

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

GRADE LEVEL/UNIT TITLE: 11-12/Develop Employability Skills

<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>	
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	
	<b>CLASS PERIOD (min.)</b>	50
<b>ESSENTIAL QUESTIONS</b>		
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?		
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>	<b>NBEA STANDARD</b>	<b>DOK</b>
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
<b>OBJ. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>	
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	
<b>OBJ. #</b>	<b>INSTRUCTIONAL ACTIVITIES</b>	
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	