

DESE Model Curriculum: Medical Administrative Assistant/Secretary (CIP Code: 52.0101)

GRADE LEVEL/UNIT TITLE: 11-12/Develop Career Management Strategies

COURSE INTRODUCTION		
A program that prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, health care facilities and services administrators, and other health care professionals. Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software application, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics. Program may include instruction in medical transcription.		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Develop career management strategies by examining workplace practices, structures, rights and responsibilities and implementing these by being involved in student and professional organizations.	1 month	
	CLASS PERIOD (min.)	50
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> 1. What are strategies for managing conflict within a work team? 2. Why are both good business practices and ethical behavior essential to succeed in business? 3. What professional organizations are available to provide accurate information in answering questions regarding different areas of business? 		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
1. Compare and contrast ethical, unethical, legal, and illegal business practices	BL.I.A.4.1	3
2. Explain the importance of working within organizational structures (i.e., chain of command)	CD.III.B.3.3	3
3. Describe rights and responsibilities of employees and employers (including information related to OSHA, FMLA, FLSA, ADA, sexual harassment, discrimination, contracts)	BL.III.B.3.1 BL.III.B.3.3 BL.III.B.3.7 BL.III.B.3.8 BL.III.B.3.9 BL.III.B.3.11	4
4. Describe the importance of life-long learning through continuing education and membership in professional organizations	CD.VI.A.4.5	4
5. Exhibit leadership skills through a student organization (e.g., FBLA-PBL, DECA)	COMM.II.A.4.5	2
6. Utilize performance-based job evaluation instruments	COMM.II.A.4.3	4
7. Prepare for job separation (e.g., letter of resignation, extended leave)	COMM.III.F.3.19	4
ASSESSMENT DESCRIPTIONS		
n/a		

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OBJ. #	INSTRUCTIONAL STRATEGIES
4, 5	1. Encourage students to attend a Career Technical Student Organization meeting
1-3	2. Show Video from MCCE lending library – Business Law & Ethics-If it is Legal, Is it Ethical?
6.	3. Self-guided reading, research (see below)
OBJ. #	INSTRUCTIONAL ACTIVITIES
4, 5	1. Observe/participate in a FBLA, DECA or mock business meeting
1-3	2. Students will view a video on business law and ethics and summarize the observations
6	3. Students will read a website and answer questions about the information and summarize the main points (see below)
UNIT RESOURCES	
http://www.enotes.com/employee-evaluation-performance-appraisals-reference/employee-evaluation-performance-appraisals	