

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

GRADE LEVEL/UNIT TITLE: 11-12/Prepare for Employment

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		
Preparing students to successfully enter into the workforce	4 weeks		
	CLASS PERIOD		
	(1000 min.) 50 min.		
ESSENTIAL QUESTIONS			
1. What steps should a student do to be prepared for any college or career option?			
2. What steps should be taken to effectively lay the foundations for a career choice?			
ESSENTIAL MEASURABLE LEARNING OBJECTIVES		NBEA STANDARD	DOK
1. Utilize career assessment tools (e.g., student interest survey, aptitude test)		CD.I.A.3.1	2
2. Analyze various business careers by looking at salary, benefits, job requirements, educational requirements, employment outlook, etc.		CD.I.A.3.1	4
3. Compare and contrast career choices		CD.I.A.3.3	3
4. Investigate a potential employer		CD.V.C.4.1	3
5. Prepare a resume		CD.V.B.3.3	4
6. Compose a letter of application		CD.V.B.3.3	3
7. Complete a job application		CD.V.C.4.4	1
8. Assemble a work-sample portfolio		CD.V.B.3.3	3
9. Differentiate between legal and illegal pre-employment questions		CD.V.C.3.6	2
10. Participate in a job interview		CD.V.C.3.6	4
11. Compose a follow-up (i.e., thank you) letter		CD.V.C.3.7	3
12. Compose letters accepting and declining a job offer		CD.V.C.3.10	3
ASSESSMENT DESCRIPTIONS			
n/a			
OBJ. #	INSTRUCTIONAL STRATEGIES		
1-12	1. Lecture on each aspect of the prepare for employment using PowerPoint presentations		
1	2. Guided practice, Missouri Connections		
12	3. Role play, mock interviews, cooperative learning		

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OBJ. #	INSTRUCTIONAL ACTIVITIES
1-12	1. Students will summarize presentations and prepare the pre-employment documents as they are discussed
1	2. Students will utilize the assessments on Missouri Connections to choose a career pathway
12	3. Students will engage in role plays and mock interviews.
UNIT RESOURCES	
n/a	