

# Idaho Business Law Standards and Learning Indicators

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## Business Law BLaw\_1: Demonstrate Knowledge of Basics of the Law

### BLaw\_1.1 Analyze the relationship between ethics and the law.

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

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### BLaw\_1.2 Describe the sources of the law.

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

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### BLaw\_1.3 Describe the structure of the court system.

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Lrn_Ind_ID	Learning Indicator
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BLaw_1.3.1	Explain the function of the court
BLaw_1.3.2	Describe the basic structure of the federal, state, county, and local court systems
BLaw_1.3.3	Distinguish among the roles of the legal professionals, such as judges, lawyers, and paralegals
BLaw_1.3.4	Differentiate among cases that belong within the jurisdiction of the federal, state, and county court systems
BLaw_1.3.5	Compare the role of the juvenile court with the role of other courts within a state
BLaw_1.3.6	Explain the role of the federal and state appellate courts
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

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### BLaw\_1.4 Describe the process of law in civil and criminal cases and explain the differences between the two.

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Lrn_Ind_ID	Learning Indicator
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BLaw_1.4.1	Distinguish between procedural law and substantive law
BLaw_1.4.2	Define litigation and describe methods for resolving disputes other than litigation
BLaw_1.4.3	Compare and contrast the steps in a civil law suit with the steps in a criminal prosecution

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BLaw_1.4.4	List and explain the steps in criminal and civil trials
BLaw_1.4.5	Describe the appellate process in criminal and civil cases

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**BLaw\_1.5 Describe the different classifications of substantive law.**

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Lrn_Ind_ID	Learning Indicator
BLaw_1.5.1	Distinguish between civil and criminal law
BLaw_1.5.2	Differentiate among categories of crime, such as treason, felonies, and misdemeanors
BLaw_1.5.3	Identify different areas of civil law, such as torts, contracts, and property
BLaw_1.5.4	Define different types of business crimes, such as arson, forgery, and embezzlement
BLaw_1.5.5	Determine several defenses to criminal acts, such as the insanity-defense and self-defense
BLaw_1.5.6	Distinguish between a tort and a crime
BLaw_1.5.7	Differentiate between and give examples of negligence and intentional torts
BLaw_1.5.8	Explain the concepts of the reasonable person test and proximate cause
BLaw_1.5.9	Explain the concept of absolute liability and describe circumstances under which it is imposed
BLaw_1.5.10	Describe the penalties available for criminal law and the remedies available in tort law
BLaw_1.5.11	Differentiate among the penalties for committing felonies and misdemeanors
BLaw_1.5.12	Analyze the statutory criteria for imposing the death penalty
BLaw_1.5.13	Discuss the consequences of violating criminal and civil law in different countries and the consequences of violating international law

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### Business Law **BLaw\_2: Demonstrate Knowledge of Contract Law, Law of Sales, and Consumer Law**

<b>BLaw_2.1 Describe the nature of a contractual relationship and analyze the relationship between it and law of sales and consumer law.</b>
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Lrn_Ind_ID	Learning Indicator
BLaw_2.1.1	List the elements required to create a contract
BLaw_2.1.2	Differentiate among classes of contracts, such as bilateral and unilateral; express and implied; and oral and written
BLaw_2.1.3	Explain how offer and acceptance can create contractual rights and duties
BLaw_2.1.4	Determine whether or not an agreement is definite enough to be enforced as a contract
BLaw_2.1.5	Differentiate among the ways that assent can be disrupted, such as fraud, non-disclosure, misrepresentation, mistake, duress, and undue influence
BLaw_2.1.6	Define and distinguish between different types of consideration and list the exceptions to the requirements of consideration
BLaw_2.1.7	Explain a minor's right to avoid a contract and identify people who lack contractual capacity
BLaw_2.1.8	Describe the concept of unconscionability and compare it to illegality
BLaw_2.1.9	List the essential information that should be included in writing under the statute of frauds
BLaw_2.1.10	Explain the parole evidence rule
BLaw_2.1.11	Describe the various rules applied to the interpretation of contracts
BLaw_2.1.12	Explain the various rules applied to contracts involving third parties
BLaw_2.1.13	List the ways a contract can be discharged
BLaw_2.1.14	Describe breach of contract and the remedies available when a contract is breached
BLaw_2.1.15	Discuss the impact of the law of different countries and the impact of international law on contractual transactions

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### **BLaw\_2.2 Identify and describe legal issues involved with the sale of goods as they relate to contract and consumer law.**

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<b>Lrn_Ind_ID</b>	<b>Learning Indicator</b>
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BLaw_2.2.1	Differentiate among goods, service, and real property contracts
BLaw_2.2.2	Distinguish between a sale of goods and other transactions relating to goods
BLaw_2.2.3	Describe the Uniform Commercial Code (UCC) and explain why the UCC has been adopted by the states
BLaw_2.2.4	Identify various types of warranties and describe how each of the warranties may be excluded or modified
BLaw_2.2.5	List and explain the remedies of the seller when the buyer breaches the sales contract
BLaw_2.2.6	List and explain the remedies of the buyer when the seller breaches the sales contract
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
BLaw_2.2.8	State when a contract for the sale of goods must be in writing
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
BLaw_2.2.10	Discuss the impact of the laws of different countries and the impact of international law on sales transactions

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### **BLaw\_2.3 Identify and discuss laws that are intended to protect consumers as they relate to contract law and the law of sales.**

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<b>Lrn_Ind_ID</b>	<b>Learning Indicator</b>
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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
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
BLaw_2.3.3	Discuss the impact of the law of different countries and the impact of international law on consumer protection

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## **Business Law BLaw\_3: Demonstrate Knowledge of Agency and Employment Law**

### **BLaw\_3.1 Analyze the role and importance of agency law as it relates to the conduct of business.**

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<b>Lrn_Ind_ID</b>	<b>Learning Indicator</b>
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BLaw_3.1.1	Demonstrate an understanding of the nature of an agency relationship and list the ways agency relationships may be created
BLaw_3.1.2	Distinguish between an agent and individuals, such as independent contractors, real estate brokers, bailees, and trustees
BLaw_3.1.3	Distinguish between a general power of attorney and a limited power of attorney
BLaw_3.1.4	Explain the different types of agents
BLaw_3.1.5	Define ratification and its elements
BLaw_3.1.6	Explain the duties an agent owes the principal, and the duties the principal owes the agent
BLaw_3.1.7	Describe when and how an agent can become liable to a third party in a contract
BLaw_3.1.8	List and explain the methods by which an agency can be terminated by acts of the parties and by operation of the law
BLaw_3.1.9	Discuss the impact of the law of different countries and the impact of international law on agency

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### **BLaw\_3.2 Analyze the role and importance of employment law as it relates to the conduct of business.**

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<b>Lrn_Ind_ID</b>	<b>Learning Indicator</b>
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BLaw_3.2.1	Demonstrate an understanding of the nature of the employer-employee relationship
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BLaw_3.2.2	Explain the doctrine of employment-at-will and describe the wrongful discharge exceptions to employment-at-will
BLaw_3.2.3	Explain the relationship of Title VI of the Civil Rights Act to employment
BLaw_3.2.4	Explain the difference between disparate treatment and disparate impact in discrimination cases
BLaw_3.2.5	Determine what questions can and cannot be asked during an employment interview
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
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
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
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
BLaw_3.2.10	Describe the collective bargaining process
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
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.**

<b>Lrn_Ind_ID</b>	<b>Learning Indicator</b>
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
BLaw_4.1.2	Outline the legal procedures for forming and running a sole proprietorship
BLaw_4.1.3	Describe legislation, such as the Uniform Partnership Act, that affects partnerships
BLaw_4.1.4	Explain the property rights involved in partnerships, such as tenancy in partnership and sharing of profits
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
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
BLaw_4.1.7	Distinguish a limited partnership from a general partnership
BLaw_4.1.8	Describe legislation such as the Revised Uniform Limited Partnership Act, that affects limited partnerships
BLaw_4.1.9	Explain the rights and duties of limited partners and general partners in a limited partnership
BLaw_4.1.10	Explain the distribution of assets after the dissolution of a limited partnership
BLaw_4.1.11	Differentiate among other partnership-type business organizations, such as joint ventures, limited partnership associations, and registered partnerships having limited liability
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.**

<b>Lrn_Ind_ID</b>	<b>Learning Indicator</b>
BLaw_4.2.1	Define corporations and explain why a corporation is a legal entity
BLaw_4.2.2	Differentiate among types of corporations, such as profit, non-profit, domestic, foreign, and S corporations
BLaw_4.2.3	Explain the steps in forming a corporation
BLaw_4.2.4	Explain the circumstances under which the courts may disregard the corporate entity and "pierce the corporate veil"

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BLaw_4.2.5	Describe the functions of the board of directors and officers of a corporation with regard to control of corporate affairs
BLaw_4.2.6	Differentiate among types of stock, such as common and preferred
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
BLaw_4.2.8	Explain the nature of the shareholders' liability
BLaw_4.2.9	Describe when promoters, directors, and officers are liable to the corporation, shareholders, and third persons
BLaw_4.2.10	Differentiate among types of corporate expansion, such as mergers, consolidations, and conglomerates
BLaw_4.2.11	Identify federal, state, territory, and province statutes that regulate corporations
BLaw_4.2.12	Describe the ways corporate existence may be terminated
BLaw_4.2.13	Describe the characteristics of a franchise and how it fits in the economic and legal framework
BLaw_4.2.14	Discuss the impact of the law of different countries and the impact of international law on corporations

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### **BLaw\_4.3** Define a limited liability corporation and discuss legal issues surrounding them.

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<b>Lrn_Ind_ID</b>	<b>Learning Indicator</b>
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BLaw_4.3.1	Define a limited liability corporation
BLaw_4.3.2	Explain the steps in forming a limited liability corporation
BLaw_4.3.3	Explain the advantages and disadvantages of doing business as a limited liability corporation
BLaw_4.3.4	Explain the nature of management responsibilities in a limited liability corporation
BLaw_4.3.5	Describe the effects of failing to maintain the proper structure of a limited liability corporation
BLaw_4.3.6	Discuss the impact of the law of different countries and the impact of international law on limited liability corporations

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## **Business Law** **BLaw\_5: Demonstrate Knowledge of Property Law**

### **BLaw\_5.1** Explain the legal rules that apply to personal property.

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<b>Lrn_Ind_ID</b>	<b>Learning Indicator</b>
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BLaw_5.1.1	Define real property, personal property, and fixtures and explain why property distinctions are important
BLaw_5.1.2	List different methods by which property is acquired
BLaw_5.1.3	Identify the forms of co-ownership of personal property
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
BLaw_5.1.5	Distinguish between an ordinary bailment and a special bailment
BLaw_5.1.6	Identify a common carrier's liability for loss or damage to goods
BLaw_5.1.7	Explain the effect of sale-on-consignment and a sale-on-approval
BLaw_5.1.8	Discuss the impact of the law of different countries and the impact of international law on personal property transactions

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### **BLaw\_5.2** Explain the legal rules that apply to real property.

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<b>Lrn_Ind_ID</b>	<b>Learning Indicator</b>
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BLaw_5.2.1	Distinguish among liens, licenses, and easements and explain the differences
BLaw_5.2.2	List the major estates in land and describe the major features of each
BLaw_5.2.3	List and describe the forms of co-ownership of real property
BLaw_5.2.4	Illustrate the method of transferring title (deeding) to real property
BLaw_5.2.5	Describe the kinds of rental relationships that landlords and tenants may create
BLaw_5.2.6	Determine methods of transferring real property other than by sale
BLaw_5.2.7	Distinguish between a lease and a deed

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BLaw_5.2.8	Explain the rights and obligations of landlords and tenants on termination of a lease
BLaw_5.2.9	Discuss the impact of the law of different countries and the impact of international law on real property transactions

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**Blaw\_5.3 Explain the legal rules that apply to intellectual property.**

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Lrn_Ind_ID	Learning Indicator
Blaw_5.3.1	Define the concept of intellectual property
Blaw_5.3.2	List and define the different types of intellectual property (e.g. trademark, trade name, trade dress, copyright, patent, trade secret)
Blaw_5.3.3	Describe how each type of intellectual property is created and legally protected
Blaw_5.3.4	Describe how intellectual property rights terminate or can be lost
Blaw_5.3.5	List the sources of law that provide protection for intellectual property and discuss their principal features
Blaw_5.3.6	Distinguish among a utility patent a design patent, and a plant patent
Blaw_5.3.7	Discuss the principal features of the Federal Patent Statute
Blaw_5.3.8	Explain copyright law, including the procedure for obtaining a copyright, copyright infringement, and the fair use doctrine
Blaw_5.3.9	Identify and analyze treaties and international laws that regulate intellectual property in global environment
Blaw_5.3.10	Describe the civil and criminal consequences for infringing on the intellectual property rights of another

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### Business Law **BLaw\_6: Demonstrate Knowledge of Commercial Paper, Insurance, Secured Transactions, and Bankruptcy**

**BLaw\_6.1 Analyze the functions of commercial paper.**

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Lrn_Ind_ID	Learning Indicator
BLaw_6.1.1	Define commercial paper
BLaw_6.1.2	Explain the importance and function of commercial paper
BLaw_6.1.3	Demonstrate an understanding of the concept of "negotiability" and distinguish it from "assignability"
BLaw_6.1.4	Identify and explain the essential elements of a negotiable instrument
BLaw_6.1.5	Describe the different types of negotiable instruments and different types of endorsements
BLaw_6.1.6	Explain the contractual relationship between the bank and its customers
BLaw_6.1.7	Describe stop payment orders
BLaw_6.1.8	Describe the legal effect of forgeries and material alterations
BLaw_6.1.9	Discuss the impact of the law of different countries and the impact of international law on negotiable instruments

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**BLaw\_6.2 Analyze the functions of insurance.**

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Lrn_Ind_ID	Learning Indicator
BLaw_6.2.1	Define insurance; differentiate between the requirements for property insurance and those needed for life insurance
BLaw_6.2.2	Compare and contrast the different types of life insurance, such as ordinary, limited payment, endowment, and term
BLaw_6.2.3	Compare and contrast the different types of property insurance, such as automobile, home owner's, and marine
BLaw_6.2.4	Explain some of the differences in health coverage
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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## **BLaw\_6.3** Analyze the functions of secured transactions.

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### **Lrn\_Ind\_ID** Learning Indicator

- BLaw\_6.3.1 Describe a secured transaction and explain the requirements for creating a valid security interest
  - BLaw\_6.3.2 Define the major types of collateral
  - BLaw\_6.3.3 Compare the two methods used to create a security interest
  - BLaw\_6.3.4 Explain the rights of the parties upon the debtor's default
  - BLaw\_6.3.5 Compare a contract of suretyship from a contract of guaranty; define the parties of each
  - BLaw\_6.3.6 Discuss the impact of the law of different countries and the impact of international law on secured transactions
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## **BLaw\_6.4** Analyze the functions of bankruptcy.

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### **Lrn\_Ind\_ID** Learning Indicator

- BLaw\_6.4.1 Describe and discuss the various aspects of bankruptcy, such as liquidation, business reorganization, and reorganization of debts
  - BLaw\_6.4.2 Compare the differences between voluntary bankruptcy and involuntary bankruptcy cases
  - BLaw\_6.4.3 Explain the procedure for the administration of the debtor's estate
  - BLaw\_6.4.4 Describe the rights and duties of creditors
  - BLaw\_6.4.5 Identify debts which are not extinguished by bankruptcy; discuss distribution of the estate upon liquidation
  - BLaw\_6.4.6 Identify alternatives to bankruptcy
  - BLaw\_6.4.7 Identify creditor's rights and responsibilities
  - BLaw\_6.4.8 Discuss the impact of the law of different countries and the impact of international law on bankruptcy
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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.

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#### **Lrn\_Ind\_ID** Learning Indicator

- BLaw\_7.1.1 Define the key terms and new issues involved in computer law including security, privacy, computer crime and viruses
  - 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
  - BLaw\_7.1.3 Identify the circumstances under which the copyright of a computer program has been violated
  - BLaw\_7.1.4 Determine when computer-related contracts are service contracts and when they are sale of goods contracts
  - BLaw\_7.1.5 Outline the various claims and defenses that are available in civil suits involving computer contracts
  - 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
  - BLaw\_7.1.7 Outline the various types of federal and state statutes designed to combat computer crime
  - BLaw\_7.1.8 Discuss the impact of the law of different countries and the impact of international law on computer law
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## **Business Law** **BLaw\_8: Demonstrate Knowledge of Wills and Trusts**

### **BLaw\_8.1** Determine appropriateness of wills in estate planning.

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#### **Lrn\_Ind\_ID** Learning Indicator

- BLaw\_8.1.1 Identify the requirements necessary for a valid will; define testamentary capacity and testamentary intent
- BLaw\_8.1.2 Distinguish between signing, attesting, and publishing a will; explain how a will may be modified or revoked

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BLaw_8.1.3	Distinguish between the protection given to spouses and to children under the law of wills
BLaw_8.1.4	Explain what happens to a decedent's estate when the person dies without a will
BLaw_8.1.5	Identify the responsibilities of an executor or administrator in the settlement of an estate
BLaw_8.1.6	Describe the probating and contesting of a will
BLaw_8.1.7	Discuss the impact of the law of different countries and the impact of international law on wills

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### **BLaw\_8.2** Determine appropriateness of trusts in estate planning.

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#### **Lrn\_Ind\_ID** Learning Indicator

BLaw_8.2.1	Identify the key characteristics of trusts
BLaw_8.2.2	Differentiate among the various types of trusts, such as charitable, private, spendthrift, revocable, and irrevocable trusts
BLaw_8.2.3	Explain the advantages and disadvantages of establishing a trust
BLaw_8.2.4	Identify the powers and duties of trustees and beneficiaries
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.

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#### **Lrn\_Ind\_ID** Learning Indicator

BLaw_9.1.1	Define marriage and explain the rights and obligations that are involved in marriage
BLaw_9.1.2	Contrast the age requirements for marriage under the laws of different states and different national legal systems
BLaw_9.1.3	Identify the issues and concerns that might be included in a prenuptial agreement
BLaw_9.1.4	Distinguish between common law and ceremonial marriages
BLaw_9.1.5	Identify the types of marriages that are prohibited by law

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### **BLaw\_9.2** Explain the legal rules that apply to divorce and child custody.

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#### **Lrn\_Ind\_ID** Learning Indicator

BLaw_9.2.1	Contrast annulment, divorce, and dissolution proceedings
BLaw_9.2.2	Explain some of the typical grounds for divorce
BLaw_9.2.3	Describe the law as it relates to the distribution of property in a divorce
BLaw_9.2.4	Define child custody and child support
BLaw_9.2.5	Explain the law of domestic relations as it relates to child custody and child support

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## **Business Law** BLaw\_10: Demonstrate Knowledge of Environmental Law and Energy Regulation

### **BLaw\_10.1** Explain the legal rules that apply to environmental law.

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#### **Lrn\_Ind\_ID** Learning Indicator

BLaw_10.1.1	Define environmental law
BLaw_10.1.2	Relate the historical development of environmental law
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
BLaw_10.1.4	Describe the various state statutes that impact upon the environment

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### **BLaw\_10.2** Explain the legal rules that apply to energy regulation.

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#### **Lrn\_Ind\_ID** Learning Indicator

BLaw_10.2.1	Explain the need for energy regulation and conservation
BLaw_10.2.2	Relate the historical development of energy regulation

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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

BLaw\_10.2.4 Describe the various state statutes that impact upon energy regulation and conservation

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## Business Law **BLaw\_11: Applications: Legal Specialty Activities**

**BLaw\_11.1** Given a legal document, identify the document as a non-court or court document and prepare it according to the correct rules of procedure.

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### **Lrn\_Ind\_ID** Learning Indicator

BLaw\_11.1.1 Given a legal document, identify the document as a non-court or court document

BLaw\_11.1.2 Determine the established procedures to be used for a non-court document, to include style, format, proofreading, presenting, copying, obtaining signatures and distribution

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**BLaw\_11.2** Demonstrate ability to coordinate, schedule, and record general office appointments, meetings, and other business matters.

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### **Lrn\_Ind\_ID** Learning Indicator

BLaw\_11.2.1 Maintain an office calendar, court calendar, and tickler file

BLaw\_11.2.2 Schedule and record hearing and/or court dates

BLaw\_11.2.3 Schedule and obtain signatures

BLaw\_11.2.4 Schedule and coordinate document notarization

BLaw\_11.2.5 Schedule and record depositions

BLaw\_11.2.6 Schedule and arrange for delivery services

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**BLaw\_11.3** Demonstrate the ability to record legal office transactions.

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### **Lrn\_Ind\_ID** Learning Indicator

BLaw\_11.3.1 Record attorney fees for costs advanced and for services rendered

BLaw\_11.3.2 Reconcile monthly bank statement and record necessary adjustments

BLaw\_11.3.3 Maintain trust accounts and render a complete accounting to the client on a periodic basis

BLaw\_11.3.4 Prepare and maintain payroll and tax reports

BLaw\_11.3.5 Set up and maintain the petty cash fund

BLaw\_11.3.6 Record revenue earned from savings accounts and interest-bearing investments

BLaw\_11.3.7 Record expenses incurred from interest-bearing notes

BLaw\_11.3.8 Record general expense transactions incurred through the normal operation of business

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**BLaw\_11.4** Apply knowledge of terminology related to areas of law, the court system, and the legal office.

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### **Lrn\_Ind\_ID** Learning Indicator

BLaw\_11.4.1 Apply knowledge of terminology involving the legal office environment

BLaw\_11.4.2 Apply knowledge of terminology involving the law and the court system

BLaw\_11.4.3 Apply knowledge of terminology involving legal research

BLaw\_11.4.4 Apply knowledge of terminology involving administrative law

BLaw\_11.4.5 Apply knowledge of terminology involving litigation

BLaw\_11.4.6 Apply knowledge of terminology involving contracts

BLaw\_11.4.7 Apply knowledge of terminology involving torts

BLaw\_11.4.8 Apply knowledge of terminology involving criminal law

BLaw\_11.4.9 Apply knowledge of terminology involving family law

BLaw\_11.4.10 Apply knowledge of terminology involving business organizations

BLaw\_11.4.11 Apply knowledge of terminology involving real estate

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BLaw\_11.4.12 Apply knowledge of terminology involving wills

BLaw\_11.4.13 Apply knowledge of terminology involving estates and guardianships

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### **BLaw\_11.5 Demonstrate the ability to locate and record information found in legal references.**

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#### **Lrn\_Ind\_ID Learning Indicator**

BLaw\_11.5.1 Use the law library and other relevant sources to locate legal references

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

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

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

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### **BLaw\_11.6 Demonstrate the ability to transcribe from recorded legal dictation/proceedings.**

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#### **Lrn\_Ind\_ID Learning Indicator**

BLaw\_11.6.1 Given legal machine or shorthand dictation and recorded legal proceedings, prepare a transcript according to established format procedures and standards of mail ability

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### **BLaw\_11.7 Demonstrate the ability to prepare and maintain legal records.**

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#### **Lrn\_Ind\_ID Learning Indicator**

BLaw\_11.7.1 Open and maintain new client files

BLaw\_11.7.2 Prepare and document fee arrangement

BLaw\_11.7.3 Keep client and file updated

BLaw\_11.7.4 Establish record keeping procedures to maintain an accurate financial record of charges, payments, and the balance of the client account

BLaw\_11.7.5 Maintain time records

BLaw\_11.7.6 Establish and maintain procedures for effective files management

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### **BLaw\_11.8 Demonstrate the ability to identify documents that need to be filed and where and how they need to be filed.**

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#### **Lrn\_Ind\_ID Learning Indicator**

BLaw\_11.8.1 Identify the pleading and/or document to be filed

BLaw\_11.8.2 Identify office where pleading and/or document is to be filed and obtain the rules of procedure used in filing documents with that particular court