

**DESE Model Curriculum: Medical Administrative Assistant/Secretary** (CIP Code: 52.0101)

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

<b>COURSE INTRODUCTION</b>		
A program that prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, health care facilities and services administrators, and other health care professionals. Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software application, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics. Program may include instruction in medical transcription.		
<b>UNIT DESCRIPTION</b>	<b>SUGGESTED UNIT TIMELINE</b>	
Preparing students to successfully enter into the workforce	4 weeks	
	<b>CLASS PERIOD</b>	
	(1000 min.) 50 min.	
<b>ESSENTIAL QUESTIONS</b>		
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?		
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>	<b>NBEA STANDARD</b>	<b>DOK</b>
1. Utilize career assessment tools (e.g., student interest survey, aptitude test)	CD.I.A3.1	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
<b>OBJ. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>	
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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<b>OBJ. #</b>	<b>INSTRUCTIONAL ACTIVITIES</b>
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 engage in role plays and mock interviews.