

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

GRADE LEVEL/UNIT TITLE: 11-12/Apply Technology to Business Applications

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	
Apply technology to business applications using Word, Excel, PowerPoint, Access, and Web Page design using online resources as business tool.	1.5 months	
	CLASS PERIOD (min.)	50
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> 1. What are the critical software application skills needed for success in the 21st century? 2. How can the use of technology in business applications increase productivity in school and the workplace? 		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
1. Analyze and determine appropriate software applications for specific tasks	IT.V.1.1	4
2. Apply advanced word processing skills to design workplace documents (e.g., mail merge, envelopes and labels, tables, reports, macros)	COMM.IV.3.8 COMM.IV.2.5	2
3. Design and manage databases for workplace applications (e.g., query, filter, sort, merge, generate and format reports)	IT.IX.2.2 IT.IX.2.3 IT.IX.3.3 IT.IX.3.4	2
4. Design spreadsheets for workplace applications (e.g., formulas and functions, graphs and charts, links, macros)	COMM.IV.2,5	3
5. Create and edit image, video, and audio files	COMM.IV.2,10 COMM.IV.2.11 COMM.IV.2.12	3
6. Produce multimedia presentations for the workplace (e.g., sound bites, animation, transition, image download or import, video)	IT.VI.1-2.1 IT.VI.1-2.2 IT.VI.1-2.3 IT.VI.3.2 IT.IV.3.3	4
7. Use desktop publishing software for workplace applications	IT.V.3.4 COMM.IV.3.8	3
8. Create a Web page for business applications	IT.VIII.3.11	4

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9.	Maintain electronic files and folders (e.g., server, workstation, shared files)	IT.III.1.2	2
10.	Use input technology for document production (e.g., OCR software, voice and handwriting recognition technology)	IT.IV.2-4.4	2
11.	Maintain and troubleshoot computer workstation (e.g., install software, scan for viruses, troubleshoot common problems)	IT.II.3.2	2
12.	Use online resources as a business tool	COMM.IV.2.9	2
OBJ. #	INSTRUCTIONAL STRATEGIES		
1-7, 9, 12	1. Guided and independent practice using a textbook simulation BE Publishing Skateboards Inc an Integrated Microsoft Office Simulation		
8	2. Review FBLA guidelines pertaining to Web Page design competitive event		
OBJ. #	INSTRUCTIONAL ACTIVITIES		
1-7, 9, 12	1. The students will complete multiple activities through the integrated Microsoft Office simulation textbook Skateboards Inc		
8	2. Students will prepare a website per the FBLA Web Page Design competitive event guidelines		