

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

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

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	
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 min.
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
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	

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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