Learning Indicator: BLaw_11.4.10 Apply knowledge of terminology involving business organizations
- Learning Indicator: BLaw_11.4.11 Apply knowledge of terminology involving real estate
- Learning Indicator: BLaw_11.4.12 Apply knowledge of terminology involving wills
- Learning Indicator: BLaw_11.4.13 Apply knowledge of terminology involving estates and guardianships

BLaw_11.5 Demonstrate the ability to locate and record information found in legal references.

- Learning Indicator: BLaw_11.5.1 Use the law library and other relevant sources to locate legal references
- Learning Indicator: BLaw_11.5.2 Locate relevant statutory law in statute books, annual supplements, and session laws; and cite, summarize, and shepardize the relevant provisions of each statute, its case annotations, history, notes, and references
- Learning Indicator: BLaw_11.5.3 Locate relevant administrative law: research the Code of Federal Regulations (C.F.R), research administrative regulations published by each state, research court rules
- Learning Indicator: BLaw_11.5.4 Locate relevant case law through the use of case digest volumes, and annual supplements and updates; review each topic and subtopic for relevant case summaries; record citations of relevant case studies; and prepare a summary of each relevant case using Shepard’s citators to verify case citations, statutes, and other cited materials and standard citation manuals to record the legal reference

Career Development CDev_5: Demonstrate Knowledge of School-to-Work Transition

CDev_5.1 Utilize different workplace experiences to make an effective transition from school to work.

- Learning Indicator: CDev_5.1.1 Develop an awareness of occupational opportunities (e.g., speakers and field trips)
- Learning Indicator: CDev_5.1.2 Research a variety of career clusters (e.g. field trips, speakers, case studies, shadowing, or community service)
- Learning Indicator: CDev_5.1.3 Experience paid/unpaid work opportunities in one or more career clusters (e.g., shadowing, mentoring, cooperative work experiences, or community service)

Communications Comm_1: Demonstrate Knowledge of Foundations of Communications

Comm_1.1 Through vocal expression, communicate in a clear, courteous, concise, and correct manner on personal and professional levels.

- Learning Indicator: Comm_1.1.1 Express wants, needs and feelings
- Learning Indicator: Comm_1.1.2 Differentiate between and practice correct pronunciation and enunciation
- Learning Indicator: Comm_1.1.3 Select language appropriate to the situation
- Learning Indicator: Comm_1.1.4 Ask questions with confidence to elicit general and/or specific
- Learning Indicator: Comm_1.1.5 Use proper telephone techniques and etiquette
- Learning Indicator: Comm_1.1.6 Organize thoughts to reflect logical thinking before speaking
- Learning Indicator: Comm_1.1.7 Express opinions and discuss issues positively and tactfully
- Learning Indicator: Comm_1.1.8 Use appropriate techniques to organize impromptu speeches and deliver one

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- Learning Indicator: Comm_1.1.9 Identify regional and cultural differences in spoken communications
- Learning Indicator: Comm_1.1.10 Plan and present short presentations, individually or as a member of a group
- Learning Indicator: Comm_1.1.11 Prepare, outline, and deliver a short oral presentation with attention to audience, suitable topic, and scope, with preparation including practicing speech on tape
- Learning Indicator: Comm_1.1.12 Prepare visual material to support an oral presentation with attention to audience, site, appropriateness to topic, and necessary equipment to be used
- Learning Indicator: Comm_1.1.13 Demonstrate an awareness and acceptance of international, regional, and multicultural speech
- Learning Indicator: Comm_1.1.14 Exchange ideas in a formal/informal setting
- Learning Indicator: Comm_1.1.15 Participate in group discussion and role playing
- Learning Indicator: Comm_1.1.16 Participate in group discussions for problem resolution
- Learning Indicator: Comm_1.1.17 Identify various roles within the group and practice listening, synthesizing, and restating information
- Learning Indicator: Comm_1.1.18 Organize and lead discussions
- Learning Indicator: Comm_1.1.19 Preside at meetings
- Learning Indicator: Comm_1.1.20 Answer questions in formal and informal situations
- Learning Indicator: Comm_1.1.21 Dictate using recording equipment

Comm_1.2 Obtain and interpret information through reading.

- Learning Indicator: Comm_1.2.1 Establish a vocabulary
- Learning Indicator: Comm_1.2.2 Read for enjoyment and appreciation
- Learning Indicator: Comm_1.2.3 Read textbooks for information
- Learning Indicator: Comm_1.2.4 Express reading comprehension by restating, annotating, or summarizing
- Learning Indicator: Comm_1.2.5 Retain and interpret information gained through reading
- Learning Indicator: Comm_1.2.6 Apply reading skills to gather information from casual print media
- Learning Indicator: Comm_1.2.7 Obtain appropriate information from graphics, maps, or signs
- Learning Indicator: Comm_1.2.8 Locate and record information from written resources, including current business periodicals
- Learning Indicator: Comm_1.2.9 Analyze the integrity of printed materials
- Learning Indicator: Comm_1.2.10 Read and follow simple directions; evaluate results
- Learning Indicator: Comm_1.2.11 Determine if clarification is necessary in written instructions
- Learning Indicator: Comm_1.2.12 Distinguish between fact and opinion in written materials; identify propaganda and its impact on decision-making
- Learning Indicator: Comm_1.2.13 Expand scope of reading materials to include simple business terms
- Learning Indicator: Comm_1.2.14 Use corporate vocabulary appropriate for entry-level jobs
- Learning Indicator: Comm_1.2.15 Expand scope of reading materials to include business-related publications
- Learning Indicator: Comm_1.2.16 Use contextual clues to recognize word meaning
- Learning Indicator: Comm_1.2.17 Determine when printed media may have been used out of context to distort reality
- Learning Indicator: Comm_1.2.18 Use basic research techniques
- Learning Indicator: Comm_1.2.19 Interpret business correspondence, professional articles, and supporting graphic materials.
- Learning Indicator: Comm_1.2.20 Interpret information from manuals, computer printouts, and electronic sources
- Learning Indicator: Comm_1.2.21 Select an appropriate reading method for a particular situation (e.g., skimming, scanning, speed reading, and in-depth reading)

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Learning Indicator: Comm_1.2.22 Distinguish between literal and inferential statements

Comm_1.3 Communicate in a written format in a clear, courteous, concise, and correct manner on personal and professional levels.

Learning Indicator: Comm_1.3.1 Discuss the importance of correct spelling, grammar, word usage, mechanics, and legible writing

Learning Indicator: Comm_1.3.2 Write logical, coherent phrases, sentences, and paragraphs incorporating correct grammar, mechanics, and word usage

Learning Indicator: Comm_1.3.3 Compose simple requests for information, reports, and summaries; edit and revise written work

Learning Indicator: Comm_1.3.4 Outline to facilitate logical and understandable written documents

Learning Indicator: Comm_1.3.5 Use acceptable standards for grammar, mechanics, and word usage

Learning Indicator: Comm_1.3.6 Write coherent business correspondence, instructions, descriptions, summaries, and reports using appropriate formats

Learning Indicator: Comm_1.3.7 Proofread documents to ensure correct grammar, spelling, and punctuation

Learning Indicator: Comm_1.3.8 Distinguish between paraphrasing, documentation, and plagiarism; use proper documentation procedures to avoid plagiarism

Learning Indicator: Comm_1.3.9 Demonstrate a sensitivity to language bias (e.g., sexist, gender, race, religious, physically challenged, etc.) and avoid use of language bias

Learning Indicator: Comm_1.3.10 Use note taking skills incorporating critical listening and reading techniques

Learning Indicator: Comm_1.3.11 Identify factors affecting the readability of text

Learning Indicator: Comm_1.3.12 Compare drafts to final documents and make editorial changes

Learning Indicator: Comm_1.3.13 Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous

Learning Indicator: Comm_1.3.14 Compose messages that promote positive human behavior

Learning Indicator: Comm_1.3.15 Use a wide variety of references and resources (both electronic and printed) for the purpose of writing business documents

Learning Indicator: Comm_1.3.16 Write formal and informal reports using suitable format supported by appropriate graphic aids

Learning Indicator: Comm_1.3.17 Use the direct or indirect approach in appropriate correspondence situations

Learning Indicator: Comm_1.3.18 Analyze and respond in writing to routine business problems both individually and collaboratively

Learning Indicator: Comm_1.3.19 Write business communications that are sensitive to multicultural situations

Learning Indicator: Comm_1.3.20 Write appropriate messages for specific audiences, i.e., using empathy in a message, or addressing specific needed improvements

Learning Indicator: Comm_1.3.21 Write business communications that reflect international differences and address current practice and protocol

Comm_1.4 Students will demonstrate active listening skills.

Learning Indicator: Comm_1.4.1 Follow oral directions

Learning Indicator: Comm_1.4.2 Demonstrate courtesy and respect for the speaker through attentive listening

Learning Indicator: Comm_1.4.3 Listen for meaning

Learning Indicator: Comm_1.4.4 Record complete and accurate telephone messages

Learning Indicator: Comm_1.4.5 Determine when more information is needed and ask appropriate questions

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Learning Indicator: Comm_1.4.6	Identify relevant information in oral messages
Learning Indicator: Comm_1.4.7	Listen attentively for the purpose of taking accurate notes or completing forms
Learning Indicator: Comm_1.4.8	Include nonverbal cues in message interpretation
Learning Indicator: Comm_1.4.9	Use active listening techniques
Learning Indicator: Comm_1.4.10	Listen discriminately to separate fact from opinion
Learning Indicator: Comm_1.4.11	Evaluate media and oral presentations analytically and critically
Learning Indicator: Comm_1.4.12	Assess and respond to a speaker's nonverbal messages
Learning Indicator: Comm_1.4.13	Identify and overcome major barriers to listening
Learning Indicator: Comm_1.4.14	Discuss the value of silence in communication as a nonverbal cue
Learning Indicator: Comm_1.4.15	Direct courteous attention to multiple speakers within a group to obtain key facts
Learning Indicator: Comm_1.4.16	Give examples of how nonverbal messages have different meanings in different cultures

Communications Comm_3: Demonstrate Knowledge of Technological Communications

Comm_3.1 Use technology to enhance the effectiveness of communications.

Learning Indicator: Comm_3.1.1	Demonstrate proper telephone etiquette, including cellular phones
Learning Indicator: Comm_3.1.2	Demonstrate basic keyboarding and computer functions
Learning Indicator: Comm_3.1.3	Use basic software applications (e.g., word processing, spreadsheets, etc.)
Learning Indicator: Comm_3.1.4	Use CD-ROMs, laser disks, videos, and modems for knowledge acquisition
Learning Indicator: Comm_3.1.5	Project a positive first impression on the telephone
Learning Indicator: Comm_3.1.6	Use the telephone to gather personal and consumer information
Learning Indicator: Comm_3.1.7	Use basic functions of databases, spreadsheets, and programming languages by formatting documents
Learning Indicator: Comm_3.1.8	Refine documents using an electronic spell checker, a thesaurus and a grammar checker
Learning Indicator: Comm_3.1.9	Use a wide variety of references and research resources such as electronic bulletin boards and information services
Learning Indicator: Comm_3.1.10	Operate electronic message technologies to include voice mail, conference calls, pagers, and e-mail
Learning Indicator: Comm_3.1.11	Use computer networks (e.g., communicating computers, Internet, or on-line databases) to facilitate collaborative or individual learning and communicating
Learning Indicator: Comm_3.1.12	Discuss the use of the following communication systems: WATS lines, LAN systems, cellular technology, and voice recognition dictation
Learning Indicator: Comm_3.1.13	Enhance documents through the use of advanced layout, design, and graphics production software and scanning hardware
Learning Indicator: Comm_3.1.14	Address the ethical issues regarding ownership of information generated electronically
Learning Indicator: Comm_3.1.15	Apply the rules of electronic messaging etiquette
Learning Indicator: Comm_3.1.16	Evaluate the select messages which may be addressed best by electronic media
Learning Indicator: Comm_3.1.17	Incorporate the use of international electronic resources such as the Internet to complete higher level projects
Learning Indicator: Comm_3.1.18	Use techniques to protect confidential messages that are transmitted via technology to avoid identity theft

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Communications *Comm_5: Demonstrate Knowledge of Organizational Communications*

Comm_5.2 Incorporate appropriate standards of personal ethics to communicate effectively with various business constituencies.

Learning Indicator: Comm_5.2.1	Discuss the fact that all organizations are political entities because they distribute the power, resources, and rewards
Learning Indicator: Comm_5.2.2	Define and discuss office politics
Learning Indicator: Comm_5.2.3	Express gratitude to colleagues when appropriate
Learning Indicator: Comm_5.2.4	Discuss the pros and cons of romantic relationships in the workplace
Learning Indicator: Comm_5.2.5	Discuss the career impact of decisions relating to family and friends
Learning Indicator: Comm_5.2.6	Discuss sexual harassment and its implications
Learning Indicator: Comm_5.2.7	Discuss the positive and negative aspects of the "grapevine"
Learning Indicator: Comm_5.2.8	Promote and gain acceptance for one's ideas and retain credit for them
Learning Indicator: Comm_5.2.9	Show interest in and support of the ideas of others
Learning Indicator: Comm_5.2.10	Write personal notes to business colleagues in special circumstances (e.g., congratulations, sympathy, appreciation, etc.)
Learning Indicator: Comm_5.2.11	Discuss the potential relationship between nonverbal cues and political posturing
Learning Indicator: Comm_5.2.12	Use assertiveness to overcome feelings of intimidation
Learning Indicator: Comm_5.2.13	Assess an audience in a social situation and select conversation and behavior accordingly
Learning Indicator: Comm_5.2.14	Discuss the ramifications of social behavior on professional image

Comm_5.5 Incorporate standards of personal ethics to communicate effectively with various business constituencies.

Learning Indicator: Comm_5.5.1	Discuss common types of unethical behavior in the workplace
Learning Indicator: Comm_5.5.2	Define ethics and identify the process by which individuals develop the foundation for making ethical decisions
Learning Indicator: Comm_5.5.3	Discuss the importance of taking moral responsibility for all oral and written communications and actions taken
Learning Indicator: Comm_5.5.4	Solve problems using techniques which include considerations of personal and ethical values

International Business *IntB_2: Demonstrate Knowledge of International Business Ethics*

IntB_2.1 Describe the environmental factors that define what is considered ethical business behavior.

Learning Indicator: IntB_2.1.1	Define terms such as ethics, social responsibility, and bribe
Learning Indicator: IntB_2.1.2	List business actions that may positively or negatively impact the environment and consumer well-being of a society
Learning Indicator: IntB_2.1.3	Identify groups to whom international companies are responsible
Learning Indicator: IntB_2.1.4	Analyze the components of the Foreign Corrupt Practices Act and its impact on a company's activities
Learning Indicator: IntB_2.1.5	Analyze the effect of an international business organization's actions on a host country, the company's home country, owners, employees, consumers, and society

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International Business IntB_4: Demonstrate Knowledge of International Business Environment

IntB_4.3 Describe the legal factors that shape and impact the international business environment.

Learning Indicator: IntB_4.3.1 Describe the differences among various legal systems such as code, statutory, and common law

Learning Indicator: IntB_4.3.2 Describe U.S. licensing requirements for the export of products and services and foreign market entry requirements

Learning Indicator: IntB_4.3.3 Recognize legal differences that exist between and among countries in areas such as consumer protection, product guidelines, labor laws, contract formulation, liability, and taxation

Learning Indicator: IntB_4.3.4 Define methods for resolving legal differences such as mediation, arbitration, and litigation in different cultures

Learning Indicator: IntB_4.3.5 Identify the levels of regulation applied to intellectual properties (e.g., copyrights, trademarks, and patents) in different countries

Learning Indicator: IntB_4.3.6 Discuss legal implications on the ethical conduct of business across national boundaries