

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

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

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	
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
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 be engaged in role plays and mock interviews.