Business Law

6131 36 weeks

6132 18 weeks

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Acknowledgments

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Office of Career, Technical, and Adult Education
Virginia Department of Education

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Course Description

**Suggested Grade Level:** 10 or 11 or 12
Students examine the foundations of the American legal system and learn the rights and responsibilities of citizens and businesses. Students gain knowledge and skills by exploring economic and social concepts related to laws governing business and individuals. Focus areas include contracts, consumer protection, criminal law, tort law, international law, family/domestic law, employment law, cyber law, and careers in the legal profession. Students may combine classroom instruction and work-based learning opportunities in an approved position with continuing supervision.

Task Essentials Table

- Tasks/competencies designated by plus icons ( располагаемые) in the left-hand column(s) are essential
- Tasks/competencies designated by empty-circle icons (не располагаемые) are optional
- Tasks/competencies designated by minus icons (удаленные) are omitted
- Tasks marked with an asterisk (*) are sensitive.

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<thead>
<tr>
<th>Task Number</th>
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<th>Tasks/Competencies</th>
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<td>Examining the Foundations of a Legal System</td>
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<td>39</td>
<td>✫</td>
<td>✫</td>
<td>Examine the constitutional basis for federal law and the establishment of Virginia's laws.</td>
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<td>40</td>
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<td>✫</td>
<td>Explain the need for laws.</td>
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<td>41</td>
<td>✫</td>
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<td>Differentiate between criminal and civil law.</td>
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<td>42</td>
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<td>✫</td>
<td>Describe the executive, legislative, and judicial branches of the legal system.</td>
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<td>43</td>
<td>✫</td>
<td>✫</td>
<td>Compare federal, state, and local court systems.</td>
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<td>44</td>
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<td>Compare the main sources of law.</td>
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<td>Differentiate between ethical and legal behavior.</td>
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<td>46</td>
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<td>Describe the legal rights and responsibilities of citizens and non-citizens.</td>
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<td>47</td>
<td>✫</td>
<td>✫</td>
<td>Compare the legal rights and responsibilities of minors and adults.</td>
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<td>Identify local, state, and federal laws.</td>
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<tr>
<td><strong>Examining Contracts</strong></td>
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<tr>
<td>49</td>
<td></td>
<td>Explain the six essential elements of a contract.</td>
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<td>50</td>
<td></td>
<td>Analyze the need for a contract.</td>
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<td>51</td>
<td></td>
<td>Compare nature and classes of contracts.</td>
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<td>52</td>
<td></td>
<td>Describe the categories of persons who have rights and/or duties under a contract for the benefit of a third party.</td>
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<td></td>
<td>Examine the effects of a contract on a minor.</td>
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<td></td>
<td>Explain the effects of a breach of contract.</td>
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<td>55</td>
<td></td>
<td>Describe the purpose of the Statute of Frauds.</td>
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<td>56</td>
<td></td>
<td>Explain how the Uniform Commercial Code (UCC) applies to the sale of goods and interstate commerce.</td>
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<td>57</td>
<td></td>
<td>Examine the interaction between the parties in e-contracts.</td>
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<tr>
<td><strong>Examining the Rights and Responsibilities of Consumers</strong></td>
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<td>58</td>
<td></td>
<td>Compare federal agencies that provide consumer protection information.</td>
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<td>Identify federal and state laws that afford consumer protection.</td>
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<td>Identify the reasons bankruptcy laws were enacted.</td>
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<td>Evaluate the effect of relevant laws on insurance requirements for a business entity.</td>
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<td>Identify commercial papers.</td>
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<td>63</td>
<td></td>
<td>Describe characteristics of a bailment and the responsibilities of involved parties.</td>
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<td></td>
<td>Distinguish between real and personal property.</td>
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<td>Describe ways in which real estate can be acquired for business use.</td>
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<td>Evaluate mortgage types and interest rates.</td>
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<td>Describe the legal aspects of a real estate transaction.</td>
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<td>Distinguish between the rights and responsibilities of landlords and tenants.</td>
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<td>69</td>
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<td>Identify the purpose of copyright and patent laws (e.g., tangible and intangible property).</td>
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**Exploring Criminal Law**

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**Exploring Tort Law**

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**Increasing Awareness of Family/Domestic Law**

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**Identifying Concepts in International Law**
<table>
<thead>
<tr>
<th></th>
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<th>Compare the American legal system with legal systems in other countries.</th>
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<tbody>
<tr>
<td>87</td>
<td></td>
<td>Describe the effect of international laws on the economy of the United States.</td>
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<tr>
<td>88</td>
<td></td>
<td>Describe American citizens' rights and responsibilities when conducting business, traveling, or living abroad.</td>
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<tr>
<td>89</td>
<td></td>
<td>Examine the effect of international regulations on the environment.</td>
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**Examining Legal Aspects of Employment**

<table>
<thead>
<tr>
<th></th>
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<th>Describe rights and responsibilities of employees and employers.</th>
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<tbody>
<tr>
<td>90</td>
<td></td>
<td>Identify federal, state, and local laws and agencies dealing with employment.</td>
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<td>91</td>
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<td>Examine the ethical basis for laws governing the workplace.</td>
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<td>92</td>
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<td>Analyze the procedure for filing a grievance.</td>
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<td>Identify legal grounds for employee termination.</td>
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<td>94</td>
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<td>Examine the legal and historical significance of unions and collective bargaining.</td>
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**Analyzing Types of Business Organizations**

<table>
<thead>
<tr>
<th></th>
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<th>Summarize the legal requirements and the advantages and disadvantages of a sole proprietorship.</th>
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<tbody>
<tr>
<td>96</td>
<td></td>
<td>Summarize the legal requirements and the advantages and disadvantages of a partnership.</td>
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<td>Summarize the legal requirements and the advantages and disadvantages of a corporation.</td>
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<td>Examine laws that affect forming and operating your own business.</td>
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**Examining Cyber**

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<tr>
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<th>Explain cyber law and types of cyber crimes.</th>
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<td>Compare cyber crimes and cyber torts.</td>
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Curriculum Framework

Examining the Foundations of a Legal System

Task Number 39

Examine the constitutional basis for federal law and the establishment of Virginia's laws.

Definition

Examination should include identifying procedures established by the federal government to

- adopt and ratify the U.S. Constitution
- make amendments to the Constitution

and the effects that judiciary interpretation has on constitutional law.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Analyze and solve difficult ethical and legal problems.

Analyze the constitutionality of various statutes and regulations.

Task Number 40
**Explain the need for laws.**

**Definition**

Explanation should describe

- how the law clarifies acceptable and unacceptable behavior
- how enforceable rules of conduct in a society reflect the culture and circumstances of the time
- how the absence of such laws might affect society.

**FBLA Competitive Events and Activities Areas**

Business Ethics

Business Law

**NBEA Achievement Standards for Business Law**

Analyze and solve difficult ethical and legal problems.

Analyze specific cases by stating the facts, finding the legal questions, applying the laws, and resolving the issues.

Analyze the constitutionality of various statutes and regulations.

---

**Task Number 41**

**Differentiate between criminal and civil law.**

**Definition**

Differentiation should explain how civil law varies from criminal law, including offenses against society and offenses against an individual.

Emphasis should also be placed on the role of the parties in each type of law.

**FBLA Competitive Events and Activities Areas**

Business Ethics
Business Law

NBEA Achievement Standards for Business Law

Analyze the constitutionality of various statutes and regulations.

Analyze the impact and consequences of selected criminal violations on businesses.

Compare and contrast the steps in a civil law suit with the steps in a criminal prosecution.

Define civil law.

Define criminal law.

Define different types of business crime (e.g., arson, forgery, and embezzlement).

Distinguish between civil and criminal law.

Task Number 42

Describe the executive, legislative, and judicial branches of the legal system.

Definition

Description should define the concept of “separation of powers” set forth in the U.S. Constitution and should identify the duties of each branch of government:

- Legislative (Congress)
  - passes laws
  - established by Article I of the Constitution
- Executive (president, vice president, cabinet departments)
  - administers laws
  - established by Article II of the Constitution
- Judicial (Supreme Court)
  - interprets laws
  - established by Article III of the Constitution

FBLA Competitive Events and Activities Areas

Business Ethics
Business Law

NBEA Achievement Standards for Business Law

Analyze the constitutionality of various statutes and regulations.

Define "executive order" and explain its relevance to the legal system of the U.S.

Describe the branches of the Government as presented in the U.S. Constitution.

Describe the powers and limitations of the federal government as stated in the Constitution.

Task Number 43

Compare federal, state, and local court systems.

Definition

Comparison should

- identify the types of courts at each level of government
- examine the courts’ differing jurisdictions
- compare the types of cases heard by each court.

As stated in Article III of the Constitution, "The judicial power of the United States shall be vested in one Supreme Court, and in such inferior courts as the Congress may from time to time ordain and establish."

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Analyze the reasons that certain cases reach the U.S. Supreme Court.

Analyze the role of U.S. and state attorney generals in enforcement of consumer protection statutes.
Describe the basic structure of the national and state, territory, and province court systems.

Describe the powers and limitations of the federal government as stated in the Constitution.

Differentiate between cases that belong within the jurisdiction of the federal and state, territory, and province court systems.

Differentiate between the roles of the U.S. Supreme Court and state, territory, and province supreme courts.

Explain the function of the court.

---

**Task Number 44**

**Compare the main sources of law.**

**Definition**

Comparison should define the sources of law and explore the similarities and differences of those sources, including

- common law
- statutory law
- administrative law
- case law
- constitutional law.

**FBLA Competitive Events and Activities Areas**

**Business Ethics**

**Business Law**

**NBEA Achievement Standards for Business Law**

Analyze and solve difficult ethical and legal problems.

Analyze the constitutionality of various statutes and regulations.
Define statutory law, identify the purposes of statutory law, and describe how a bill becomes a statute under the federal law.

Describe the powers and limitations of the federal government as stated in the Constitution.

Task Number 45

Differentiate between ethical and legal behavior.

Definition

Differentiation should compare ethical practices (such as the Greater Good principle and the Golden Rule) with legal behaviors (defined by the rights and duties of citizens and the methods of legal enforcement).

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Analyze and solve difficult ethical and legal problems.

Define ethics.

Define globalization and explain the effects that globalization can have on ethics and law.

Describe how to develop an ethical and legal lifestyle.

Distinguish unethical from illegal behavior.

Explain the relationship between law and ethics.

Identify consequences of illegal conduct.

Identify consequences of unethical conduct.
Task Number 46

Describe the legal rights and responsibilities of citizens and non-citizens.

Definition

Description should include definitions and examples of

- *citizens* and *non-citizens*
- *legal immigrants* and *undocumented immigrants* (i.e., immigrant and non-immigrant visa categories)
- options and consequences for undocumented immigrants
- legal rights (i.e., the benefits to which a person is entitled by law) of citizens and non-citizens
- legal responsibilities (i.e., terms of conduct enforceable by law).

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Analyze and solve difficult ethical and legal problems.

Analyze the constitutionality of various statutes and regulations.

Analyze the impact of international law on personal property transactions.

Demonstrate the need for social responsibility.

Describe how to develop an ethical and legal lifestyle.

Discuss the consequences of violating criminal and civil law in different countries.

Explain a person's responsibility to obey the law.

Explain a person's responsibility under the law.

Identify consequences of illegal conduct.
Identify consequences of unethical conduct.

Task Number 47

Compare the legal rights and responsibilities of minors and adults.

Definition

Comparison should

- identify the age of majority (noting that it varies from state to state)
- include examples of rights afforded to adults but not extended to minors (e.g., right to a trial, right to post bail, possession of alcohol and tobacco products, cell phone usage while driving, ability to disaffirm contracts, privacy of court records).

A brief historical perspective of the juvenile justice system's evolution should also be included.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Analyze and solve difficult ethical and legal problems.

Compare the role of the juvenile court with the role of other courts within a state, territory, or province.

Explain a minor's right to avoid a contract.

Explain a person's responsibility to obey the law.

Explain a person's responsibility under the law.

Task Number 48
Identify local, state, and federal laws.

Definition

Identification should include laws found in the following sources:

- Local codes and ordinances (e.g., zoning, licenses)
- Code of Virginia
- State and federal case law
- U.S. Constitution
- Virginia Constitution

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Analyze the constitutionality of various statutes and regulations.

Analyze the impact of the Internet on questions of court jurisdiction.

Analyze the role of U.S. and state attorney generals in enforcement of consumer protection statutes.

Describe the various federal agencies (e.g., Department of Energy, Energy Regulatory Commission, and Nuclear Regulatory Commission) that impact energy regulation and conservation.

Describe the various federal statutes (e.g., National Environmental Policy Act, Clean Air Act, Clean Water Act, and Toxic Substance Control Act) that impact the environment.

Describe the various international initiatives that influence environmental regulations.

Describe the various state statutes that impact energy regulation and conservation.

Describe the various state statutes that impact the environment.

Discuss the impact of different state laws concerning consumer protection for businesses using the Internet or involved in e-commerce.

Discuss the impact of the laws of different countries on consumer protection.
Discuss the impact of treaties and the laws of different countries on negotiable instruments.

Explain the legal rules that apply to environmental law and energy regulation.

Identify and state the purpose of legislation that regulates consumer credit and electronic credit transactions (e.g., Fair Credit Reporting Act, Fair Credit Billing Act, Equal Credit Opportunity Act, Fair Credit Collection Practices Act, and Consumer Credit Protection Act).

Examining Contracts

Task Number 49

Explain the six essential elements of a contract.

Definition

Explanation should include a description of the

- offer
- acceptance
- genuine assent
- capacity
- consideration
- legality.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law
Analyze selected contract clauses such as mandatory arbitration agreements and choice of forum clauses.

Describe the various rules applied to the interpretation of contracts.

Determine whether or not an agreement is definite enough to be enforced as a contract.

Explain the nature of a contractual relationship.

List the elements required to create a contract.

Task Number 50

Analyze the need for a contract.

Definition

Analysis should recognize the

- role of contracts to make producers and consumers feel more comfortable buying, selling, and investing in a free-market economy
- decline of verbal (handshake) agreements
- protective power of contracts
- role of the courts with regard to contracts
- litigious nature of society
- danger of conducting business without a valid contract.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Analyze the impact of international law on contracts.

Clarify when sales contracts must be in writing and state the exceptions.

Demonstrate an understanding of the nature of a contractual relationship.

Determine whether or not an agreement is definite enough to be enforced as a contract.
Explain how offer and acceptance can create contractual rights and duties.

Explain the nature of a contractual relationship.

Identify problems created when contracts are negotiated and entered into over the Internet.

Task Number 51

Compare nature and classes of contracts.

Definition

Comparison should examine

- express contract (i.e., written or spoken)
- executory contract (i.e., not fully performed)
- executed contract (i.e., completed by both parties)
- quasi-contract (i.e., some element missing, but enforceable by law)
- sales contract (i.e., sale of property, rent realty, wills, estates, and trusts)
- employment contract (i.e., business organization contract)
- implied contract (i.e., action)
- unilateral contract (i.e., contains one promise)
- bilateral contract (i.e., contains two promises).

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Clarify when sales contracts must be in writing and state the exceptions.

Define and distinguish between different types of consideration and list the exceptions to the requirements of consideration.

Differentiate between classes of contracts (e.g., bilateral and unilateral, express and implied, and oral and written).
Task Number 52

Describe the categories of persons who have rights and/or duties under a contract for the benefit of a third party.

Definition

Description should include

- third parties—a person who is not a party on the contract but for whom the contract is intended
- assignees—a third party to whom a benefit has been transferred
- delegates—a third party to whom a party’s obligations under a contract have been transferred.

FBLA Competitive Events and Activities Areas

Business Ethics

NBEA Achievement Standards for Business Law

Demonstrate an understanding of the nature of a contractual relationship.

Describe the various rules applied to the interpretation of contracts.

Explain the various rules applied to contracts involving third parties.

Task Number 53

Examine the effects of a contract on a minor.

Definition

Examination should include the following points:

- Minors can enter into a contract, provided the other party is aware of the minor’s age.
- Minors are usually given the right by law to disaffirm contracts, provided it is not an item of necessity.
• Parents and guardians have responsibilities when a minor enters into a contract.
• Minors must have legal capacity to enter into a contract.
• Minors, if legally emancipated, may be bound by a contract.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Explain a minor's right to avoid a contract.

Identify categories of people who lack contractual capacity.

Task Number 54

Explain the effects of a breach of contract.

Definition

Explanation should include a definition of breach of contract and its consequences (e.g., rescission and restitution, monetary compensation, specific performance).

Explanation should also include the main objective of bankruptcy and how it relates to contracts.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Analyze and solve difficult ethical and legal problems.

Describe breach of contract and the remedies available when a contract is breached.

List and explain the remedies of the buyer when the seller breaches the sales contract.
List and explain the remedies of the seller when the buyer breaches the sales contract.

List the ways a contract can be discharged.

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**Task Number 55**

**Describe the purpose of the Statute of Frauds.**

**Definition**

Description should note that the Statute of Frauds requires that certain agreements be in writing to prevent fraud and perjury. Description should include examples of contracts within the Statute of Frauds (e.g., transfer an interest in real property).

**FBLA Competitive Events and Activities Areas**

**Business Ethics**

**Business Law**

**NBEA Achievement Standards for Business Law**

Analyze the impact of international law on contracts.

Identify legislation that regulates consumer credit and electronic credit transactions (e.g., Fair Credit Reporting Act, Fair Credit Billing Act, Equal Credit Opportunity Act, Fair Credit Collection Practices Act, and Consumer Credit Protection Act).

List the essential information that should be included in writing under the Statute of Frauds.

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**Task Number 56**

**Explain how the Uniform Commercial Code (UCC) applies to the sale of goods and interstate commerce.**

**Definition**
Explain when to apply the law of sales and leases of goods under the Uniform Commercial Code (UCC).

Judge whether a particular writing meets the requirement of the UCC for the sale of goods.

Recognize the principal differences between the Uniform Commercial Code and the UN Convention on Contracts for the International Sale of Goods.

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**Task Number 57**

**Examine the interaction between the parties in e-contracts.**

**Definition**

Examination should include

- email transmission
- electronic signature
- tracking machinations
- security and privacy
- digital fingerprints
- biometrics
- public key infrastructure (PKI)
- electronic contracts and purchase agreements (i.e., shrink-wrap, browse-wrap, click-wrap agreements).
Examining the Rights and Responsibilities of Consumers

Task Number 58

Compare federal agencies that provide consumer protection information.

Definition

Comparison should include researching the following federal agencies:

- U.S. Consumer Product Safety Commission (CPSC)
- Federal Trade Commission (FTC)
- U.S. Food and Drug Administration (FDA)
- Federal Deposit Insurance Corporation (FDIC)
- Federal Communications Commission (FCC)
- U.S. Environmental Protection Agency (EPA)
- National Institute of Standards and Technology (NIST)
- National Highway Traffic Safety Administration (NHTSA)
- National Credit Union Administration (NCUA)
- U.S. Securities and Exchange Commission (SEC)
- Consumer Financial Protection Bureau (CFPB)
Economics

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Marketing
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Business Law

Identify and state the purpose of legislation that regulates consumer credit and electronic credit transactions (e.g., Fair Credit Reporting Act, Fair Credit Billing Act, Equal Credit Opportunity Act, Fair Credit Collection Practices Act, and Consumer Credit Protection Act).

NBEA Achievement Standards for Personal Finance

Analyze choices available to consumers for protection against risk and financial loss.

Describe consumers rights, responsibilities and remedies, giving examples of each.

Task Number 59

Identify federal and state laws that afford consumer protection.

Definition

Identification should include

- laws regulating health insurance
- laws regulating fair and safe housing
- laws protecting intellectual property/copyright
- laws regulating standards for weights and measures
- laws against false and misleading advertising
- laws for licensing
- laws to prevent food, drug, and cosmetic adulteration
- laws that protect against identity theft
- laws that protect against Internet fraud
- laws regulating the offer of sales and securities
• laws punishing federal antitrust violations
• laws for remedies for injured consumers
• laws regarding safety.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Economics

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Marketing
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Personal Finance

Analyze choices available to consumers for protection against risk and financial loss.

Analyze the sources of assistance for debt management.

Research rights and responsibilities of consumers according to credit legislation (e.g., truth-in-lending, fair credit reporting, equal credit opportunity, and fair debt collection).

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Task Number 60

Identify the reasons bankruptcy laws were enacted.

Definition

Identification should cite

• protection afforded by the U.S. Constitution
• the shielding of consumers from irreconcilable debt
• the effects that filing bankruptcy can have on the creditor and the debtor.

The most common types of bankruptcy include

• Chapter 11 (i.e., reorganization for businesses)
• Chapter 13 (i.e., reorganization for individuals)
• Chapter 7 (i.e., straight bankruptcy for individuals).

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Economics

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Business Law

Analyze the functions of negotiable instruments, insurance, secured transactions, and bankruptcy.

Analyze the impact of international law on bankruptcy.

Describe Chapter 7 Bankruptcy, and state the eligibility requirements to file for this under the 2005 Bankruptcy Code.

Discuss the impact of the laws of different countries on bankruptcy.

Explain the requirements for creditors to file for Chapter 7 involuntary bankruptcy under the 2005 Bankruptcy Code.

Identify and discuss alternatives to bankruptcy.

Identify and explain bankruptcy exemptions, and state the domiciliary requirement for state exemptions to apply.

Identify debts that are not extinguished by bankruptcy.

Identify the limitation of the state homestead exemption under the 2005 Bankruptcy Code.

Point out the eligibility requirements for debtors who do not qualify for Chapter 7 Bankruptcy to file for Chapter 13 Bankruptcy under the 2005 Bankruptcy Code.

Summarize the principal features of Chapters 11, 12, and 13 Bankruptcy Code.
Task Number 61

Evaluate the effect of relevant laws on insurance requirements for a business entity.

Definition

Evaluation should include a description of the following types of insurance and their purposes:

- Life
- Medical
- Property or casualty
- Vehicle
- Disability
- Professional liability

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Business Ethics

Business Law

Entrepreneurship

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Business

Securities and Investments

NBEA Achievement Standards for Personal Finance

Analyze choices available to consumers for protection against risk and financial loss.

Develop recommended insurance coverage for individuals/families for various risks and different income levels

Explain how all types of insurance are based on the concept of risk sharing and statistical probability.
Explain why insurance needs change throughout the life cycle.

Identify the type of insurance associated with different types of risk (e.g., automobile, personal and professional liability, home and apartment, health, life, long-term care, disability).

Task Number 62

Identify commercial papers.

Definition

Identification should include

- defining commercial papers (e.g., unconditional orders to pay money, unconditional promises to pay money, draft, check, promissory note)
- providing a signature by the maker
- designating an unconditional promise or order to pay
- specifying the sum of money to be paid
- specifying on demand or by a definite time
- specifying the bearer or to someone's order.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Business Ethics

Business Law

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Business

NBEA Achievement Standards for Business Law

Analyze the functions of negotiable instruments, insurance, secured transactions, and bankruptcy.

Explain the importance and function of negotiable instruments.
NBEA Achievement Standards for Personal Finance

Compare and contrast the different types of checking accounts offered by various financial deposit institutions.

Differentiate among types of electronic monetary transactions (e.g., debit cards, ATM, and automatic deposits/payments) offered by various financial institutions.

Task Number 63

Describe characteristics of a bailment and the responsibilities of involved parties.

Definition

Description should include four characteristics:

- There is reference to personal property.
- There is a transfer of temporary possession.
- There is a transfer of temporary control.
- There is the intention that both parties return the goods.

The description should also note that the bailor gives up possession of the property, and the bailee accepts possession and control.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Compare a contract of suretyship with a contract of guaranty.

Explain how a bailment is created and describe the standard of care different bailees are required to exercise over bailed property.
Task Number 64

Distinguish between real and personal property.

Definition

Distinction should recognize that real property is land, and anything permanently attached to it and that personal property includes movable and intangible possessions.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems
Business Ethics
Business Law
Introduction to Business

Task Number 65

Describe ways in which real estate can be acquired for business use.

Definition

Description should address the purpose of the acquisition of the property. Examples may include, but are not limited to

- contract
- gift or accession
- occupancy
- inheritance
- economic development.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems
NBEA Achievement Standards for Business Law

Compare real property, personal property, and fixtures and explain why property distinctions are important.

Explain the legal rules that apply to personal property, real property, and intellectual property.

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**Task Number 66**

**Evaluate mortgage types and interest rates.**

**Definition**

Evaluation should assess

- adjustable interest rates
- fixed interest rates
- balloon payments
- subprime mortgages
- reverse mortgages
- consequences of mortgage default
- examples of total interest expense, showing loan repayment terms for various loan durations.

**FBLA Competitive Events and Activities Areas**

- Banking and Financial Systems
- Business Ethics
- Business Law
- Introduction to Business
Task Number 67

Describe the legal aspects of a real estate transaction.

Definition

Description should include elements such as

- real estate broker agreements/contracts
- listing agreements
- federal Fair Housing Act
- written-offer agreement
- earnest-money deposit
- appraisal of property
- title search
- title insurance
- recording of deed
- transfer of ownership
- mortgage (i.e., types)
- easements
- interest rates.

FBLA Competitive Events and Activities Areas

Banking and Financial Systems

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Compare the four kinds of deeds in common use and point out when each would be used.

Determine methods of transferring real property other than by sale.

Explain the legal rules that apply to personal property, real property, and intellectual property.
Task Number 68

Distinguish between the rights and responsibilities of landlords and tenants.

Definition

Distinction should clarify the responsibilities of the landlord, constitute the rights of the tenant, and vice versa.

Distinction should delineate that tenants’ and landlords’ rights and responsibilities are outlined in the lease to include, but not be limited to

- peaceful possession
- timely payment of rent
- reasonable care of property
- appropriate usage of property.

The four types of leases are

- tenancy for a period
- tenancy for years
- tenancy at sufferance
- tenancy at will.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Business Law

Compare condominium, cooperative, and timeshare ownership of real property.

Compare real property, personal property, and fixtures and explain why property distinctions are important.
Explain the rights and obligations of landlords and tenants on termination of a lease including lawful and unlawful eviction procedures.

Task Number 69

Identify the purpose of copyright and patent laws (e.g., tangible and intangible property).

Definition

Identification should include laws and the protections afforded to owners, as they relate to

- intellectual property
- trademarks
- service marks
- copyrights
- patents
- trade secrets.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Emerging Business Issues

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Exploring Criminal Law

Task Number 70
Define *criminal law*.

**Definition**

Definition should specify that criminal law refers to an offense against society and the subsequent legal action initiated against the offender.

**FBLA Competitive Events and Activities Areas**

Business Ethics

Business Law

**NBEA Achievement Standards for Business Law**

Analyze specific cases by stating the facts, finding the legal questions, applying the laws, and resolving the issues.

Analyze the constitutionality of various statutes and regulations.

Compare and contrast the steps in a civil law suit with the steps in a criminal prosecution.

Define civil law.

Define criminal law.

Distinguish between civil and criminal law.

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**Task Number 71**

**Explain penalties associated with crimes.**

**Definition**

Explanation should note that penalties include fines and incarceration, based on the class of misdemeanor or felony, and the death penalty in some felony cases.

**FBLA Competitive Events and Activities Areas**

Business Ethics
Task Number 72

Differentiate between civil and criminal trial procedures.

Definition

Differentiation should include explanations of:

- civil trial procedures
  - pretrial hearing
  - jury selection
  - arguments and evidence
  - instructions to the jury
  - verdict
  - judgment
- criminal trial procedures
  - arrest
  - Miranda rights
  - bail
  - arraignment
  - grand jury
  - indictment
  - trial
  - sentencing.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Task Number 73

Compare the effects of juvenile and adult justice systems on businesses.

Definition
Comparison should focus on how the two levels of justice systems vary with regard to

- purpose (i.e., punishment)
- modification of rights
- age-specific crimes (e.g., truancy, sale of alcohol and tobacco products)
- availability of court records to the public
- financial penalties
- loss of licensing.

**FBLA Competitive Events and Activities Areas**

**Business Ethics**

**Business Law**

**NBEA Achievement Standards for Business Law**

Analyze specific cases by stating the facts, finding the legal questions, applying the laws, and resolving the issues.

Analyze the constitutionality of various statutes and regulations.

Compare the role of the juvenile court with the role of other courts within a state, territory, or province.

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### Task Number 74

**Distinguish between an infraction, a misdemeanor, and a felony.**

**Definition**

Distinction should be based on the following assessment:

- An infraction is a classification of lesser misdemeanors in some states, usually punishable by a fine only. Examples of infractions include parking violations and littering.
- A misdemeanor is a less serious crime, usually punishable by confinement in a county or city jail for less than one year, by fine, or both. Examples of misdemeanors include disorderly conduct, petty theft, and speeding.
- A felony is a crime punishable by
  - confinement for more than a year in a state prison
Examples of felonies include murder, kidnapping, arson, rape, robbery, burglary, embezzlement, forgery, grand theft, and perjury.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Analyze specific cases by stating the facts, finding the legal questions, applying the laws, and resolving the issues.

Analyze the constitutionality of various statutes and regulations.

Differentiate between categories of crime (e.g., treason, felony, and misdemeanor).

Task Number 75

Identify crimes often associated with businesses and organizations.

Definition

Identification of business-related crimes should include examples such as

- embezzlement
- extortion
- computer crimes
- larceny
- forgery
- bribery
- conspiracy
- white-collar crimes (e.g., insider trading, tax evasion, etc.).
Identification should note that business crimes are not generally associated with force or violence, physical injury to others, or physical damage to property.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Business Ethics

Business Law

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Business Law

Analyze the impact and consequences of selected criminal violations on businesses.

Define different types of business crime (e.g., arson, forgery, and embezzlement).

Differentiate between categories of crime (e.g., treason, felony, and misdemeanor).

Explain the concept of "white collar crime" and provide examples.

Identify different areas of civil law that impact business (e.g., tort, contract, and property law).

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Exploring Tort Law

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Task Number 76

Define tort law.
Definition

Definition should describe a tort as a wrongful act causing injury to another person or to another’s property.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Task Number 77

Identify common torts.

Definition

Identification should include the definitions of

- *assault*—crime of unlawfully causing physical injury to another; or tort of threatening another with bodily harm
- *battery*—unlawfully striking another person.
- *defamation*—making a false statement that injures a person’s reputation, such as:
  - *slander* (oral)
  - *libel* (written)
- *negligence*—an accidental or unintentional tort.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Analyze specific cases by stating the facts, finding the legal questions, applying the laws, and resolving the issues.

Analyze the constitutionality of various statutes and regulations.

Describe the penalties available in criminal law and the remedies available in tort law.
Distinguish between a tort and a crime.

Identify different areas of civil law that impact business (e.g., tort, contract, and property law).

Task Number 78

Explain penalties associated with torts.

Definition

Explanation should specify that compensatory or punitive damages can be awarded to the injured party, and/or the court may issue an injunction to the defendant, requiring the defendant to perform, or prohibiting the defendant from performing, a particular act.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Describe the penalties available in criminal law and the remedies available in tort law.

Task Number 79

Identify improper use of business technology and property.

Definition

Identification should include

- cookie usage (i.e., improper data collection)
- cyber-bullying
- pornography
- invasion of privacy
- hacking
- viruses
• plagiarism
• Internet censorship
• data collection practices
• violation of intellectual property rights, patents, and copyrights through illegal downloading (Digital Millennium Copyright Act and fair use).

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Cyber Security

Networking Concepts

NBEA Achievement Standards for Business Law

Analyze the effect of technology on litigation and related business practices.

Define the following computer-related crimes: cyberstalking, cyberspoofing, cyberextortion, phishing, cyberpiracy, identity theft, cyberterrorism, cybervandalism, and cybergerm warfare.

Increasing Awareness of Family/Domestic Law

Task Number 80

Explain components of estate planning.

Definition

Explanation should include the purpose of estate planning and the influence of life stage on the need for powers of attorney, wills, trusts, living wills, and medical directives of attorney.
Explanation should also include ethical issues related to estate planning.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Describe the various types of trusts (e.g., living, testamentary, charitable, private, spendthrift, revocable, and irrevocable trusts).

Determine the appropriateness of wills and trusts in estate planning.

Discuss the impact of the laws of different countries on wills.

Distinguish between the protection given to spouses and to children under the law of wills.

Explain how a will may be modified or revoked.

Explain what happens to a decedent's estate when a person dies without a will.

Identify the requirements necessary for a valid will.

Identify the responsibilities of a personal representative or executor or administrator in the settlement of an estate.

Identify the rights and duties of beneficiaries.

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Task Number 81

Identify laws regulating marriage.

Definition

Identification should include

- common-law marriages
- prenuptial contracts
- postnuptial contracts
- bigamy statutes
- availability of benefits to spouses
- community and separate property
- same-sex marriage and benefits available to partners.

**FBLA Competitive Events and Activities Areas**

**Business Law**

**NBEA Achievement Standards for Business Law**

Compare the definition of civil union with that of marriage.

Contrast the age requirements for marriage under the laws of different states and other countries.

Define "domestic partnership" and explain how it is created under various state laws.

Define marriage and explain the rights and obligations that are involved in marriage.

Discuss the impact of the laws of different countries on divorce, property distribution, child custody, and child support.

Discuss the impact of the laws of different countries on marriage and the rights and obligations involved in marriage.

Explain the impact of the laws of different countries on prenuptial agreements.

Explain the legal rules that apply to marriage, divorce, and child custody.

Identify the types of marriages that are prohibited by law.

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**Task Number 82**

**Identify laws regulating separation and divorce.**

**Definition**

Identification should include

- voidable and voided marriages
- no-fault divorce
- separation and divorce obligations
• division of property (i.e., personal and business)
• child custody and support
• alimony.

FBLA Competitive Events and Activities Areas

Business Law

NBEA Achievement Standards for Business Law

Contrast annulment, divorce, and dissolution proceedings.

Contrast legal separation, annulment, divorce, and dissolution proceedings.

Describe various state laws related to the distribution of property in a divorce.

Discuss the impact of the laws of different countries on divorce, property distribution, child custody, and child support.

Explain some of the typical grounds for divorce and annulment.

Explain the legal rules that apply to marriage, divorce, and child custody.

Task Number 83

Interpret laws that sever the parent-child legal relationship.

Definition

Interpretation should include the following concepts:

• Minority status ends and emancipation begins at the age of majority (usually the day before the 18th birthday).
• A court may formally decree early emancipation.
• Informal emancipation may arise if the minor
  o marries
  o moves out of the home
  o becomes a member of the armed services
  o undertakes full-time employment.
FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

NBEA Achievement Standards for Business Law

Explain the legal rules that apply to marriage, divorce, and child custody.

Outline the law of domestic relations as it relates to spousal and child support.

Task Number 84

Identify situations where legal assistance is advisable.

Definition

Identification should be based on

- determining whether the situation is a legal one
- determining the seriousness (the stakes) of the situation.

NBEA Achievement Standards for Accounting

Understand the role that accountants play in business and society.

NBEA Achievement Standards for Business Law

Analyze specific cases by stating the facts, finding the legal questions, applying the laws, and resolving the issues.

Describe how to develop an ethical and legal lifestyle.
Distinguish between the roles of legal professionals (e.g., judges, lawyers, and paralegals).

Explain a person's responsibility under the law.

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**Task Number 85**

**Locate professional sources for legal advice.**

**Definition**

Location of legal advice should be based on

- researching credible local resources
- researching credible Internet sources
- inquiring directly with the courts
- contacting the American Bar Association (ABA).

**FBLA Competitive Events and Activities Areas**

**Business Law**

**NBEA Achievement Standards for Business Law**

Distinguish between the roles of legal professionals (e.g., judges, lawyers, and paralegals).

**NBEA Achievement Standards for Communication**

Collaborate with students and business professionals via the Internet to acquire needed expertise to solve specific business problems.

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**Identifying Concepts in International Law**
Task Number 86

Compare the American legal system with legal systems in other countries.

Definition

Comparison should encompass

- English common law and Roman civil law
- the role of common law in the United States
- sources of law including constitutions, statutes, cases, regulations, and rulings
- the importance of the U.S. Constitution and state constitutions.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for International Business

Analyze the major legal aspects and ramifications of international relations with special emphasis on topics such as financial systems and reporting, licensing, judicial systems, and repatriation.

Define methods for resolving legal differences (e.g., mediation, arbitration, and litigation) in different cultures.

Describe the differences between the legal systems of various countries and compare them to the codes, statutes, and common laws of the United States.

Explain the role of U.S. Customs and the customs agencies of other countries.

Explain the role of international business at the local, state, and national levels.

Explain the role of international business; analyze how it impacts business at all levels, including the local, state, national, and international levels.
Task Number 87

Describe the effect of international laws on the economy of the United States.

Definition

Description should address

- trade agreements
- tariffs
- treaties
- global exchange of employees
- principle of comity (i.e., legal reciprocity) and how they can affect the economy.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for International Business

Describe the impact of international business activities on the local, state, national, and international economies.

Explain the role of international business; analyze how it impacts business at all levels, including the local, state, national, and international levels.

Task Number 88

Describe American citizens' rights and responsibilities when conducting business, traveling, or living abroad.

Definition
Description should be based on research of reputable websites (e.g., U.S. Department of State, U.S. embassies and consulates for specific countries, World Health Organization [WHO]) and reference publications that address issues such as:

- business protocol
- cultural etiquette (e.g., language and nonverbal cues)
- social responsibility
- crisis and political information
- safety and health precautions
- passport and visa regulations.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for International Business

Assess how social and cultural factors influence the human resource functions (e.g., recruitment selection; employee development; evaluation; compensation, promotion, benefit and incentives; and separation, termination and transition).

Describe the factors that define what is considered ethical and socially responsible business behavior in a global business environment.

Differentiate between international ethics and international law.

Discuss the differences in "what is ethical" among various countries and the problems these differences present to international companies.

Explain the role of U.S. Customs and the customs agencies of other countries.

Identify distinctive social and cultural factors that affect business activities (e.g., time, workday, workweek, schedules, and holidays).

Recognize legal differences in areas such as consumer protection, product guidelines, labor laws, contract formulation, liability, and taxation for various countries.

Task Number 89
Examine the effect of international regulations on the environment.

Definition

Examination should address global issues, including

- environmental protection and natural resource regulation
- social responsibility
- legislation and treaties
- correlation of U.S. laws and consumer protection safety regulations with international laws and regulations
- General Agreement on Tariffs and Trade (GATT)
- trade agreements
- World Trade Organization agreements.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for International Business

Define methods for resolving legal differences (e.g., mediation, arbitration, and litigation) in different cultures.

Describe how trade barriers and incentives affect choice of location for companies operating internationally.

List business actions that may positively or negatively influence ethical decisions regarding the environment, the consumer, and the well-being of society.

Examining Legal Aspects of Employment
Task Number 90

Describe rights and responsibilities of employees and employers.

Definition

Description should recognize that employees and employers have rights and responsibilities based on the employment contract.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Electronic Career Portfolio

Job Interview

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Career Development

Demonstrate personal qualities related to employability (e.g., promptness, ability to get along with others, dependability, willingness to ask questions, respect for diversity, and communication skills).

Demonstrate responsible behavior related to employability (e.g., respect for personal property, completion of homework assignments, and communication skills).

Demonstrate the ability to function as a proactive, productive team member in the workplace.

Discuss and demonstrate the skills necessary to function as a member of a diverse workforce (e.g., diplomacy, patience, willingness to compromise, and ability to listen).

Relate the importance of workplace expectations to career development.
Task Number 91

Identify federal, state, and local laws and agencies dealing with employment.

Definition

Identification should include legislation such as

- National Labor Relations Act (NLRA)
- Taft-Hartley Act
- right-to-work laws
- Civil Rights Act
- affirmative action laws
- Americans with Disabilities Act (ADA)
- Family and Medical Leave Act (FMLA)
- Age Discrimination in Employment Act (ADEA)
- Fair Labor Standards Act (FLSA)
- Immigration and Nationality Act (INA)
- Affordable Care Act (ACA)
- Whistleblower Protection Act
- Uniform Computer Information Transactions Act (UCITA)

Identification should also include agencies and organizations such as

- National Labor Relations Board (NLRB)
- Equal Employment Opportunity Commission (EEOC)
- Virginia Employment Commission (VEC)
- U.S. Department of Labor
- Occupational Safety and Health Administration (OSHA).

FBLA Competitive Events and Activities Areas

Business Law

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.
NBEA Achievement Standards for Communication

Discuss employment law as an employee, including non-compete clauses in employment contracts.

Discuss the impact of legislation (Americans with Disabilities Act and Family Medical Leave Act) on employment practices.

Task Number 92

Examine the ethical basis for laws governing the workplace.

Definition

Examination should address how laws governing privacy, confidentiality, discrimination, and sexual harassment have emerged based on

- consequential ethics
- rule-based ethics
- personal ethics
- social responsibility.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Electronic Career Portfolio

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Job Interview

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Career Development

Discuss and illustrate the positive and negative effects of a well-developed work ethic on worker and workplace productivity.
Discuss social and ethical standards of the workplace and their implications for a chosen job/career.

**NBEA Achievement Standards for Communication**

Analyze and discuss biased communication (age, race, religion, sexual orientation, physically challenged, and sexual harassment) cases that have become legal precedents.

Define ethics and identify the process by which individuals develop the foundation for making ethical decisions.

**NBEA Achievement Standards for Management**

Analyze various schools of ethical thought as they relate to business decisions.

---

**Task Number 93**

**Analyze the procedure for filing a grievance.**

**Definition**

Analysis should include:

- the need for the grievance process
- the general process for filing grievances based on company policy and procedure
- the manner in which an effective grievance process can help prevent workplace violence
- the benefits of human-relations training for employees and managers
- the effect of filing grievances on the individual and on the business
- the time frame for follow-up.

**FBLA Competitive Events and Activities Areas**

**Business Ethics**

**Business Law**

**Electronic Career Portfolio**

**Entrepreneurship**
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Job Interview**

**Management Decision Making**

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**NBEA Achievement Standards for Communication**

Discuss appropriate spoken and written actions when leaving a job under various circumstances (e.g., resignation and termination).

Discuss basic concepts of negotiations.

Discuss behavior alteration techniques.

Discuss employing ethical political strategies to achieve goals and advance careers.

Discuss employment law as an employee, including non-compete clauses in employment contracts.

Discuss supervision as a process for reaching goals through the use of human resources, technology, and material resources.

**NBEA Achievement Standards for Management**

Outline the procedures involved in the grievance process.

---

**Task Number 94**

**Identify legal grounds for employee termination.**

**Definition**

Identification should include

- employment contract terms
- violation of employment policies and procedures
- at-will employment
- justifiable termination
- laws regarding the employer-employee relationship
violation of handbook policies.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Electronic Career Portfolio

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Job Interview

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Communication

Discuss appropriate spoken and written actions when leaving a job under various circumstances (e.g., resignation and termination).

NBEA Achievement Standards for Management

Describe criteria used to make termination and transition decisions.

Describe legal reasons for terminating employees.

Task Number 95

Examine the legal and historical significance of unions and collective bargaining.

Definition

Examination should identify

- differences between right-to-work and non-right-to-work states
- strike strategies and implications
• breach of contract
• yellow-dog contract
• ex parte injunction
• Sherman Antitrust Act
• Clayton Antitrust Act.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Electronic Career Portfolio

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Job Interview

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Management

Describe legal strategies used by labor and management (e.g., strikes, boycotts, layoffs, and lockouts).

Describe the history of the labor movement and why unions were organized.

Describe the process involved in forming, operating, and disbanding labor unions.

Describe the role of organized labor and its influence on government and business.

Discuss the appropriateness and effectiveness of current legislation in protecting workers' rights.

Identify and provide examples of the basic forms of business ownership (e.g., sole proprietorship, partnership, cooperative, LLC, and corporation).

Identify federal legislation affecting organized labor and management.

Identify specific state legislation affecting organized labor and management.
Analyzing Types of Business Organizations

Task Number 96

Summarize the legal requirements and the advantages and disadvantages of a sole proprietorship.

Definition

Summary should include the following points:

- Owners do not have to meet any legal requirements for establishing a sole proprietorship; however, local governmental regulations may apply.
- Owners must comply with all applicable government rules and regulations
- Owners may withdraw funds from the company rather than taking a salary.
- Owner would be subject to unlimited liability for action.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Introduction to Business

NBEA Achievement Standards for Management

Identify and provide examples of the basic forms of business ownership (e.g., sole proprietorship, partnership, cooperative, LLC, and corporation).

Task Number 97

Summarize the legal requirements and the advantages and disadvantages of a partnership.

Definition
Summary should convey that a partnership is an agreement in which profits, losses, and management decisions are made by the partners, who, in turn, have rights, duties, and liabilities. General partnerships differ from limited partnerships.

- Partnerships should be written and should spell out rules and regulations.
- Partnerships can be formed automatically, without submitting forms.
- Partnerships must comply with applicable government rules and regulations
- There may be two or more parties in the partnership.

FBLA Competitive Events and Activities Areas

Business Law

Introduction to Business

NBEA Achievement Standards for Management

Identify and provide examples of the basic forms of business ownership (e.g., sole proprietorship, partnership, cooperative, LLC, and corporation).

Task Number 98

Summarize the legal requirements and the advantages and disadvantages of a corporation.

Definition

Summary should include the following points:

- A corporation requires a state charter.
- A corporation is a legal entity that exists separately from its owners.
- Investors in a corporation risk losing only what they have invested.
- Limited Liability Companies (LLC) differ from general business corporations.
- Corporations that are public are subject to a different level of scrutiny than private companies.
- Corporations must comply with applicable government rules and regulations

FBLA Competitive Events and Activities Areas

Business Ethics
Business Law

Introduction to Business

NBEA Achievement Standards for Management

Identify and provide examples of the basic forms of business ownership (e.g., sole proprietorship, partnership, cooperative, LLC, and corporation).

Task Number 99

Examine laws that affect forming and operating your own business.

Definition

Examination should include laws related to

- forming the business
- completing and filing required documents
- performing business operations
- documenting business operations
- marketing the business.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Introduction to Business

Examining Cyber
Task Number 100

Explain cyber law and types of cyber crimes.

Definition

Explanations should include defining cyber crime and examining the laws related to crimes committed while using technology connected to the Internet. Examples include

- phishing
- identity theft
- cyber warfare
- cyber forensics
- fraud
- hacking
- identity theft
- scamming
- computer viruses
- ransomware
- distributed denial of service (DDoS) attacks
- botnets
- social engineering
- malvertising
- cyberstalking
- software piracy
- child pornography
- cyber bullying.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Cyber Security

Task Number 101

Compare cyber crimes and cyber torts.

Definition
Comparison should include using the following definitions

- Cyber crimes are directed at people using computers and against other computers
- Cyber tort is the legal term for a cyber crime and includes cyber defamation and cyber invasion of privacy. It is committed by one person against another person.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Cyber Security

Task Number 102

Describe intellectual property rights and copyright laws related to digital uses.

Definition

Description should include

- definition of intellectual property rights
- definition of copyright laws
- how the rights and laws differ for digital purchases
- Stop Online Piracy Act (SOPA), Protect IP Act (PIPA), and Counterfeiting Act
- consumer protection laws
- No Electronic Theft (NET) Act
- Digital Millennium Copyright Act (DMCA)
- Digital Theft Deterrence and Copyright Damages Improvement Act
- Family Entertainment and Copyright Act.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Cyber Security

Introduction to Business
Task Number 103

Describe laws related to e-commerce.

Definition

Description should include

- definition of e-commerce
- digital and electronic signatures
- the United States Electronic Signatures in Global and National Commerce (E-SIGN) Act
- jurisdictional issues of buying products online from other states and countries
- payment card industry (PCI) compliance
- storing sensitive payment information
- Uniform Electronic Transactions Act (UETA)
- shipping restrictions
- industry-specific compliance.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

E-Business

Task Number 104

Examine how the use or purchase of technology affects a contract.

Definition

Examination should include a review of the components and legal requirements of a contract and the effect of the use and purchase of technology on an existing contract or the drafting of a contract.

FBLA Competitive Events and Activities Areas
Task Number 105

**Explain how advances in computer technology affect the different areas of law.**

**Definition**

Explanation should include the direct effect on areas such as

- intellectual property
- contract law
- criminal law
- tort law
- civil law
- international law
- privacy laws.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Introduction to Information Technology

Task Number 106

**Describe the types of federal and state statutes designed to combat cyber crime.**

**Definition**

Description should include the following statutes and their purposes:
• Electronic Communications Privacy Act (ECPA)
• Cybersecurity Enhancement Act
• Digital Millennium Copyright Act (DMCA)
• Economic Espionage Act
• Fraudulent Online Identity Sanctions Act (FOISA)
• Computer Software Privacy and Control Act (CSPCA)
• Computer Fraud and Abuse Act (CFAA)
• Cybersecurity and Infrastructure Security Agency Act
• Wire Fraud Statute

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Cyber Security

Introduction to Information Technology

Task Number 107

Describe the ramifications of misuse of business technology and property.

Definition

Description should include the consequences resulting from non-business-related use of organization-owned technology and property.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Cyber Security

Introduction to Information Technology
Preparing for Industry Certification and College Level Examination Program (CLEP) Testing

Task Number 108

Describe the process for taking the CLEP examination and obtaining other industry certifications related to the Business Law course.

Definition

Description should include information from

- official websites of the testing organization/vendor
- materials from publishers that have developed practice materials and tests based on information from the testing organization/vendor
- certified instructors or industry-certified professionals
- from the Virginia Department of Education's Administrative Planning Guide
- the Introduction/Course Description section of this course.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Electronic Career Portfolio

Job Interview

Task Number 109

Identify testing skills/strategies for preparing for a certification and/or CLEP examination.
Definition

Identification should include

- conducting an Internet research project
- reviewing materials from exam and practice-exam publishers
- interviewing certified instructors and/or industry-certified professionals.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Electronic Career Portfolio

Job Interview

Task Number 110

Demonstrate the ability to successfully complete selected practice examinations.

Definition

Demonstration should include successfully completing practice examinations for the CLEP examination or selected certification related to the course. Practice examinations and other materials may be obtained from vendor sites and publishers. The level of performance on a practice examination serves as a gauge of the applicant's readiness for formal industry testing.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Electronic Career Portfolio

Job Interview
Task Number 111

Complete an industry certification representative of skills learned in this course (e.g., IC3, CLEP).

Definition

Completion will be achieved when the student applicant earns an examination score deemed "passing" by the testing organization. Qualifying examinations are those currently approved at the state level as representative of Business Law skills. These may be found in the Virginia Department of Education's Administrative Planning Guide. Students should be encouraged to attain industry certification as evidence of their business law skill level and general employability.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Electronic Career Portfolio

Job Interview

Preventing for Business Law Careers

Task Number 112

Research career opportunities in the legal profession.

Definition

Research should explore an assortment of job titles related to the business law field and should include the preparation required for each, opportunities for advancement, and employment trends in the field. Research should require students to use job databanks and to match abilities, aptitudes, and job expectations with industry standards.
FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Electronic Career Portfolio

Job Interview

NBEA Achievement Standards for Career Development

Demonstrate the ability to research prospective employers and jobs using all available resources (e.g., print media, on-site and telephone interviews, job shadowing, internships, job fairs, and Internet research).

Use available resources for projecting career opportunities and trends.

Utilize career resources to develop a career information database that includes international career opportunities.

Task Number 113

Complete a job application.

Definition

Completion should reflect attention to

- directions specified on the application
- the parts of the application: name (address, education, work experiences, job title, references, other qualifications)
- preparation.

Completion of an electronic application should follow additional criteria specifically related to electronic transmittal of employment information.

FBLA Competitive Events and Activities Areas
Task Number 114

Create a résumé.

Definition

Creation should include complete, accurate, and effectively organized information including

- contact information (i.e., applicant’s phone numbers and email address)
- educational background
- keywords relevant to the position being sought
- work history
- skills
- honors and awards
- membership in clubs and/or school or community organizations
- organizations and leadership positions held
- community service.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law
Electronic Career Portfolio

Future Business Leader

Job Interview

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson

Scholarships

NBEA Achievement Standards for Career Development

Demonstrate the ability to prepare and transmit electronic resumes and cover letters that meet business standards.

NBEA Achievement Standards for Communication

Write a formal application message, resume, and follow-up message for a job opportunity.

 Task Number 115

Participate in a mock interview.

Definition

Participation should provide the opportunity to

  • practice interviewing skills before an actual interview
  • portray a variety of roles to illustrate desirable behaviors (e.g., maintaining eye contact, asking informed questions) and undesirable behaviors (e.g., speaking too softly, failing to answer questions completely)
  • demonstrate knowledge of questions employers cannot legally ask and how to properly respond to such questions if asked
  • demonstrate nonverbal communication skills.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law
Electronic Career Portfolio

Future Business Leader

Job Interview

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarship

NBEA Achievement Standards for Career Development

Demonstrate appropriate interviewing techniques through participation in mock or actual interviews.

NBEA Achievement Standards for Communication

Discuss illegal and discriminatory interview questions.

Participate in and analyze mock interviews, emphasizing critical times at the beginning and the end of an interview.

Prepare responses to commonly asked interview questions.

Write a job interview thank-you message.

Task Number 116

Compose an interview follow-up letter.

Definition

Composition should include

- adherence to business letter format or electronic format
- expression of appreciation for the interview
- reminder of the applicant’s qualifications as they relate to the job
- reiteration of the applicant’s interest in the job
- offer to provide additional information
- request for further action, such as a second interview or meeting.

FBLA Competitive Events and Activities Areas
Explain the importance of appropriate interview follow-up techniques.

List tasks to be completed following the interview.

---

**Task Number 117**

**Outline the steps to follow in resigning from a position.**

**Definition**

Outline should follow company procedure and include

- an oral, written, or electronic resignation from the job
- a provision of ample time to find a replacement—usually two weeks
- an offer to train the replacement.
NBEA Achievement Standards for Communication

Discuss appropriate spoken and written actions when leaving a job under various circumstances (e.g., resignation and termination).

Task Number 118

Create a portfolio containing representative samples of student work.

Definition

Creation should include an up-to-date résumé and a combination of digital and hard copy supporting documents representative of the student’s qualifications. Selected documents should reflect the student’s knowledge, skills, and abilities, as well as acknowledgments and recommendations from others.

FBLA Competitive Events and Activities Areas

Business Ethics

Business Law

Electronic Career Portfolio

Future Business Leader

Job Interview

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships

NBEA Achievement Standards for Career Development
Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, examples of work and technical skills, awards, and documentation of extracurricular activities and community service activities.

## SOL Correlation by Task

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<th>Task</th>
<th>Description</th>
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<td>39</td>
<td>Examine the constitutional basis for federal law and the establishment of Virginia's laws.</td>
<td>10.5, 11.5, 12.5</td>
<td>GOVT.4, GOVT.5, GOVT.7, GOVT.10</td>
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<tr>
<td>40</td>
<td>Explain the need for laws.</td>
<td>10.5, 11.5, 12.5</td>
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<td>41</td>
<td>Differentiate between criminal and civil law.</td>
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<td>GOVT.2, GOVT.7, GOVT.8, GOVT.9, GOVT.10, WHII.3, WHII.5, WHII.6</td>
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<td>42</td>
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<td>43</td>
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<td>44</td>
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<td>46</td>
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| 48   | Identify local, state, and federal laws. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  
History and Social Science: GOVT.4, GOVT.5, GOVT.7, GOVT.8, GOVT.9 |
| 49   | Explain the six essential elements of a contract. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.16 |
| 50   | Analyze the need for a contract. | English: 10.5, 11.5, 12.5  
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| 51   | Compare nature and classes of contracts. | English: 10.5, 11.5, 12.5 |
| 52   | Describe the categories of persons who have rights and/or duties under a contract for the benefit of a third party. | English: 10.5, 11.5, 12.5 |
| 53   | Examine the effects of a contract on a minor. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.16 |
| 54   | Explain the effects of a breach of contract. | English: 10.5, 11.5, 12.5 |
| 55   | Describe the purpose of the Statute of Frauds. | English: 10.5, 11.5, 12.5 |
| 56   | Explain how the Uniform Commercial Code (UCC) applies to the sale of goods and interstate commerce. | English: 10.5, 11.5, 12.5  
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| 57   | Examine the interaction between the parties in e-contracts. | English: 10.5, 11.5, 12.5 |
| 58   | Compare federal agencies that provide consumer protection information. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  
History and Social Science: GOVT.7, GOVT.14, GOVT.15 |
| 59   | Identify federal and state laws that afford consumer protection. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  
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| 60   | Identify the reasons bankruptcy laws were enacted. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  
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<p>| 61   | Evaluate the effect of relevant laws on insurance requirements for a business entity. | English: 10.8, 11.5, 11.8, 12.5, 12.8 |
| 62   | Identify commercial papers. | English: 10.3, 10.5, 11.3, 11.5, 12.3, 12.5 |</p>
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<td>English: 10.5, 11.5, 12.5</td>
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<td>66</td>
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<td>English: 10.5, 11.5, 12.5</td>
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<td>70</td>
<td>Define criminal law.</td>
<td>English: 10.3, 10.5, 11.3, 11.5, 12.3, 12.5</td>
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<td></td>
<td></td>
<td>History and Social Science: GOVT.10, GOVT.14, GOVT.15</td>
</tr>
<tr>
<td>74</td>
<td>Distinguish between an infraction, a misdemeanor, and a felony.</td>
<td>English: 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>75</td>
<td>Identify crimes often associated with businesses and organizations.</td>
<td>English: 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>76</td>
<td>Define tort law.</td>
<td>English: 10.3, 10.5, 11.3, 11.5, 12.3, 12.5</td>
</tr>
<tr>
<td>77</td>
<td>Identify common torts.</td>
<td>History and Social Science: GOVT.10, GOVT.15</td>
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<tr>
<td>No.</td>
<td>Activity Description</td>
<td>Levels</td>
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<tr>
<td>78</td>
<td>Explain penalties associated with torts.</td>
<td>English: 10.5, 11.5, 12.5</td>
</tr>
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<tr>
<td>79</td>
<td>Identify improper use of business technology and property.</td>
<td>English: 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>80</td>
<td>Explain components of estate planning.</td>
<td>English: 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>81</td>
<td>Identify laws regulating marriage.</td>
<td>English: 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>82</td>
<td>Identify laws regulating separation and divorce.</td>
<td>English: 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>83</td>
<td>Interpret laws that sever the parent-child legal relationship.</td>
<td>English: 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td>84</td>
<td>Identify situations where legal assistance is advisable.</td>
<td>English: 10.5, 11.5, 12.5</td>
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<tr>
<td>85</td>
<td>Locate professional sources for legal advice.</td>
<td>English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8</td>
</tr>
<tr>
<td>86</td>
<td>Compare the American legal system with legal systems in other countries.</td>
<td>English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8</td>
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<tr>
<td>87</td>
<td>Describe the effect of international laws on the economy of the United States.</td>
<td>English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8</td>
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<tr>
<td>88</td>
<td>Describe American citizens' rights and responsibilities when conducting business, traveling, or living abroad.</td>
<td>English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8</td>
</tr>
<tr>
<td>89</td>
<td>Examine the effect of international regulations on the environment.</td>
<td>English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8</td>
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<tr>
<td></td>
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<tr>
<td>90</td>
<td>Describe rights and responsibilities of employees and employers.</td>
<td>English: 10.5, 11.5, 12.5</td>
</tr>
<tr>
<td></td>
<td>Task</td>
<td>Course Codes</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 91 | Identify federal, state, and local laws and agencies dealing with employment. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8  
History and Social Science: GOVT.7, GOVT.8, GOVT.9, GOVT.10, GOVT.14, GOVT.15, VUS.13 |
| 92 | Examine the ethical basis for laws governing the workplace.           | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.16, VUS.13 |
| 93 | Analyze the procedure for filing a grievance.                        | English: 10.5, 11.5, 12.5 |
| 94 | Identify legal grounds for employee termination.                     | English: 10.5, 11.5, 12.5 |
| 95 | Examine the legal and historical significance of unions and collective bargaining. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.9, GOVT.10, VUS.8, VUS.9, VUS.10, VUS.13, WHII.8 |
| 96 | Summarize the legal requirements and the advantages and disadvantages of a sole proprietorship. | English: 10.5, 11.5, 12.5  
History and Social Science: CE.12, GOVT.15 |
| 97 | Summarize the legal requirements and the advantages and disadvantages of a partnership. | English: 10.5, 11.5, 12.5  
History and Social Science: CE.12, GOVT.15 |
| 98 | Summarize the legal requirements and the advantages and disadvantages of a corporation. | English: 10.5, 11.5, 12.5  
History and Social Science: CE.12, GOVT.15 |
| 99 | Examine laws that affect forming and operating your own business.     | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.14, GOVT.15 |
| 100| Explain cyber law and types of cyber crimes.                         | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.14, GOVT.15 |
| 101| Compare cyber crimes and cyber torts.                                | English: 10.5, 11.5, 12.5 |
History and Social Science: GOVT.1, GOVT.16 |
History and Social Science: GOVT.15 |
| 104 | Examine how the use or purchase of technology affects a contract. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.15, GOVT.16 |
| 105 | Explain how advances in computer technology affect the different areas of law. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.14, GOVT.15 |
| 106 | Describe the types of federal and state statutes designed to combat cyber crime. | English: 10.3, 10.5, 10.8, 11.3, 11.5, 11.8, 12.3, 12.5, 12.8  
History and Social Science: GOVT.9 |
| 107 | Describe the ramifications of misuse of business technology and property. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.16 |
| 108 | Describe the process for taking the CLEP examination and obtaining other industry certifications related to the Business Law course. | English: 10.5, 11.5, 12.5  
History and Social Science: GOVT.8 |
| 109 | Identify testing skills/strategies for preparing for a certification and/or CLEP examination. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8 |
| 110 | Demonstrate the ability to successfully complete selected practice examinations. | English: 10.5, 11.5, 12.5 |
| 111 | Complete an industry certification representative of skills learned in this course (e.g., IC3, CLEP). | English: 10.5, 11.5, 12.5 |
| 112 | Research career opportunities in the legal profession. | English: 10.5, 10.8, 11.5, 11.8, 12.5, 12.8 |
| 113 | Complete a job application. | English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 |
| 114 | Create a résumé. | English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 |
| 115 | Participate in a mock interview. | English: 10.1, 11.1, 12.1  
History and Social Science: GOVT.1 |
| 116 | Compose an interview follow-up letter. | English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 |
| 117 | Outline the steps to follow in resigning from a position. | English: 10.6, 10.7, 11.6, 11.7, 12.6, 12.7 |
| 118 | Create a portfolio containing representative samples of student work. | English: 10.1, 10.6, 10.7, 11.1, 11.6, 11.7, 12.1, 12.6, 12.7 |
Teacher Resources

Instructional Scenarios

The following instructional scenarios provide classroom activities to support the major concepts included in Business Law.

- **The Case of Missing Money**  
  Duty/Concept Area(s): 57-68/Examining Rights and Responsibility of Consumers
- **Advice for Grandpa**  
  Duty/Concept Area(s): 79-84/Increasing Awareness of Family/Domestic Law
- **A Healthy Expansion**  
  Duty/Concept Area(s): 85-88/Identifying Concepts in International Law
- **Wrongful Termination**  
  Duty/Concept Area(s): 85-93/Examining Legal Aspect of Employment
- **Partnerships**  
  Duty/Concept Area(s): 95-98/Analyzing Types of Business Organizations
- **Netflix and Stealing**  
  Duty/Concept Area(s): 99-107/Examining Cyber Law
- **Exploring Pathways from Internships to Careers**  
  Duty/Concept Area(s): 112-119/Preparing for Business Law Careers

Customer Service Infusion Units

Customer Service Infusion Units (CSIU) were designed to be infused with designated CTE courses to help students in those programs achieve additional, focused, validated tasks/competencies in customer service. These units are not mandatory, and, as such, the tasks/competencies are marked as "optional," to be taught at the instructor's discretion.

Cyber Security and Cyber Forensics Infusion Units

Cyber Security and Cyber Forensics Infusion Units (CYBR) were designed to be infused with designated CTE courses to help students in those programs achieve additional, focused, validated tasks/competencies in personal and professional cyber security skills. These units are not mandatory, and, as such, the tasks/competencies are marked as "optional," to be taught at the instructor's discretion.

Entrepreneurship Infusion Units
Entrepreneurship Infusion Units may be used to help students achieve additional, focused competencies and enhance the validated tasks/competencies related to identifying and starting a new business venture. Because the unit is a complement to certain designated courses and is not mandatory, all tasks/competencies are marked “optional.”
Appendix: Credentials, Course Sequences, and Career Cluster Information

Industry Credentials: Only apply to 36-week courses

- A*S*K Concepts of Entrepreneurship and Management Assessment
- A*S*K Concepts of Finance Assessment
- Banking and Related Services Assessment
- Business Financial Management Assessment
- College and Work Readiness Assessment (CWRA+)
- College Level Examination Program (CLEP): Introductory Business Law
- Communication Skills for Business Examination
- Financial and Investment Planning Assessment
- IC3 Digital Literacy Certification Examination
- National Career Readiness Certificate Assessment
- W!SE Financial Literacy Certification Test
- Workplace Readiness Skills for the Commonwealth Examination

Concentration sequences: A combination of this course and those below, equivalent to two 36-week courses, is a concentration sequence. Students wishing to complete a specialization may take additional courses based on their career pathways. A program completer is a student who has met the requirements for a CTE concentration sequence and all other requirements for high school graduation or an approved alternative education program.

- Accounting (6320/36 weeks)
- Accounting, Advanced (6321/36 weeks)
- Business Management (6135/36 weeks)
- Business Management (6136/18 weeks)
- Computer Information Systems (6612/36 weeks)
- Computer Information Systems (6614/18 weeks)
- Computer Information Systems, Advanced (6615/18 weeks)
- Computer Information Systems, Advanced (6613/36 weeks)
- Design, Multimedia, and Web Technologies (6630/36 weeks)
- Design, Multimedia, and Web Technologies (6632/18 weeks)
- Design, Multimedia, and Web Technologies, Advanced (6631/36 weeks)
- Design, Multimedia, and Web Technologies, Advanced (6633/18 weeks)
- Digital Applications (6611/36 weeks)
- Digital Applications (6617/18 weeks)
- International Baccalaureate Business Management (IB6135/36 weeks)
- International Baccalaureate Information Technology in a Global Society (IB6613/36 weeks)
- Legal Administration (6735/36 weeks)
- Legal Administration (6736/18 weeks)
- Medical Administration (6730/36 weeks)
- Medical Administration (6731/18 weeks)
- Office Administration (6622/18 weeks)
- Office Administration (6621/36 weeks)
- Office Specialist I--Preparation (6740/36 weeks)
- Office Specialist II--Preparation (6741/36 weeks)
- Office Specialist III--Preparation (6742/36 weeks)
- Principles of Business and Marketing (6116/18 weeks)
- Principles of Business and Marketing (6115/36 weeks)

### Career Cluster: Business Management and Administration

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Occupations</th>
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<tbody>
<tr>
<td>Administrative Support</td>
<td>Administrative Assistant</td>
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<tr>
<td></td>
<td>Computer Operator</td>
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<td></td>
<td>Court Reporter</td>
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<td></td>
<td>Executive Assistant</td>
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<td>Legal Assistant</td>
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<td>Office Manager</td>
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<td>Paralegal</td>
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<tr>
<td>Business Information Management</td>
<td>Court Reporter</td>
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<td>Executive Assistant</td>
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<td>Legal Assistant</td>
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<td>Office Manager</td>
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<td></td>
<td>Paralegal</td>
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<td>Project Manager</td>
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<td>General Management</td>
<td>Administrative Services Manager</td>
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<td>Chief Executive Officer</td>
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<td></td>
<td>Contract Administrator</td>
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<td></td>
<td>General Manager</td>
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<td>Operations Manager</td>
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<td>Purchasing Manager</td>
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<td>Human Resources Management</td>
<td>Compensation and Benefits Manager</td>
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<td>EEO Specialist</td>
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<td>Human Resources Manager</td>
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<td>Occupational Analyst</td>
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<td>Public Relations Manager</td>
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### Career Cluster: Finance

<table>
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<tr>
<th>Pathway</th>
<th>Occupations</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Controller</td>
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<td></td>
<td>Cost Analyst</td>
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<td></td>
<td>Management Accountant</td>
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<td>Merger and Acquisitions Manager</td>
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<td>Personal Financial Advisor</td>
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<td>Revenue Agent</td>
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<tr>
<td>Banking Services</td>
<td>Compliance Officer</td>
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<td></td>
<td>Credit Analyst</td>
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<td></td>
<td>Debt Counselor</td>
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<td></td>
<td>Financial Manager</td>
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<td>Loan Officer</td>
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</tbody>
</table>
### Career Cluster: Finance

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Occupations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Title Researcher</strong></td>
</tr>
<tr>
<td>Insurance</td>
<td><strong>Actuary</strong>&lt;br&gt;<strong>Benefits and Job Analysis Specialist</strong>&lt;br&gt;<strong>Claims Examiner</strong>&lt;br&gt;<strong>Insurance Appraiser</strong>&lt;br&gt;<strong>Risk and Insurance Manager</strong></td>
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</table>

### Career Cluster: Government and Public Administration

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<tr>
<th>Pathway</th>
<th>Occupations</th>
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</thead>
<tbody>
<tr>
<td>Foreign Service</td>
<td><strong>Diplomatic Courier</strong>&lt;br&gt;<strong>Foreign Service Worker</strong>&lt;br&gt;<strong>Interpreter/Translator</strong></td>
</tr>
<tr>
<td>Governance</td>
<td><strong>Legislative Aide</strong>&lt;br&gt;<strong>Legislator</strong>&lt;br&gt;<strong>Lobbyist</strong></td>
</tr>
<tr>
<td>National Security</td>
<td><strong>Combat Specialty Officer</strong>&lt;br&gt;<strong>Military Enlisted Personnel</strong>&lt;br&gt;<strong>Military Intelligence Specialist</strong>&lt;br&gt;<strong>Military Officer</strong>&lt;br&gt;<strong>Special Forces Personnel</strong></td>
</tr>
<tr>
<td>Planning</td>
<td><strong>Actuarial Analyst</strong>&lt;br&gt;<strong>Economic Development Coordinator</strong>&lt;br&gt;<strong>Economist</strong>&lt;br&gt;<strong>Interviewer</strong>&lt;br&gt;<strong>Urban and Regional Planner</strong></td>
</tr>
<tr>
<td>Public Management and Administration</td>
<td><strong>Court Clerk</strong>&lt;br&gt;<strong>Eligibility Specialist</strong>&lt;br&gt;<strong>Government Accountant/Auditor</strong>&lt;br&gt;<strong>Mail Carrier</strong>&lt;br&gt;<strong>Postal Service Clerk</strong>&lt;br&gt;<strong>Postmaster/Mail Superintendent</strong></td>
</tr>
<tr>
<td>Regulation</td>
<td><strong>Aviation Inspector</strong>&lt;br&gt;<strong>Compliance Officer</strong>&lt;br&gt;<strong>Environmental Compliance Inspector</strong>&lt;br&gt;<strong>Financial Analyst</strong>&lt;br&gt;<strong>Financial Manager</strong>&lt;br&gt;<strong>Private Detective, Investigator</strong>&lt;br&gt;<strong>Transit Vehicle Inspector</strong></td>
</tr>
<tr>
<td>Revenue and Taxation</td>
<td><strong>Compliance Officer</strong>&lt;br&gt;<strong>Financial Analyst</strong>&lt;br&gt;<strong>Financial Manager</strong>&lt;br&gt;<strong>Real Estate Appraiser</strong>&lt;br&gt;<strong>Revenue Agent</strong></td>
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</table>
### Career Cluster: Law, Public Safety, Corrections and Security

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<tr>
<td>Correction Services</td>
<td>Corrections Officer</td>
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<tr>
<td></td>
<td>Probation, Parole Officer</td>
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<tr>
<td>Emergency and Fire Management Services</td>
<td>Dispatcher</td>
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<td>Fire Investigator</td>
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<tr>
<td>Legal Services</td>
<td>Administrative Assistant</td>
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<td>Arbitrator</td>
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<td></td>
<td>Attorney</td>
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<td>Court Reporter</td>
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<td></td>
<td>Customer Service Representative</td>
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<td>Legal Assistant</td>
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<td>Office Manager</td>
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<td></td>
<td>Paralegal</td>
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<td></td>
<td>Receptionist</td>
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<td></td>
<td>Records Processing Assistant</td>
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<tr>
<td>Security and Protective Services</td>
<td>Private Detective, Investigator</td>
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<td></td>
<td>Security Officer</td>
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</table>