

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

GRADE LEVEL/UNIT TITLE: 11-12/Develop Employability 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	
Students will develop skills to assist them in becoming more employable in today's job market by implementing soft skills, demonstrating leadership and responsibility.	1 month	
	CLASS PERIOD (min.)	
	50	
ESSENTIAL QUESTIONS		
1. Why are both good business practices and ethical behavior essential to succeed in business?		
2. How do interpersonal skills affect one's employability and advancement opportunities within various work settings?		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA	DOK
1. Maintain good attendance record	CD.III.A.2.1	1
2. Interact effectively with others	CD.III.B.4.3	2
3. Respect beliefs, opinions, and rights of others	CD.III.C.3.5	2
4. Work effectively in teams	CD.III.B.4.3	2
5. Demonstrate positive behavior when given direction, criticism, and comment	CD.III.E.4.2	2
6. Understand the effects of stress on job performance	CD.III.G.1.3	2
7. Demonstrate proper professional appearance	COMM.11.A.4.4	2
8. Exhibit attributes of a consummate professional (i.e., initiative, punctuality, responsibility, dependability, honesty)	CD.III.A.1.1	2
9. Apply concepts of time management	CD.III.A.1.2	3
10. Demonstrate proper business etiquette	COMMII.A.13	3
OBJ. #	INSTRUCTIONAL STRATEGIES	
1-10	1. Guide students through work ethics activities	
8, 10	2. Show video from MCCE lending library – First Impressions: Etiquette and Work Habits for New Employees	
OBJ. #	INSTRUCTIONAL ACTIVITIES	
1-10	1. Students will use the website to complete activities as they relate to employability skills	
8, 10	2. Students will view a video on Etiquette and Work Habits and summarize the observations	