

DESE Model Curriculum: Legal Administrative Assistant (CIP Code: 52.0101)

GRADE LEVEL/UNIT TITLE: 11-12/Apply Administrative Assistant Skills

COURSE INTRODUCTION		
A program that prepares individuals to serve as legal office managers, special assistants, and legal secretaries. Includes instruction in office management, secretarial science, principles of US law, legal terminology and documentation, legal research, legal software application, law office procedures, record-keeping, billing, applicable policies and regulations, and professional standards and ethics. May include preparation for individuals to serve as court reporters, captioners, and scopists. Instruction may include machine shorthand theory used in court reporting and broadcast captioning, and computer-assisted translation (CAT) software.		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Effectively apply business administrative skills that would be used in the workplace. These skills include filing, coordinate business travel, preparing documents, operating a 10-key calculator all through critical-thinking and problem-solving skills.	1 month	
	CLASS PERIOD (min.)	50 min.
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> How does one manage information and utilize technology effectively? In the age of information, how can data be best stored, retrieved, and organized for reporting and analysis, in order to improve business operations? How can the use of electronic resources increase productivity in school and the workplace? 		
ESSENTIAL MEASUREABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
1. Effectively represent the organization to current and potential clients using appropriate customer service skills	CD.III.D.4.1 CD.III.D.4.1	4
2. Manage electronic and/or paper financial records	A.III.3.1	2
3. Establish and maintain records management systems	IT.III.1.2	2
4. Operate a 10-key calculator	CP.I.1.2 IT.IV.1.1	2
5. Prepare travel, meeting and events documents	IB.I.D.3.1 COMM.I.D.3.14	3
6. Maintain electronic calendaring	IT.V.1.1	2
7. Produce business documents from dictated material	COMM.IV.3.6	2
8. Apply critical-thinking and problem-solving skills to business decisions	MAN.I.A.2.1	4
9. Explore methods for economical and efficient inventory management	A.IV.B.3-4.3	3
OBJ. #	INSTRUCTIONAL STRATEGIES	
2, 3	1. Present PowerPoint on proper filing and records management	
5, 7, 8	2. Independent practice, observe & offer assistance as needed	
4	3. Review 10-key touch typing methods and proceed with online practice	

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OBJ. #	INSTRUCTIONAL ACTIVITIES
2, 3	1. Complete the exercises from the PowerPoint applying proper filing and records management
5, 7, 8	2. Team project for planning a senior trip using critical-thinking and problem-solving skills to meet the guidelines provided by the instructor
4	3. Complete the drills on the provided website to demonstrate an understanding of the 10-key touch type method