

DESE Model Curriculum: Legal Administrative Assistant (CIP Code: 52.0101)
GRADE LEVEL/UNIT TITLE: 11-12/Differentiate Duties Specific to a Legal Office Setting

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	
Differentiate duties specific to a legal office setting.	Approx. 350 integrated through in other units	
	CLASS PERIOD (min.)	
90 min.		
ESSENTIAL QUESTIONS		
1. Why is it important to understand duties specific to a legal office?		
2. What are effective ways and tools to prepare documents used in the legal field?		
ESSENTIAL MEASURBLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
1. Utilize and format legal documents	IT.V.1.1	3
2. Perform legal research by investigating legal references	IT.VIII.1.2.1	3
3. Use software to transcribe legal terminology and/or documents	IT.V.1.1 IT.V.4.5	2
4. Interact with clients to assimilate information	COMM.III.A.2.1-3 COMM. III.A.3.1-7	4
OBJ. #	INSTRUCTIONAL STRATEGIES	
2, 4	1. Lecture on aspects of legal references and interaction with clients.	
1, 3	2. Independent practice, observe and offer assistance as needed.	
OBJ. #	INSTRUCTIONAL ACTIVITIES	
2, 4	1. Students will summarize presentation and answer assessments in this area.	
1, 3	2. Students will independently complete a legal keyboarding simulation.	