

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

GRADE LEVEL/UNIT TITLE: 11-12/Understand Entrepreneurial Opportunities

<b>COURSE INTRODUCTION</b>		
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.		
<b>UNIT DESCRIPTION</b>	<b>SUGGESTED UNIT TIMELINE</b>	
Understand successful business ownership and how to start a business	1 month	
	<b>CLASS PERIOD (min.)</b>	50
<b>ESSENTIAL QUESTIONS</b>		
1. How can one be successful in owning a business or working in the business world?		
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>	<b>NBEA STANDARD</b>	<b>DOK</b>
1. Describe characteristics of a free enterprise economic system (e.g., ownership of property, profit motive, risk taking, competition, supply and demand)	ECON.II.1.2 ECON.II.2.3	2
2. Compare and contrast the various forms of business ownership (e.g., sole proprietorship, partnership, corporation, cooperative)	BL.IV.A.2.1 BL.IV.A.2.2 BL.IV.B.1.1 BL.IV.C.1.2	3
3. Analyze the risks and rewards of business ownership	ENTRE.I.A.3.2	4
4. Identify steps necessary to start a business (i.e., need evaluation, site selection, marketing plan, financial plan, management plan)	ENTRE.IX.2.3 ENTRE.IX.3.1 ENTRE.IX.3.2 ENTRE.IX.3.4	4
5. Explore the career implications of e-commerce for entrepreneurs and employees	ENTRE.VI.D.3.3 CD.III.F.3.1	2
6. Compare and contrast marketing strategies	MARK.I.4.4	3
<b>Obj. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>	
1, 4, 6	1. Independent learning, student research	
2, 3	2. Independent learning, student research	

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<b>Obj. #</b>	<b>INSTRUCTIONAL ACTIVITIES</b>
1, 4, 6	1. Students will develop each component of a business plan that outlines strategies for starting their own new business.
2, 3	2. Students will use the website to complete activities that discusses the various forms of business ownership.