

**Technical and Professional  
Education**

**Curriculum Content Frameworks for  
Medical Terminology**

**Curriculum Content Frameworks for  
Medical Terminology  
Developed by the  
Department of Workforce Education**

**State of Arkansas  
Department of Workforce Education**

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## **Preface**

The Technical & Professional Education program continues to prepare students for employment and continuing education. To accomplish this preparation, teachers and employers have collaborated to modify individual programs to ensure that instruction is current and comprehensive. This document reflects essential competencies for program completers as well as all aspects of the health care industry as required by the Carl D. Perkins Act. The Curriculum Content Frameworks for all Technical & Professional Education programs can be accessed through the Department of Workforce Education Web site.

## **Foreword**

The curriculum content framework Medical Terminology supports the course that prepares students for the following career roles, which in turn correspond to the CIP (Classification of Instructional Programs) codes listed below. The courses may be sequenced with a variety of career and technical courses to form a specialization to prepare students for careers and support additional education and training in the protective services industry.

- Career Family: Technical & Professional Education
- Career Area: Medical Professions Education
- Career Role CIP Code: 51.206
- Medical Terminology: 495360

## **Acknowledgments**

The Medical Terminology curriculum content framework was produced by a statewide team of high school instructors. A panel of experts in the field of health care reviewed the framework. The format and content of the framework reflect the specific training needs within the state of Arkansas. The framework content and format are modeled after a document originally developed by a writing team under the auspices of the Virginia Department of Education. Grateful appreciation is expressed to the Virginia Department of Education for granting the Arkansas State Department of Workforce Education access to its instructional frameworks.

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# **Introduction**

## **About the Program**

The Medical Professions Education program prepares students for careers in the health care industry. The course sequence focuses on duties and tasks performed by professionals in health care as well as pre-employment and employment skills.

## **About the Document**

- Section 1 contains a master duty/task list for the Medical Terminology course.
- Section 2 contains an analysis of each task, consisting of the task, task definition, and process/skill questions to evaluate acceptable performance. All tasks have been designated essential. Essential tasks are those that must be achieved by every student pursuing the completion of the Medical Terminology course.
- Section 3 lists the Arkansas Standards of Learning for language arts, mathematics, and science that are reinforced by instruction in the Medical Terminology course. Academic skills in these areas are necessary for the mastery of a number of tasks performed by health care professionals.

## **Course Description**

This course assists students in developing the language used for communication in the health care profession. Areas of study include fundamental word structures, terminology for diagnostic and imaging procedures, and general medical terms for the body systems.

## Master Duty/Tasks Listing

National and state experts in the occupational field of Medical Professions Education have validated the duties and tasks in this section. Each is analyzed by identifying the following:

- a *duty/task statement*, which describes what the student is to do

<b>DUTY A: Fundamental Word Structure</b>
<b>Task:</b>
A001: Know the components used to build medical words
A002: Understand the importance of spelling medical terms correctly
A003: Understand the guidelines for changing singular endings to plural endings
A004: Know commonly used prefixes, roots, and suffixes
A005: Explore commonly used medical words
<b>DUTY B: Organization of the Body</b>
<b>Task:</b>
B001: Know terms related to organization of the body
B002: Know terms related to direction and planes of the body
B003: Know the body cavities and the organs contained in each
B004: Know the body systems
B005: Know the organs found within each body system
B006: Explore medical and surgical specialties

<b>DUTY C: Integumentary System</b>
<b>Task:</b>
C001: Know terms related to the integumentary system
C002: Know the word parts related to the integumentary system
C003: Know the functions of skin
C004: Know the primary and accessory organs of the integumentary system
C005: Understand pathological disorders of the integumentary system
C006: Explore medical procedures of the integumentary system
<b>DUTY D: Skeletal System</b>
<b>Task:</b>
D001: Know terms related to the skeletal system
D002: Know the word parts related to the skeletal system
D003: Know the major structures of the skeletal system
D004: Know the classifications and functions of bones
D005: Understand bone development
D006: Know the types of joints
D007: Understand pathological disorders of the skeletal system
D008: Explore medical procedures relating to the skeletal system

<b>DUTY E: Muscular System</b>
<b>Task:</b>
E001: Know terms related to the muscular system
E002: Know the word parts related to the muscular system
E003: Know the basic types of muscle tissue
E004: Know the characteristics of muscles
E005: Know the types of movement
E006: Understand the process of naming muscles
E007: Understand the pathological disorders of the muscular system
E008: Explore the medical procedures relating to the muscular system
<b>DUTY F: Digestive System</b>
<b>Task:</b>
F001: Know terms related to the digestive system
F002: Know the word parts related to the digestive system
F003: Know the structures of the digestive system
F004: Understand the processes of digestion, absorption, and metabolism
F005: Understand the pathological disorders of the digestive system
F006: Explore the medical procedures relating to the digestive system
<b>DUTY G: Cardiovascular System</b>
<b>Task:</b>
G001: Know terms related to the cardiovascular system
G002: Know the word parts related to the cardiovascular system
G003: Know the structure of the heart and its chambers
G004: Know the location and function of heart valves

G005: Know the types of blood vessels
G006: Know the functions of the major components of blood
G007: Know the four blood groups
G008: Understand the Rh factor
G009: Understand pathological disorders of the cardiovascular system
G010: Explore the medical procedures relating to the cardiovascular system
<b>DUTY H: Lymphatic and Immune Systems</b>
<b>Task:</b>
H001: Know terms related to the lymphatic and immune systems
H002: Know the word parts related to the lymphatic and immune systems
H003: Know the structures of the lymphatic and immune systems and their functions
H004: Explore pathological disorders of the lymphatic and immune systems
H005: Explore the diagnostic procedures of the lymphatic and immune systems
<b>DUTY I: Respiratory System</b>
<b>Task:</b>
I001: Know terms related to the respiratory system
I002: Know the word parts related to the respiratory system
I003: Know the functions of the respiratory system
I004: Know the structures of the respiratory system
I005: Understand external and internal respiration
I006: Understand pathological disorders of the respiratory system
I007: Explore the medical procedures relating to the respiratory system

<b>DUTY J:</b>
<b>Urinary System</b>
<b>Task:</b>
J001: Know terms related to the urinary system
J002: Know the word parts related to the urinary system
J003: Know the structures of the urinary system and their functions
J004: Understand the formation of urine
J005: Explore pathological disorders of the urinary system
J006: Explore the medical procedures relating to the urinary system
<b>DUTY K:</b>
<b>Endocrine System</b>
<b>Task:</b>
K001: Know terms related to the endocrine system
K002: Know the word parts related to the endocrine system
K003: Know the endocrine glands
K004: Understand the functions of hormones secreted by each gland
K005: Explore pathological disorders of the endocrine system
K006: Explore the medical procedures relating to the endocrine system
<b>DUTY L:</b>
<b>Nervous System</b>
<b>Task:</b>
L001: Know terms related to the nervous system
L002: Know the word parts related to the nervous system
L003: Know the structures of the nervous system
L004: Know the divisions of the nervous system
L005: Know the structures and functions of major divisions
L006: Explore mental disorders

L007: Explore pathological disorders of the nervous system
L008: Explore the medical procedures relating to the nervous system
<b>DUTY M:</b>
<b>Sensory System: Eyes and Ears</b>
<b>Task:</b>
M001: Know terms related to the sensory system: eyes and ears
M002: Know the word parts related to the eyes and ears
M003: Know the structures of the eye
M004: Know the structures of the ear
M005: Explore pathological disorders of the eyes and ears
M006: Explore the medical procedures relating to the eyes and ears
<b>DUTY N:</b>
<b>Reproductive System</b>
<b>Task:</b>
N001: Know terms related to the reproductive system
N002: Know the word parts related to the reproductive system
N003: Know the male primary and accessory organs of the reproductive system and their functions
N004: Know the female primary and accessory organs of the reproductive system and their functions
N005: Explore pathological disorders of the reproductive system
N006: Explore the medical procedures relating to the reproductive system
<b>DUTY O:</b>
<b>Diagnostic and Imaging Procedures</b>
<b>Task:</b>
O001: Know terms related to diagnostic and imaging procedures
O002: Know the four vital signs recorded for most patients
O003: Know terms related to the basic examination

O004: Know basic examination positions
O005: Know terms associated with common laboratory tests
O006: Know terms associated with radiographs
O007: Know terms associated with nuclear medicine
O008: Explore imaging techniques
<b>DUTY P:</b>
<b>Pharmacology and General Medical Terms</b>
<b>Task:</b>
P001: Know terms related to pharmacology and general medical terms
P002: Know the routes of drug administration
P003: Know the types of injections
P004: Know terms associated with pain control
P005: Know terms associated with drugs used to treat and control infection
P006: Know terms related to disease
P007: Explore pathogenic organisms

## Task Definitions

National and state experts in the occupational field of Medical Professions Education have validated tasks in this section. Each task is analyzed by identifying the following:

- a *task definition* (criteria for acceptable performance), which explains what the student has to do to perform the task at the expected level of mastery
- *process/skill questions*, which assess student knowledge and performance

Tasks are arranged by instructional duty area only. The placement of tasks into specific courses and the sequencing of tasks for instruction are local decisions based on student needs, employer demand, and school schedules.

<b>DUTY A: Fundamental Word Structure</b>
<b>Task:</b>
<b>A001: Know the components used to build medical words</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"><li>• List and define the components used to build medical words</li></ul> Process/Skill Questions
<b>A002: Understand the importance of spelling medical terms correctly</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"><li>• Differentiate between medical terms and word parts that look and sound alike</li><li>• Discuss possible consequences of misspelling medical terms</li></ul> Process/Skill Questions
<b>A003: Understand the guidelines for changing singular endings to plural endings</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"><li>• Change singular terms to plural forms</li></ul> Process/Skill Questions
<b>A004: Know commonly used prefixes, roots, and suffixes</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"><li>• Create medical terms from a list of commonly used word parts</li><li>• Analyze the meaning of medical terms by examining word parts</li></ul> Process/Skill Questions

**A005: Explore commonly used medical words**

*Definition:* Process should include the following:

- Pronounce commonly used medical words
- Spell and define commonly used medical terms

Process/Skill Questions

**DUTY B:  
Organization of the Body**

**Task:**

**B001: Know terms related to the organization of the body**

*Definition:* Process should include the following:

- Spell terms related to the organization of the body
- Pronounce terms related to the organization of the body

Process/Skill Questions

**B002: Know terms related to the direction and planes of the body**

*Definition:* Process should include the following:

- Label planes of the body

Process/Skill Questions

**B003: Know the body cavities and the organs contained in each**

*Definition:* Process should include the following:

- List the different body cavities
- Label the divisions of the abdominal cavity
- Label the organs of each body cavity

Process/Skill Questions

**B004: Know the body systems**

*Definition:* Process should include the following:

- List and describe the body systems

Process/Skill Questions

**B005: Know the organs found within each body system**

*Definition:* Process should include the following:

- List the organs associated with each body system
- Label the organs within each body system

Process/Skill Questions

**B006: Explore medical and surgical specialties**

*Definition:* Process should include the following:

- List and describe common medical and surgical specialties
- Research an assigned medical or surgical specialty and compose a paper

Process/Skill Questions

**DUTY C:  
Integumentary System**

**Task:**

**C001: Know terms related to the integumentary system**

*Definition:* Process should include the following:

- Spell terms related to the integumentary system
- Pronounce terms related to the integumentary system

Process/Skill Questions

**C002: Know the word parts related to the integumentary system**

*Definition:* Process should include the following:

- Create medical terms related to the integumentary system from a list of commonly used word parts
- Analyze the meaning of medical terms related to the integumentary system by examining word parts

Process/Skill Questions

**C003: Know the functions of skin**

*Definition:* Process should include the following:

- List and describe the functions of skin
- Illustrate the composition of the different layers of skin

Process/Skill Questions

**C004: Know the primary and accessory organs of the integumentary system**

*Definition:* Process should include the following:

- Label the primary and accessory organs of the integumentary system

Process/Skill Questions

**C005: Understand pathological disorders of the integumentary system**

*Definition:* Process should include the following:

- Categorize pathological disorders of the integumentary system
- Pronounce pathological disorders of the integumentary system

- Spell pathological disorders of the integumentary system

Process/Skill Questions

**C006: Explore the medical procedures of the integumentary system**

*Definition:* Process should include the following:

- Pronounce medical procedures of the integumentary system
- Spell and describe medical procedures of the integumentary system

Process/Skill Questions

**DUTY D:  
Skeletal System**

**Task:**

**D001: Know terms related to the skeletal system**

*Definition:* Process should include the following:

- Spell terms related to the skeletal system
- Pronounce terms related to the skeletal system

Process/Skill Questions

**D002: Know the word parts related to the skeletal system**

*Definition:* Process should include the following:

- Create medical terms related to the skeletal system from a list of commonly used word parts
- Analyze the meaning of medical terms related to the skeletal system by examining word parts

Process/Skill Questions

**D003: Know the major structures of the skeletal system**

*Definition:* Process should include the following:

- List and describe major structures of the skeletal system

Process/Skill Questions

**D004: Know classifications and functions of bones**

*Definition:* Process should include the following:

- List classifications of bones
- List functions of bones
- Illustrate main parts of long bone

Process/Skill Questions

**D005: Understand bone development**

*Definition:* Process should include the following:

- Chart bone development from the embryonic stage to adulthood
- List factors that contribute to bone development
- List factors that contribute to bone loss

Process/Skill Questions

**D006: Know the types of joints**

*Definition:* Process should include the following:

- List and describe the types of joints

Process/Skill Questions

**D007: Understand pathological disorders of the skeletal system**

*Definition:* Process should include the following:

- Categorize pathological disorders of the skeletal system
- Pronounce pathological disorders of the skeletal system
- Spell pathological disorders of the skeletal system

Process/Skill Questions

**D008: Explore medical procedures relating to the skeletal system**

*Definition:* Process should include the following:

- Pronounce medical procedures relating to the skeletal system
- Spell medical procedures relating to the skeletal system

Process/Skill Questions

**DUTY E:  
Muscular System**

**Task:**

**E001: Know terms related to the muscular system**

*Definition:* Process should include the following:

- Spell terms related to the muscular system
- Pronounce terms related to the muscular system

Process/Skill Questions

**E002: Know the word parts related to the muscular system**

*Definition:* Process should include the following:

- Create medical terms related to the muscular system from a list of commonly used word parts

- Analyze the meaning of medical terms related to the muscular system by examining word parts

Process/Skill Questions

**E003: Know the basic types of muscle tissue**

*Definition:* Process should include the following:

- List and describe the basic types of muscle tissue

Process/Skill Questions

**E004: Know the characteristics of muscles**

*Definition:* Process should include the following:

- List the main characteristics of muscles
- Discuss the factors that contribute to muscle loss

Process/Skill Questions

**E005: Know the types of movement**

*Definition:* Process should include the following:

- List and describe types of movement
- Demonstrate types of movement

Process/Skill Questions

**E006: Understand the process of naming muscles**

*Definition:* Process should include the following:

- Describe the process of naming muscles
- Pronounce and spell names of muscles using the described process

Process/Skill Questions

**E007: Understand pathological disorders of the muscular system**

*Definition:* Process should include the following:

- Categorize pathological disorders of the muscular system
- Pronounce pathological disorders of the muscular system
- Spell pathological disorders of the muscular system

Process/Skill Questions

**E008: Explore the medical procedures relating to the muscular system**

*Definition:* Process should include the following:

- Pronounce the medical procedures relating to the muscular system
- Spell the medical procedures relating to the muscular system

Process/Skill Questions
<b>DUTY F: Digestive System</b>
<b>Task:</b>
<b>F001: Know terms related to the digestive system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Spell terms related to the digestive system</li> <li>• Pronounce terms related to the digestive system</li> </ul>
Process/Skill Questions
<b>F002: Know the word parts related to the digestive system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Create medical terms related to the digestive system from a list of commonly used word parts</li> <li>• Analyze the meaning of medical terms related to the digestive system by examining word parts</li> </ul>
Process/Skill Questions
<b>F003: Know the structures of the digestive system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Label the structures of the digestive system</li> </ul>
Process/Skill Questions
<b>F004: Understand the processes of digestion, absorption, and metabolism</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Define digestion, absorption, and metabolism</li> <li>• List the organs associated with each process</li> </ul>
Process/Skill Questions
<b>F005: Understand pathological disorders of the digestive system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Categorize pathological disorders of the digestive system</li> <li>• Pronounce pathological disorders of the digestive system</li> <li>• Spell pathological disorders of the digestive system</li> </ul>
Process/Skill Questions

**F006: Explore the medical procedures relating to the digestive system**

*Definition:* Process should include the following:

- Pronounce the medical procedures relating to the digestive system
- Spell the medical procedures relating to the digestive system

Process/Skill Questions

**DUTY G:  
Cardiovascular System**

**Task:**

**G001: Know terms related to the cardiovascular system**

*Definition:* Process should include the following:

- Spell terms related to the cardiovascular system
- Pronounce terms related to the cardiovascular system

Process/Skill Questions

**G002: Know the word parts related to the cardiovascular system**

*Definition:* Process should include the following:

- Create medical terms related to the cardiovascular system from a list of commonly used word parts
- Analyze the meaning of medical terms related to the cardiovascular system by examining word parts

Process/Skill Questions

**G003: Know the structure of the heart and its chambers**

*Definition:* Process should include the following:

- Label the parts and chambers of the heart

Process/Skill Questions

**G004: Know the location and function of heart valves**

*Definition:* Process should include the following:

- Name and label the heart valves
- Describe the function of each heart valve

Process/Skill Questions

**G005: Know the types of blood vessels**

*Definition:* Process should include the following:

- Trace the flow of blood through the cardiovascular system
- Differentiate between pulmonary and systemic circulation

- List the different types of blood vessels

Process/Skill Questions

**G006: Know the functions of major components of blood**

*Definition:* Process should include the following:

- List the major components of blood
- Discuss the functions of each of the components of blood

Process/Skill Questions

**G007: Know the four blood groups**

*Definition:* Process should include the following:

- List the four blood groups
- Discuss universal donor and universal recipient

Process/Skill Questions

**G008: Know the Rh factor**

*Definition:* Process should include the following:

- Discuss the Rh factor

Process/Skill Questions

**G009: Understand pathological disorders of the cardiovascular system**

*Definition:* Process should include the following:

- Categorize pathological disorders of the cardiovascular system
- Pronounce pathological disorders of the cardiovascular system
- Spell pathological disorders of the cardiovascular system

Process/Skill Questions

**G010: Explore the medical procedures relating to the cardiovascular system**

*Definition:* Process should include the following:

- Pronounce the medical procedures relating to the cardiovascular system
- Spell the medical procedures relating to the cardiovascular system

Process/Skill Questions

**DUTY H:  
Lymphatic and Immune Systems**

**Task:**

**H001: Know terms related to the lymphatic and immune systems**

*Definition:* Process should include the following:

- Spell terms related to the lymphatic and immune systems
- Pronounce terms related to the lymphatic and immune systems

Process/Skill Questions

**H002: Know the word parts related to the lymphatic and immune systems**

*Definition:* Process should include the following:

- Create medical terms related to the lymphatic and immune systems from a list of commonly used word parts
- Analyze the meaning of medical terms related to the lymphatic and immune systems by examining word parts

Process/Skill Questions

**H003: Know the structures of the lymphatic and immune systems and their functions**

*Definition:* Process should include the following:

- Label the structures of the lymphatic and immune systems
- Match the structures to their functions

Process/Skill Questions

**H004: Explore pathological disorders of the lymphatic and immune systems**

*Definition:* Process should include the following:

- Pronounce pathological disorders of the lymphatic and immune systems
- Spell pathological disorders of the lymphatic system

Process/Skill Questions

**H005: Explore the diagnostic procedures of the lymphatic and immune systems**

*Definition:* Process should include the following:

- Pronounce the diagnostic procedures of the lymphatic and immune systems
- Spell the diagnostic procedures of the lymphatic system

Process/Skill Questions

**DUTY I:  
Respiratory System**

**Task:**

**I001: Know terms related to the respiratory system**

*Definition:* Process should include the following:

- Spell terms related to the respiratory system

- Pronounce terms related to the respiratory system

Process/Skill Questions

**I002: Know the word parts related to the respiratory system**

*Definition:* Process should include the following:

- Create medical terms related to the respiratory system from a list of commonly used word parts
- Analyze the meaning of medical terms related to the respiratory system by examining word parts

Process/Skill Questions

**I003: Know the functions of the respiratory system**

*Definition:* Process should include the following:

- Describe the functions of the respiratory system

Process/Skill Questions

**I004: Know the structures of the respiratory system**

*Definition:* Process should include the following:

- Label the structures of the respiratory system

Process/Skill Questions

**I005: Understand external and internal respiration**

*Definition:* Process should include the following:

- Define external and internal respiration
- Illustrate external and internal respiration

Process/Skill Questions

**I006: Understand pathological disorders of the respiratory system**

*Definition:* Process should include the following:

- Categorize pathological disorders of the respiratory system
- Pronounce pathological disorders of the respiratory system
- Spell pathological disorders of the respiratory system

Process/Skill Questions

**I007: Explore the medical procedures relating to the respiratory system**

*Definition:* Process should include the following:

- Pronounce the medical procedures relating to the respiratory system
- Spell the medical procedures relating to the respiratory system

Process/Skill Questions
<b>DUTY J: Urinary System</b>
<b>Task:</b>
<b>J001: Know terms related to the urinary system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Spell terms related to the urinary system</li> <li>• Pronounce terms related to the urinary system</li> </ul>
Process/Skill Questions
<b>J002: Know the word parts related to the urinary system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Create medical terms related to the urinary system from a list of commonly used word parts</li> <li>• Analyze the meaning of medical terms related to the urinary system by examining word parts</li> </ul>
Process/Skill Questions
<b>J003: Know the structures of the urinary system and their functions</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Label the structures of the urinary system</li> <li>• Match the structures to their functions</li> </ul>
Process/Skill Questions
<b>J004: Understand the formation of urine</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• List the steps in the formation of urine</li> <li>• Discuss factors that affect urine composition</li> </ul>
Process/Skill Questions
<b>J005: Explore pathological disorders of the urinary system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Pronounce pathological disorders of the urinary system</li> <li>• Spell pathological disorders of the urinary system</li> </ul>
Process/Skill Questions

**J006: Explore the medical procedures relating to the urinary system**

*Definition:* Process should include the following:

- Pronounce the medical procedures relating to the urinary system
- Spell the medical procedures relating to the urinary system

Process/Skill Questions

**DUTY K:  
Endocrine System**

**Task:**

**K001: Know terms related to the endocrine system**

*Definition:* Process should include the following:

- Spell terms related to the endocrine system
- Pronounce terms related to the endocrine system

Process/Skill Questions

**K002: Know the word parts related to the endocrine system**

*Definition:* Process should include the following:

- Create medical terms related to the endocrine system from a list of commonly used word parts
- Analyze the meaning of medical terms related to the endocrine system by examining word parts

Process/Skill Questions

**K003: Know the endocrine glands**

*Definition:* Process should include the following:

- Label each endocrine gland

Process/Skill Questions

**K004: Know the function of hormones secreted by each gland**

*Definition:* Process should include the following:

- Match glands to their functions

Process/Skill Questions

**K005: Explore pathological disorders of the endocrine system**

*Definition:* Process should include the following:

- Pronounce pathological disorders of the endocrine system
- Spell pathological disorders of the endocrine system

Process/Skill Questions
<b>K006: Explore the medical procedures relating to the endocrine system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Pronounce the medical procedures relating to the endocrine system</li> <li>• Spell the medical procedures relating to the endocrine system</li> </ul>
Process/Skill Questions
<b>DUTY L: Nervous System</b>
<b>Task:</b>
<b>L001: Know terms related to the nervous system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Spell terms related to the nervous system</li> <li>• Pronounce terms related to the nervous system</li> </ul>
Process/Skill Questions
<b>L002: Know the word parts related to the nervous system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Create medical terms related to the nervous system from a list of commonly used word parts</li> <li>• Analyze the meaning of medical terms related to the nervous system by examining word parts</li> </ul>
Process/Skill Questions
<b>L003: Know the structures of the nervous system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Label the structures of the nervous system</li> </ul>
Process/Skill Questions
<b>L004: Know the divisions of the nervous system</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Develop a flowchart of the divisions</li> </ul>
Process/Skill Questions
<b>L005: Know the structures and functions of the major divisions</b>
<i>Definition:</i> Process should include the following: <ul style="list-style-type: none"> <li>• Label the major parts of the divisions</li> <li>• Match structures to their function</li> </ul>

Process/Skill Questions
<p><b>L006: Explore mental disorders</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• Research a specific mental disorder</li> </ul>
Process/Skill Questions
<p><b>L007: Explore pathological disorders of the nervous system</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• Pronounce pathological disorders of the nervous system</li> <li>• Spell pathological disorders of the nervous system</li> </ul>
Process/Skill Questions
<p><b>L008: Explore the medical procedures relating to the nervous system</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• Pronounce the medical procedures relating to the nervous system</li> <li>• Spell the medical procedures relating to the nervous system</li> </ul>
Process/Skill Questions
<p><b>DUTY M:</b>  <b>Sensory System: Eyes and Ears</b></p>
<p><b>Task:</b></p>
<p><b>M001: Know terms related to the sensory system: eyes and ears</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• Spell terms related to the eyes and ears</li> <li>• Pronounce terms related to the eyes and ears</li> </ul>
Process/Skill Questions
<p><b>M002: Know the word parts related to the eyes and ears</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• Create medical terms related to the eyes and ears from a list of commonly used word parts</li> <li>• Analyze the meaning of medical terms related to the eyes and ears by examining word parts</li> </ul>
Process/Skill Questions
<p><b>M003: Know the structures of the eye</b></p> <p><i>Definition:</i> Process should include the following:</p>

- List and describe the structures of the eye

Process/Skill Questions

**M004: Know the structures of the ear**

*Definition:* Process should include the following:

- List and describe the structures of the ear

Process/Skill Questions

**M005: Explore pathological disorders of the eyes and ears**

*Definition:* Process should include the following:

- Pronounce pathological disorders of the eyes and ears
- Spell pathological disorders of the eyes and ears

Process/Skill Questions

**M006: Explore the medical procedures relating to the eyes and ears**

*Definition:* Process should include the following:

- Pronounce the medical procedures relating to the eyes and ears
- Spell the medical procedures relating to the eyes and ears

Process/Skill Questions

**DUTY N:  
Reproductive System**

**Task:**

**N001: Know terms related to the reproductive system**

*Definition:* Process should include the following:

- Spell terms related to the reproductive system
- Pronounce terms related to the reproductive system

Process/Skill Questions

**N002: Know the word parts related to the reproductive system**

*Definition:* Process should include the following:

- Create medical terms related to the reproductive system from a list of commonly used word parts
- Analyze the meaning of medical terms related to the reproductive system by examining word parts

Process/Skill Questions

**N003: Know the male primary and accessory organs of the reproductive system and their functions**

*Definition:* Process should include the following:

- Match organs to their functions
- Classify organs as either primary or accessory

Process/Skill Questions

**N004: Know the female primary and accessory organs of the reproductive system and their functions**

*Definition:* Process should include the following:

- Match organs to their functions
- Classify organs as either primary or accessory

Process/Skill Questions

**N005: Explore pathological disorders of the reproductive system**

*Definition:* Process should include the following:

- Pronounce pathological disorders of the reproductive system
- Spell pathological disorders of the reproductive system

Process/Skill Questions

**N006: Explore the medical procedures relating to the reproductive system**

*Definition:* Process should include the following:

- Pronounce the medical procedures relating to the reproductive system
- Spell the medical procedures relating to the reproductive system

Process/Skill Questions

**DUTY O:  
Diagnostic and Imaging Procedures**

**Task:**

**O001: Know terms related to diagnostic and imaging procedures**

*Definition:* Process should include the following:

- Spell terms related to diagnostic and imaging procedures
- Pronounce terms related to diagnostic and imaging procedures

Process/Skill Questions

**O002: Know the four vital signs recorded for most patients**

*Definition:* Process should include the following:

- List the four vital signs

- Describe the purpose of each vital sign

Process/Skill Questions

**O003: Know terms related to basic examination procedures**

*Definition:* Process should include the following:

- List and define terms related to basic examination procedures

Process/Skill Questions

**O004: Know terms related to basic examination positions**

*Definition:* Process should include the following:

- List and define terms related to basic examination positions

Process/Skill Questions

**O005: Know terms associated with common laboratory tests**

*Definition:* Process should include the following:

- List and describe common laboratory tests

Process/Skill Questions

**O006: Know terms associated with radiographs**

*Definition:* Process should include the following:

- List and define terms related to radiographs

Process/Skill Questions

**O007: Know terms associated with nuclear medicine**

*Definition:* Process should include the following:

- List and define terms related to nuclear medicine

Process/Skill Questions

**O008: Explore imaging techniques**

*Definition:* Process should include the following:

- List and describe various imaging techniques
- List and define terms related to imaging techniques

Process/Skill Questions

**DUTY P:**  
**Pharmacology and General Medical Terms**

**Task:**

**P001: Know terms related to pharmacology and general medical terms**

*Definition:* Process should include the following:

- Spell terms related to pharmacology and general medical terms
- Pronounce terms related to pharmacology and general medical terms

Process/Skill Questions

**P002: Know the routes of drug administration**

*Definition:* Process should include the following:

- List and describe the routes of drug administration

Process/Skill Questions

**P003: Know the types of injections**

*Definition:* Process should include the following:

- List and describe the types of injections

Process/Skill Questions

**P004: Know terms associated with pain control**

*Definition:* Process should include the following:

- List and define terms related to pain control

Process/Skill Questions

**P005: Know terms associated with drugs used to treat and control infection**

*Definition:* Process should include the following:

- List and define terms related to drugs used to treat and control infection

Process/Skill Questions

**P006: Know terms related to disease**

*Definition:* Process should include the following:

- List and define terms related to disease

Process/Skill Questions

**P007: Explore pathogenic organisms**

*Definition:* Process should include the following:

- Name and describe common pathogenic organisms

- Give examples of currently prescribed medications used to treat infections caused by the more common pathogenic organisms

Process/Skill Questions

# SkillsUSA/HOSA

<b>DUTY A: Self-improvement</b>
<b>Task:</b>
<b>A001: Complete a self-assessment and identify individual learning styles</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"><li>• Identify and list individual strengths</li><li>• Identify and list areas in need of improvement</li></ul> Process/Skill Questions
<b>A002: Discover self-motivation techniques and establish short-term goals</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"><li>• Develop a list of short-term goals</li><li>• Discuss ways to change or improve lifestyle appearance and behavior</li></ul> Process/Skill Questions
<b>A003: Determine individual time-management skills</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"><li>• Prepare and keep a time journal</li><li>• Discuss ways to improve time-management skills</li></ul> Process/Skill Questions
<b>A004: Define future occupations</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"><li>• Search the Internet for career opportunities within specified fields of study</li><li>• Prepare a presentation on a specified career area</li></ul> Process/Skill Questions
<b>A005: Develop an awareness of cultural diversity and equity issues</b>  <i>Definition:</i> Process should include the following: <ul style="list-style-type: none"><li>• Research a tradition modeled by the individual's family</li><li>• Develop personal philosophy statements regarding gender equity</li></ul> Process/Skill Questions

**A006: Define the customer**

*Definition:* Process should include the following:

- Differentiate between external and internal customers
- Discuss factors that contribute to poor customer relationships

Process/Skill Questions

**A007: Recognize the benefits of doing a community service project**

*Definition:* Process should include the following:

- Discuss and list ways to become involved in the community
- Develop a community service project

Process/Skill Questions

**A008: Demonstrate effective communication with others**

*Definition:* Process should include the following:

- Identify and list personal barriers to listening
- Develop a personal plan to overcome barriers to listening

Process/Skill Questions

**A009: Participate in a shadowing activity**

*Definition:* Process should include the following:

- Summarize the experience of the job shadowing activity

Process/Skill Questions

**A010: Identify the components of an employment portfolio**

*Definition:* Process should include the following:

- Identify the parts of a portfolio
- Design a personal employment portfolio

Process/Skill Questions

**A011: List proficiency in program competencies**

*Definition:* Process should include the following:

- Complete an interpersonal competency assessment

Process/Skill Questions

<p><b>DUTY B:</b>  <b>Civic, Social, and Business Awareness</b></p>
<p><b>Task:</b></p>
<p><b>B001: Measure/modify short-term goals</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• Discuss steps to pursue short-term goal(s)</li> </ul> <p>Process/Skill Questions</p>
<p><b>B002: Identify stress sources</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• List personal sources of stress</li> <li>• Discuss techniques to cope with individual sources of stress</li> </ul> <p>Process/Skill Questions</p>
<p><b>B003: Select characteristics of a positive image</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• Discuss actions and traits that lead to a positive image</li> <li>• Discuss actions and traits that lead to a negative image</li> </ul> <p>Process/Skill Questions</p>
<p><b>B004: Demonstrate awareness of government, professional organizations, and trade unions</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• Identify the state governor, legislators, and senators</li> <li>• Identify professional organizations pertaining to specific career areas</li> </ul> <p>Process/Skill Questions</p>
<p><b>B005: Apply team skills to a group project</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• Form a team to develop a class project</li> </ul> <p>Process/Skill Questions</p>
<p><b>B006: Observe and critique a meeting</b></p> <p><i>Definition:</i> Process should include the following:</p> <ul style="list-style-type: none"> <li>• Attend a formal meeting held within the community</li> <li>• Critique the attended meeting</li> </ul> <p>Process/Skill Questions</p>

**B007: Demonstrate business meeting skills**

*Definition:* Process should include the following:

- List and discuss the basic rules to ensure an orderly and business-like meeting
- Role-play appropriate meeting skills

Process/Skill Questions

**B008: Demonstrate social etiquette**

*Definition:* Process should include the following:

- Role-play appropriate social behavior
- Differentiate between good and bad manners

Process/Skill Questions

**B009: Complete survey for employment opportunities**

*Definition:* Process should include the following:

- Gather information on a particular employment opportunity of interest
- Conduct an Internet search of a specific career area

Process/Skill Questions

**B010: Review a professional journal and develop a 3- to 5-minute presentation**

*Definition:* Process should include the following:

- Develop a presentation on the content, purpose, and distribution of a particular professional journal

Process/Skill Questions

**B011: Identify customer expectations**

*Definition:* Process should include the following:

- List and discuss customer expectations
- Discuss the consequences of unmet customer expectations

Process/Skill Questions

**B012: Complete a job application**

*Definition:* Process should include the following:

- Obtain a job application from various businesses in the community
- Conduct a mock job interview

Process/Skill Questions

**B013: Identify a mentor**

*Definition:* Process should include the following:

- Define mentor
- Discuss ways in which a mentor can help an individual meet career goals

Process/Skill Questions

**B014: Assemble your employment portfolio**

*Definition:* Process should include the following:

- Develop an employment portfolio

Process/Skill Questions

**B015: Explore supervisory and management roles in an organization**

*Definition:* Process should include the following:

- Examine an organizational chart
- Discuss the responsibilities of managers and supervisors

Process/Skill Questions

**B016: Recognize safety issues**

*Definition:* Process should include the following:

- Discuss the safety issues within a given career area

Process/Skill Questions

**B017: Evaluate your proficiency in program competencies**

*Definition:* Process should include the following:

- Define task and competency
- List competencies associated with a specified career area

Process/Skill Questions

# Curriculum Frameworks

## Purpose

This section of the framework contains material to help instructors in technical and professional programs reinforce basic skills in the areas of Reading and Writing, Mathematics, and Science. The technical portion of this guide takes a more direct approach by using specific duty and task listings, but changes in the academic section lead in a more general direction. The reason for this is simple: All good instructors do not teach in the same way. However, all good instructors share the trait of being able to connect their material to everyday life. For example, understanding concepts related to heat are important for cosmetology students as well as lathe operators in manufacturing plants. However, each program will probably take a different approach in the amount of detail and examples relating to heat concepts. Both groups require basic science knowledge of principles relating to heat, but the application of the principles will be different.

## Basic Skills: The Content Areas

Included in this guide are materials to support basic skills in Reading and Writing, Mathematics, and Science. The overall approach taken here is a move toward problem-solving skills. By problem solving, we mean the ability to take information and use it for a purpose: to take action, make decisions, predict outcomes, suggest improvements. Another term for these thinking skills is a general “literacy.”

Literacy skills always have been in demand in the workplace. A quick review of workplace training programs and other literature regarding adult education demonstrates that the need for a literate workforce is still one of the most pressing problems employers face today. Indeed, many employers (from small- and medium-sized businesses to Fortune 500 companies) have spent hundreds of millions of dollars on in-house basic skills training programs.

What constitutes a literate workforce? There are many definitions for literacy and hundreds of tests that measure it, but when employers are asked what they’re looking for in potential new hires, the answers are general: They want individuals who can read and write; show up on time;

think and solve problems; and keep their personal lives in order (that is, don't bring a drinking problem into the workplace).

Viewed in this way, the words “literacy” and “literate” are good terms for what educators are trying to instill in their students, the future workforce. The more common definition (being able to read and write) is certainly appropriate, but the additional definitions (knowledgeable, educated, and well-informed) are also apt. It is this broad term, “literate,” that we use to guide instructors on what to cover in the classroom. No matter which Career and Technical Education area is being focused on, no matter how technical the terminology is, instructors are given the task of helping students take information, break it down into necessary parts, process details, and be able to come away with an understanding of some sort. This is “literacy,” and the process is the same for every subject area--teaching students how to think and solve problems.

## **Format**

Each section includes a two-column table. Skills are listed on the left side; suggestions for implementing these skills into the curriculum are listed on the right side. Each suggestion is written in such a way that it can be tailored to most Career and Technical Education programs.

## **Using the Guide**

This guide was prepared with four concepts in mind:

- The instructor is *aware of the need* for students to improve their basic skills.
- The instructor is the *best-qualified person* to decide how to include this material in the classroom or lab. The students' abilities and needs should drive the instructor in deciding how to use, expand, or modify these topics.
- The instructor *already has curriculum that works* for his or her students. Therefore, the suggestions for reinforcing basic skills
  - must be easy to implement.
  - must stand alone.
  - do not need to be taught in a particular order.
  - must be open-ended enough to be useful for any career and technical program.

- ***Time is limited.*** Unless there are quick ways to reinforce basic skills, changes to the curriculum will not be made. Teaching basic skills in the context of technical material will help students make connections that are more memorable and will require no additional lesson planning. Just as instructors incorporate updates in technical knowledge, they can add basic skills concepts as well. Adding a few concepts at a time will help students perform better in the lab as well as on tests and evaluations.

## **Methods**

The following methods may help instructors decide how to increase basic skill knowledge:

- *Collaborative projects* -- how could a joint project between regular education teachers and vocational instructors reinforce concepts for both programs?
- *Outside assignments* -- would students benefit from an outside assignment explaining how a basic math (science, reading) concept ties to a process in the lab?
- *Extra credit* -- students needing extra credit can research outside topics and turn in a short summary of material.
- *“Need-to-know” assignments* -- students prepare a bulleted list of the basic concepts in science they need to know to correctly perform \_\_\_\_ operation in the lab.
- *Question of the day* -- a few daily math problems for students to answer at the beginning of class allow the instructor to set the tone for the material. This method also gives students an immediate goal when they enter the classroom and teaches them to stay on task. Bonus points may be awarded at the end of the week, quarter, semester, etc.
- *Two-minute oral presentations* -- students who need to practice speaking skills can be asked to give a two-minute oral presentation at the end of class summarizing the main points for the day. Or, a two-minute presentation at the beginning of class can recap the material from a previous class.
- *Connecting with workers* -- students can poll parents, friends, area employers, or other people to find out the top five basic science skills needed on the job.
- *Direct questioning* -- include a few basic knowledge questions in a presentation. Award points to groups based on correct answers.

## Resources

In creating the Academic Reinforcement material for the technical and professional frameworks, we used a number of source documents and resources.

- The English Language Arts, Science, and Mathematics components of the *Curriculum Improvement Project* by Dr. Willard Daggett were consulted to ensure that the top-ranked skills in those areas would be reflected in the academic support material. The English Language Arts and Science components have many linkages to the material included here. (The higher-level math skills such as trigonometry were not included in this document.)
- The Workplace Skills Enhancement Program (WSEP) at the University of Arkansas at Little Rock (UALR) has completed many training projects and job profiles for employers in Arkansas and has collected data from this work with Arkansas employers. Our constant contact with workers and employers provides a tremendous amount of data that we use in designing customized training programs and in working on projects such as curriculum frameworks. Also, the staff of WSEP has experience teaching in Arkansas public schools, the U.S. military, and Job Corps.
- Additionally, other groups within UALR (the Labor Education Program, the Institute for Economic Advancement, and the College of Business) provide resources regarding health and safety information, labor unions and their role in the workplace, computer and information technology, and other training and outreach program data.
- The U.S. Department of Labor (DOL) has many online documents and publications that support workers and issues regarding the workplace. (Work by Philippi and Greenan, 1988, on workplace skills was especially helpful.) Visit the Web site at [www.dol.gov](http://www.dol.gov).
- The Occupational Safety and Health Administration (OSHA) provides online and other resources for instructors and professionals. For topics relating to safety and health, visit [www.osha.gov](http://www.osha.gov).
- The Multistate Academic and Vocational Curriculum Consortium (MAVCC) is an organization that develops competency-based curriculum. For more on MAVCC, see [www.mavcc.org](http://www.mavcc.org).

# ACADEMIC STANDARDS FOR READING AND WRITING

## Strategies for Reinforcement in the Career and Technical Education Classroom

**Note:**

\* indicates industry-related materials, handouts, notes, etc.

<b>Objective</b>	<b>Classroom Applications to Industry</b>
<p><i>Present</i> <i>Review, and discuss</i> <b>Master the list of skills employers want for the workplace regarding reading and writing</b></p>	<p>Use the list of skills employers want to introduce students to the requirements of the workplace.</p> <p>Depending on students' ability levels, any of the following methods may be used to increase their understanding of the concepts:</p> <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Interviewing parents or other adults in the workplace about the skills required</li> <li>• Interviewing employers about the skills in terms of importance</li> <li>• Identifying workplace situations in which certain skills become more important than others</li> <li>• Researching adult education programs to learn why deficits in these areas must be remediated and the cost spent yearly on these programs</li> <li>• Researching the topic of adult literacy</li> </ul>
<p><i>Answer</i> <b>simple comprehension or recall questions from a lecture or from written material</b></p>	<p>Provide two examples of workplace materials* on students' reading level.</p> <p>With the first, allow students to read information and then answer brief recall questions. With the second example, read aloud the material but do not give a handout. Ask brief recall questions.</p> <p>Compare the differences. How do students retain information better—orally or</p>

	visually? Discuss learning styles and impact on the job.
<i>Follow, give oral instructions</i>	Using instructions for a hands-on task, have students give <u>oral</u> instructions to a partner or group. Rate the effectiveness of the speaker.
<i>Follow, give written instructions</i>	Using a short list of instructions for a hands-on task, have students give <u>written</u> instructions to a partner or group. Rate the effectiveness of the speaker.
<i>Show the difference between relevant and irrelevant details</i>	Using a copy of workplace materials*, students underline relevant or important details in red, irrelevant or less important details in blue.
<i>Sort objects based on x number of criteria</i>	Using workplace materials*, sort a group of objects based on characteristics identified by instructor (e.g., by color, shape, defect, or a combination of these).
<i>Recognize, identify technical vocabulary</i>	Using workplace materials*, highlight technical vocabulary terms.  Create a class dictionary of industry-related technical vocabulary. Students may add illustrations or diagrams. Each student receives a copy of the final product. Emphasize skills such as alphabetical order, guidewords, prefixes, suffixes, and pronunciation guides.
<i>Read aloud</i>	Read aloud from workplace materials* in groups or individually.

<i>Identify, explain symbols, abbreviations, and acronyms relevant to subject area</i>	Using workplace materials*, highlight symbols, abbreviations, and acronyms.  Create a table with one column for each: symbols, abbreviations, acronyms. Classify each one and write in the meaning.
<i>Understand, use rules of grammar, usage, spelling, punctuation</i>	Identify the missing punctuation marks, misspelled words, and incorrect use of grammar from workplace materials*.  Correct the mistakes.
<i>Discuss <b>uses and purposes</b> of a variety of workplace communication tools</i>	Find examples of a business letter, memo, report, brochure, proposal, schematic, map, and diagram.
<i>Duplicate process demo by instructor</i>	Using a workplace process, demonstrate steps to complete and have students perform individually or in groups.
<i>Notice, apply word analysis techniques</i>	Using workplace materials*, identify prefixes, suffixes, or roots that indicate meaning (e.g. therma = heat). <sup>1</sup>
<i>Match parts from photographs or diagrams to actual objects</i>	Using workplace materials*, follow a sequence of pictures or diagrams to build, create, or copy an item or process.
<i>Read for main ideas and details</i>	Use a graphic organizer <sup>1</sup> to show main ideas and supporting details.
<i>Distinguish between fact, opinion, and inference</i>	Collect examples of materials based on fact or opinion/inference. Ask students to underline key terms that indicate the presence of facts or opinions.
<i>Distinguish between rows and columns</i>	Using charts or tables from workplace materials*, discuss the reasons for this format.
<i>Identify a cell as a block where a row and column intersect</i>	Identify the quantity in a particular cell.

<p><i>Select, use appropriate resources and reference tools</i></p>	<p>Explain the uses for the following: dictionary, thesaurus, almanac, atlas, card catalog, encyclopedia.</p> <p>List reasons for choosing one reference tool over another.</p> <p>Use reference tools to answer questions related to industry or current events.</p>
<p><i>Paraphrase written or oral material into summary form</i></p>	<p>Using workplace materials*, determine the best way to condense or shorten the material so as to give an overview to a layperson.</p> <p>Using a set of guidelines appropriate to students' level in length and detail, summarize the information into bullet points.</p>
<p><i>Interpret, fill out/complete forms and records</i></p>	<p>Using workplace materials*, answer basic questions (e.g., summarize the list of parts from an inventory).</p> <p>Using blank forms or documents, fill in details. Pay close attention to directions. Students critique work with a partner.</p> <p>Create a form or document to be used in a workplace process.</p>
<p><i>Use, develop a process for remembering details</i></p>	<p>Use pneumatic devices to organize and remember details. Pneumatic devices<sup>1</sup> include Semantic Maps, Thought Webs, and other creative tools to organize thinking.</p>
<p><i>Proofread, correct mistakes in written drafts</i></p>	<p>Using a newspaper article, locate and mark mistakes in grammar, punctuation, or usage.</p> <p>Correct mistakes in written drafts.</p>
<p><i>Examine different types of writing used in the workplace (reports, memos, brochures, logs, blueprints, formulas, etc.)</i></p>	<p>Gather samples of workplace materials*. Identify each by type.</p> <p>Compare and contrast the difference</p>

	<p>between:  audience (who the document is written for),  length,  background information/education needed to understand material,  level of detail,  organization and layout of the document.</p>
<p><i>Understand the writing process</i></p>	<p>In order to apply the writing process, create a workplace communication tool to be used for a specific purpose.</p> <p>Prewrite:  Brainstorm, gather facts, or do research to create a <u>business letter, memo, report, brochure, proposal, schematic, map, or diagram</u>.</p> <p>Identify the audience.</p> <p>Determine the purpose of the document.</p> <p>Write:  Create a first draft.</p> <p>Revise and Edit:  Make changes to ensure accuracy.</p> <p>Look at the writing from a different point of view.</p> <p>Shorten or make more concise where possible.</p> <p>Use white space, bold print, and other formatting details to make the document easy to read.</p> <p>Publish:  Decide on the best format for the final copy (size, type of material, layout, graphics, etc.)</p> <p>Publish the final draft.</p>

<p><i>Identify, create</i> <b>sentences of different types</b></p>	<p>Using workplace materials*, find sentences of varying types. Examples include simple sentences (subject + predicate) and complex sentences (subject + predicate including clauses).</p> <p>Write sentences, paragraphs, or essays using sentences of different types (e.g., write a two-paragraph summary of today's lesson).</p>
<p><i>Identify, use</i> <b>contractions correctly</b></p>	<p>Using workplace materials*, locate contractions (e.g., isn't, I'll).</p> <p>Identify misuses of contractions.</p> <p>Write a short list of directions relating to an industry process, and use as many contractions as possible.</p>
<p><i>Identify, use correctly</i> <b>commonly misspelled words</b></p>	<p>Using a list of commonly misspelled words<sup>1</sup>, locate errors in the media (newspaper articles, Internet sites, magazines).</p> <p>Ask each student to identify his/her problem words from the list.</p> <p>Attempt to incorporate problem words into class activities (e.g., add them to a list of work instructions).</p> <p>Give short weekly quizzes focusing on five words per week. Award bonus points.</p>
<p><i>Identify, use correctly</i> <b>the English irregular verbs</b></p>	<p>From a list of irregular verbs, review the uses of each.</p> <p>Ask each student to identify his/her problem irregular verbs from the list.</p> <p>Attempt to incorporate problem verbs into class activities, such as making a collection of mistakes from print sources.</p>
<p><i>Identify, use</i> <b>signal words and other cues to improve writing</b></p>	<p>Use a list of signal words<sup>1</sup> and discuss their purpose in writing (signal words are words</p>

	<p>that raise a flag to a reader to pay attention). Examples -- Signal words showing emphasis: Most of all, It should be noted, Of course</p> <p>Signal words showing a conclusion: Lastly, In summary, Finally</p> <p>Identify common signal words in workplace writing, especially in sequenced lists.</p> <p>Write a list of work instructions using signal words.</p>
<b>Identify components of workplace documents such as blueprints, schematics, floor plans, and other industry-related documents</b>	Label the parts of a workplace document.
<b>Place steps in proper sequence</b>	Using a list of steps or pictures, cut them apart so students can place them in the proper order.
<b>Analyze cause and effect</b>	Experiment with cause and effect in the classroom (e.g., change the sequence of events in a process).
<b>Determine missing information</b>	<p>Locate the information that is missing from a problem, and explain why the problem cannot be solved without it.</p> <p>To reinforce concepts, use a completed problem and remove the important details. Ask students if they can identify what's missing.</p>
<b>Differentiate between tools used for a job</b>	Given a list of tools and a list of functions, identify the most efficient tool for each task.
<b>Assemble or disassemble objects</b>	<p>From a list of oral or written instructions, assemble an object or complete a process.</p> <p>Students write the instructions for disassembly.</p>

<b><i>Cross-reference materials to compare information</i></b>	Using more than one source document, compare the information given.
<b><i>Interpret reasoning behind rules or regulations</i></b>	Using workplace materials*, make a list of possible reasons or justifications for a safety guideline, regulation, etc.
<b><i>Show contrasts between approaches</i></b>	Given a workplace scenario, write a brief approach to solving the problem. (Working in groups would be beneficial.) Compare and contrast each approach from the perspective of a worker, manager, supervisor.
<b><i>Organize data in a new format</i></b>	Using workplace materials*, organize the information into a new format.
<b><i>Prove a rule or method's sufficiency</i></b>	Perform an experiment to determine how much tolerance is acceptable in a case study (e.g., find the range of drops of red dye sufficient to match the standard red color used in latex paint).
<b><i>Show relationships between two or more systems</i></b>	Using two or more partners related to industry, show or explain how they are interrelated (e.g., explain the relationship between social workers and hospitals).
<b><i>Given examples of emergency situations, identify a real-world course of action</i></b>	Using an emergency situation common to your industry, outline a step-by-step plan for action.
<b><i>Identify variables that affect the outcome of a process</i></b>	Experiment with or predict variables that affect the outcomes for a process (e.g., weather patterns that adversely affect a process, such as building a road).
<b><i>Infer situations that meet guidelines when complete information is not available</i></b>	Given a policy or industry standard that has debatable interpretations, list possible situations that can arise that do not have clear solutions in the policy.  Discuss or debate the issues.
<b><i>Compare finished products to a set of guidelines</i></b>	Compare a set of objects to a set of guidelines (e.g., analyze a batch of parts

	<p>and document how they do or do not meet a set of Quality Assurance guidelines).</p> <p>List any discrepancies (parts that do not meet guidelines) and categorize them by type (e.g., burns, holes, etc).</p>
<b><i>Identify preventive measures for maintenance of a system</i></b>	List the needed routine maintenance to keep a system working properly.
<b><i>Predict new standards or rules that may become necessary in the future</i></b>	<p>Identify recent areas of change or development in your industry.</p> <p>Discuss potential future needs or developments that may occur (e.g., potential need for better training requirements for airport personnel).</p>
<b><i>Improve a process by streamlining (locating waste) or decreasing lost time</i></b>	<p>Examine a process in industry in step-by-step detail. Suggest ways to decrease time needed or make the process more efficient.</p> <p>Isolate the cause of failure in a process by performing an experiment.</p>
<b><i>Prepare a model explaining a concept</i></b>	Build, draw, or create a model that explains a concept (e.g., show a need for environmental standards for water or air pollution).

<sup>1</sup> Fry, Edward; Kress, Jacqueline; Fountoukidis, Dona. *Reading Teacher's Book of Lists*, 4<sup>th</sup> ed. ISBN 0-13-028185-9.

# ACADEMIC STANDARDS FOR MATHEMATICS

## Strategies for Reinforcement in the Career and Technical Education Classroom

**Note:**

\* indicates industry-related materials, handouts, notes, etc.

- Topics Listing
- Problem Solving
- Operations and Calculations
- Applications
- Data Analysis and Display

**Objectives**

**Classroom Applications to Industry**

<p><i>Present</i> <i>Review and discuss</i> <b>Master the list of skills employers want for the workplace regarding mathematics</b></p>	<p>Use the list of skills employers want to introduce students to the requirements of the workplace.</p> <p>Depending on students' ability levels, any of the following methods may be used to increase their understanding of the concepts:</p> <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Interviewing parents or other adults in the workplace about the skills required</li> <li>• Interviewing employers about the skills in terms of importance</li> <li>• Identifying workplace situations in which certain skills become more important than others</li> <li>• Researching adult education programs to learn why deficits in these areas must be remediated and the cost spent yearly on these programs</li> <li>• Researching the topic of adult literacy</li> </ul>
<b>PROBLEM SOLVING</b>	
<p><i>Examine, apply problem-solving process</i></p>	<p>Define the problem What is being asked?</p> <p>Decide on a type of solution. Multi-step or single-step question?</p>

	<p>Try any of these:</p> <ul style="list-style-type: none"> <li>Estimate an answer</li> <li>Draw a diagram</li> <li>Find a pattern</li> <li>Guess and check</li> <li>Logical reasoning</li> <li>Make a graph</li> <li>Make an organized list</li> <li>Make a table</li> <li>Solve a simpler problem</li> <li>Use a simulation</li> <li>Work backwards</li> <li>Write an equation</li> </ul> <p>Locate information you need. Do you have all the components?</p> <p>Get missing information. You may need to perform some other calculations</p> <p>Calculate. Look at the answer. How should the remainder be expressed?</p> <p>Check the solution. Is it reasonable?</p>
<b>OPERATIONS AND CALCULATIONS</b>	
<i>Read, write and count numbers</i>	<p>Read and write numbers (especially focus on very large and very small numbers where mistakes are common).</p> <p>Give a weekly quiz asking students to compare and sequence numbers.</p> <p>Example: 0.4445 ___ 0.4455 &gt; or &lt;</p> <p>Put these in order from smallest to largest: 0.66, 0.677, 0.67</p>
<i>Round numbers</i>	<p>Discuss your industry's use of decimals.</p> <p>Identify the place values needed to adequately perform a job. For example, a Quality</p>

	<p>Assurance Technician who works on the line in a manufacturing plant may need to use numbers through the ten-thousandths decimal place.</p> <p>Take a series of sample measurements, and round them to the nearest decimal place identified by the instructor.</p>
<p><i>Estimate numbers</i></p>	<p>The skill of making close estimations is tied to understanding accuracy. Discuss real-life situations in which estimation is used.</p> <p>Discuss the practice of estimation before calculation. Regular practice in estimating before calculating will teach students where they make errors and will increase their estimation skills.</p> <p>Discuss work situations in which estimation skills are required and possible consequences of making estimation errors. For example, is an estimate appropriate for inventory purposes? For ordering supplies?</p>
<p><i>Compute averages</i></p>	<p>Discuss averages in general terms. Calculate the average temperature, average rainfall or precipitation, average number of students per class, and other relevant examples.</p> <p>Using workplace materials*, calculate a series of averages.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Take 10 different measurements of a piece of pipe using a micrometer.</li> <li>• Compare the measurements.</li> <li>• Find the average of all the measurements.</li> <li>• Compare the average to the smallest and largest measurement.</li> <li>• Discuss the effects on quality. When is an average an acceptable benchmark measurement?</li> </ul>

<p><b>Calculate with whole numbers; perform one-step problems with basic operations</b></p>	<p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of addition, subtraction, multiplication, and division.</p>
<p><b>Perform problems that require an understanding of the order of operations</b></p>	<p>Using workplace materials*, make a list of situations or problems that need more than one step to perform them.</p> <p>If the procedures (add, subtract, multiply, divide, etc.) are on the same level of importance, such as adding or subtracting, then the order of operations will not impact the way the problem is solved.</p> <p>If a problem requires more than one level of operation to solve (example, dividing and adding), work the problem correctly by performing the division part first and then the addition.</p> <p>Rework the problem using addition first. Compare the answers.</p> <p>Discuss the importance of reasoning skills to verify that an answer makes sense.</p>
<p><b>Understand the relationship between decimals, fractions, and percentages</b></p>	<p>Make a table comparing fractions, decimals, and percentages.</p>
<p><b>Compute with fractions, decimals, and percentages, and show an understanding of the relationship between them</b></p>	<p>Create sample problems using fractions that relate to everyday situations.</p> <ul style="list-style-type: none"> <li>▪ Poll the class on interesting topics (favorite food). Convert whole numbers to fractions. Votes: <ul style="list-style-type: none"> <li>Pizza- 10</li> <li>Salad- 2</li> <li>BBQ- 8</li> </ul> </li> </ul> <p><math>10+2+8 = 20</math> (recognize denominator value)</p> <p><math>\frac{10}{20}</math> Pizza   <math>\frac{2}{20}</math> Salad   <math>\frac{8}{20}</math> BBQ</p>

	<ul style="list-style-type: none"> <li>▪ Add the fractions.  <math display="block">\frac{10}{20} + \frac{2}{20} + \frac{8}{20} = \frac{20}{20}</math></li> <li>▪ Convert the fractions to a whole number. (Total answer equals one class' worth of answers.)  <math display="block">\frac{10}{20} + \frac{2}{20} + \frac{8}{20} = \frac{20}{20} = 1</math></li> <li>▪ Convert the fractions to percentages.  <math>\frac{10}{20}</math> means 10 divided by 20 = 0.50  0.50 = 50%</li> </ul> <p>Move the decimal two places to the right.  0.50 = 50%</p> <p><math>\frac{2}{20}</math> means 2 divided by 20 = 0.10  0.10 = 10%</p> <p><math>\frac{8}{20}</math> means 8 divided by 20 = 0.40  0.40 = 40%</p> <p>50% + 10% + 40% = 100%  Notice the totals add to 100%.</p> <p>So, <math>\frac{20}{20} = 1 = 100\%</math></p> <p>Using workplace materials*, calculate work-related questions using fractions, decimals, and percentages.</p> <p>Calculate shipping costs for Internet purchases (such as music from amazon.com).</p>
<p><b>Solve formulas and equations</b></p>	<p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of equations.</p> <ul style="list-style-type: none"> <li>▪ Work left to right</li> <li>▪ Use order of operations</li> <li>▪ Place numbers on one side, variables on the other side</li> </ul>

<i>Obtain squares and square roots</i>	<p>Review the methods for calculating squares, square roots, cubes, and cube roots. Use industry-related formulas to demonstrate examples.</p> <p>Compare the difference between the two common answers to 32 (answer = 9, not 6). How would an incorrect value affect the work on the job?</p>
<i>Convert units of measure: Recognize components of measuring systems (U.S. and metric) for length</i>	Discuss industry measures and terms relating to length.
<i>Convert units of measure: Recognize components of measuring systems (U.S. and metric) for mass/weight</i>	Discuss industry measures and terms relating to mass/weight.
<i>Convert units of measure: Recognize components of measuring systems (U.S. and metric) for volume</i>	Discuss industry measures and terms relating to volume.
<i>Measure with a certain degree of accuracy</i>	<p>Estimate measurements.</p> <p>Using workplace materials* and tools, take measurements of work-related and classroom items.</p> <p>Depending on ability level, students may measure to the nearest foot, inch, centimeter, etc.</p>
<b>APPLICATIONS</b>	
<i>Solve word problems</i>	Help students feel more comfortable with word problems by placing simpler problems in word problem form; or take concepts students have already mastered and ask them to write word problems for each other to solve.
<i>Select/apply mathematical formulas</i>	Review a set of math formulas and then a list of sample problems. Decide which formula(s) apply to each problem.

<b>Understand the importance of time in the workplace</b>	Using workplace materials*, make a list of workplace scenarios that require using time correctly, such as keeping a time card or heating a liquid solution for 20 minutes.
<b>Recognize components of time systems (clocks and calendars)</b>	a.m. and p.m. Leap year Military time
<b>Discuss, identify, understand terms relating to measuring time</b>	Discuss the units of time measurement and time vocabulary: second, minute, hour, day, week, month, year, leap year, fiscal year, quarter, annual, biannual, etc.
<b>Understand that time can be expressed in terms of equivalencies</b>	Show the time equivalencies using fractions. For example: $1 \frac{1}{2} \text{ days} = \underline{\hspace{1cm}} \text{ hours}$  $\begin{array}{rcl} 1 \text{ day} & = & 24 \text{ hours} \\ + \frac{1}{2} \text{ day} & = & +12 \text{ hours} \\ \hline 1 \frac{1}{2} \text{ days} & = & 36 \text{ hours} \end{array}$
<b>Compute time conversions</b>	Make a table that shows the equivalencies of time units.  Compute conversion problems at the appropriate level of difficulty. Examples include: <ul style="list-style-type: none"> <li>• Convert minutes to hours</li> <li>• Convert hours to days</li> <li>• Convert seconds to years</li> </ul>
<b>Calculate ratio and proportion</b>	Review fractions when discussing ratio and proportion.  Draw common classroom items to scale by finding a conversion rate (1 foot equals 1 inch).  Make predictions using ratios. (If each student in the class has three children, how many children will there be altogether? Write the ratios.)
<b>Apply geometry principles: Use formulas for</b>	Determine the formulas that apply to two

<p><b>measuring shapes of two dimensions</b></p>	<p>dimensions: perimeter, area, surface area. Find the perimeter of the classroom.</p> <p>Discuss the perimeter of objects that are not shaped as perfect squares. How does this change the formula for perimeter?</p> <p>Find the area of the tiles on the floor.</p> <p>Find the area of the classroom.</p> <p>Review that all areas are expressed in terms of square units (square inches, square miles, etc.).</p>
<p><i>Apply geometry principles: Use formulas for</i> <b>measuring shapes of three dimensions</b></p>	<p>Review the formulas that apply to three dimensions of objects: volume.</p> <p>Find the volume of common objects such as soda cans, pizza boxes, etc.</p> <p>Review that volume is expressed in cubic units.</p> <p>Discuss industry-specific needs for these formulas. For example, find the volume of a tank or silo.</p>
<p><i>Define terms relating to money</i></p>	<p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles relating to money.</p> <p>For more advanced students, include terms and principles of economics, finance, or statistics.</p>

<i>Perform one-step problems involving money</i>	Make change. Count up (rather than backwards) to make change.
<i>Perform multiple-step problems using money</i>	Calculate gross and net earnings.  Calculate <ul style="list-style-type: none"> <li>▪ Interest</li> <li>▪ Sales tax</li> <li>▪ Percent off</li> <li>▪ Sale price</li> <li>▪ Profit percentages</li> </ul> Perform banking transactions.
<i>Perform business-related financial activities</i>	At a level of complexity appropriate to your industry and to students' ability levels, solve income/expense problems, prepare budgets, etc.
<i>Use a calculator to perform computations</i>	Identify appropriate activities that can be performed using a calculator (calculators allow students to concentrate on problem-solving strategies).  Award prizes for weekly activities or competitions.
<i>Calculate measurements taken from measuring devices</i>	Add, subtract, multiply, and divide measurement numbers by plugging them into formulas.
<i>Perform/prepare an inventory</i>	Use a sample group of items to prepare an inventory.  Review inventory vocabulary terms.  Discuss the math processes that would apply to the inventory process.
<b>DATA ANALYSIS AND DISPLAY</b>	
<i>Recognize types of visual representations</i>	Charts Graphs Tables

<p><i>Interpret charts, graphs, and tables</i></p>	<p>Answer simple questions about charts, graphs and tables.</p> <p><i>Solve</i> multi-step problems involving the correlation of graphs and tables.</p>
<p><i>Collect/record data</i></p>	<p>As appropriate to industry, practice sampling methods. Discuss safety precautions for sampling. Visit OSHA at the Department of Labor Web site for more details.</p> <p>Practice collecting and recording sample data from your industry (such as measurements taken using a micrometer). Compare class answers.</p> <p>Find the range of answers (maximum and minimum). Find the average.</p> <p>Discuss an acceptable range of answers (<math>\pm</math>), and graph the results showing the number that fell inside and outside the acceptable range.</p>
<p><i>Review and apply principles of probability</i></p>	<p>Use real-life examples that are highly motivating to direct the students' attention to probability principles.</p> <p>(Example, "I am thinking of a number between 1 and 50. The person who guesses the number will receive that many bonus points if s/he can tell me the probability of choosing the number correctly.")</p>
<p><i>Use probability models to predict chance events</i></p>	<p>Calculate <u>theoretical probability</u> of an event (e.g., the probability of rolling a 5 on a die is <math>1/6</math>).</p> <p>Find <u>empirical probability</u> of an event by performing repeated experiments. Compare the two probabilities.</p>
<p><i>Calculate and interpret statistics</i></p>	<p>Identify the importance of using statistics correctly.</p> <p>Bring examples of statistics from the news or</p>

	<p>media and analyze them: Are they ambiguous? Are they correct? What data is the advertisement trying to get the public to see?</p> <p>For a humorous look at statistics, see <i>How to Lie with Statistics</i> by Huff and Geis.</p>
<p><i>Interpret plans/blueprints</i></p>	<p>Review vocabulary and terms for plans, blueprints, and schematics.</p> <p>Build a plan or blueprint one layer at a time, starting with the basic identifying information.</p> <p>Add layers of wax paper or other transparent drawing material on top of the first layer that allows each layer to be viewed individually or the entire drawing as a whole.</p>
<p><i>Construct charts and tables</i></p>	<p>Discuss chart types and chart vocabulary.</p> <p>Using workplace or sample data from the class, construct tables and charts.</p> <p>For a daily example, consult <i>USA Today</i> online and look for the snapshots section that shows a graph of some sort. Ask weekly bonus questions about the data.</p> <p>Challenge students to bring in examples of charts and graphs containing errors.</p>

**ACADEMIC STANDARDS FOR SCIENCE**  
Strategies for Reinforcement  
in the Career and Technical Education Classroom

**Note:**

\* indicates industry-related materials, handouts, notes, etc.

*Topics Listing*

**General Science:** Topics not specific to a content area

**Physical Science:** Mechanics and Physics  
Energy and Waves  
Thermodynamics  
Electromagnetism  
Chemistry  
Optics

**Life Science:** Cell Biology  
Evolution  
Genetics and Heredity  
Human and Animal Development

**Anatomy:** Ecology  
Viruses  
Bacteria  
Plants

**Earth Science:** Earth in Space  
Solar System/Astronomy  
Atmosphere and Weather  
Oceans and Water  
Earth Resources

**Objective****Classroom Applications to Industry**

<b>GENERAL SCIENCE</b>	
<p><i>Present</i> <i>Review and discuss</i> <b>Master the list of skills employers want for the workplace regarding science skills</b></p>	<p>Use the list of skills employers want to introduce students to the requirements of the workplace.</p> <p>Depending on students' ability levels, any of the following methods may be used to increase their understanding of the concepts:</p> <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Interviewing parents or other adults in the workplace about the skills required</li> <li>• Interviewing employers about the skills in terms of importance</li> <li>• Identifying workplace situations in which certain skills become more important than others</li> <li>• Researching adult education programs to learn why deficits in these areas must be remediated, and discover the cost to employers to educate adult workers</li> <li>• Researching the topic of adult literacy</li> </ul>
<p><b>Perform computations as required to solve problems</b></p>	<p>Use the metric system to convert units of measure.</p> <p>Round numbers to correct number of significant figures.</p> <p>Determine percentage of error.</p> <p>Understand validity, reliability, accuracy, and precision.</p>
<p><b>Apply scientific method of inquiry</b></p>	<p>Identify the steps of the scientific method.</p> <p>Conduct experiments.</p> <p>Understand the following terminology:          Conclusions vs. inferences          Variables          Replications          Samples/sample size</p>
<p><b>Investigate science history as it applies to industry</b></p>	<p>In groups, research topics in science pertaining to your industry. Have students assign roles for each member of the group.</p>

	<p>Present findings in report format or in oral presentations.</p> <p>Investigate science ethics.</p> <p>Recognize the processes available for accountability in industry. For example, OSHA has a Safety and Health Program Assessment Worksheet whereby employers can be rated for safety issues. See <a href="http://www.osha.gov/SLTC/safetyhealth_ecat/mo d3.htm">http://www.osha.gov/SLTC/safetyhealth_ecat/mo d3.htm</a></p> <p>[Note: Safety and Health is a mandatory subject of bargaining when a workplace is unionized; in both unionized and non-unionized workplaces, an employer cannot create and dominate workplace safety committees (see the National Labor Relations Act).]</p>
<p><b>Use scientific instruments to measure aspects of the environment</b></p>	<p>Gather data on time, length, mass, pressure, volume, acceleration, or other measurables using instruments from the job.</p>
<p><b>Demonstrate an understanding of data</b></p>	<p>List the processes involved in gathering data.</p> <p>Suggest ways that data can be grouped or organized.</p> <p>Collect specimens.</p> <p>Show how data can be represented (graphically, charts and diagrams, etc.).</p> <p>Construct a model to depict a basic concept.</p>
<p><b>Identify the seven basic S I (Systeme International) units</b></p>	<p>Length: meter, m  Mass: kilogram, kg  Time: second, s  Electric current: ampere, A  Temperature: Kelvin, K  Amount of substance: mole, mol  Luminous intensity: candela, cd  For a dictionary of units, see <a href="http://www.ex.ac.uk/cimt/dictunit/dictunit.htm">http://www.ex.ac.uk/cimt/dictunit/dictunit.htm</a></p>

<i>Identify S I (Systeme International) Derived units</i>	Choose units appropriate to your industry (hertz, ohm, volt, watt, etc.).  Create a picture dictionary demonstrating the concepts.
<i>Review relevant theories, laws, and models</i>	As relating to your industry, discuss important theories, laws, and models.
<i>Use reference tools to solve problems</i>	Use scientific reference tools (such as the Periodic Table of Elements) to learn more about specific industry concepts.
<i>Practice safe lab procedures</i>	Handle equipment with care.  Demonstrate safety and first aid procedures.  Identify harmful substances.
<b>PHYSICAL SCIENCE</b>	
<i>Understand the cyclical nature of systems</i>	Show, demonstrate, model, track the cycles of any of the following systems: Growth and decay Food webs Weather Water
<i>Analyze/classify matter according to type</i>	Identify types of matter (solids, liquids, gases). Which types are predominantly used in your area of industry?
<i>Explain the concepts of work and power</i>	Identify machines used in industry.  Identify how energy levels change when work or power is increased/decreased.  Identify fuel sources used in your industry.  Discuss internal and external combustion.  Create a model demonstrating the uses of levers and pulleys.
<i>Be familiar with concepts of motion</i>	Measure acceleration and deceleration.

	<p>Understand the relationship between speed and velocity by performing experiments.</p> <p>Recognize waves and vibrations as a type of motion.</p> <p>Understand action and reaction.</p> <p>Review laws pertaining to motion.</p>
<i>Understand concepts related to force</i>	<p>Show the need for balance of forces acting on an object.</p> <p>Observe centrifugal and centripetal forces in action.</p> <p>Show how friction is created and must be accounted for in using and preserving equipment.</p> <p>Create a chart showing types of lubricants needed in a factory and schedule of maintenance.</p> <p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of inertia.</p> <p>Show the relationship between pressure, mass, and weight.</p>
<i>Understand and apply principles relating to the atom</i>	<p>Understand that atoms have a positive, negative, or neutral charge. (Classify protons, electrons, and neutrons.)</p> <p>Identify ions.</p>
<i>Investigate forms of and changes in energy</i>	<p>Discuss how energy is measured.</p> <p>Observe changes in energy relationships.</p> <p>Identify catalysts and reactants.</p> <p>Identify sources of kinetic and potential energy in your industry.</p>
<i>Discuss, apply principles of electricity and electric currents</i>	<p>Identify types of circuits and switches.</p>

	<p>Show the difference between direct and alternating currents. Give examples of the best/most efficient use of each.</p> <p>Determine how electricity is measured, and solve problems using these terms. (Example, use Ohm's law to calculate current, resistance, and voltage.)</p> <p>Identify good conductors and insulators, and discuss how to choose them.</p> <p>Understand grounding, and create a visual display of grounding safety practices. Include the threat of static electricity.</p> <p>Show the uses of a vacuum tube by building a model.</p> <p>Compare the following ways of generating electricity:</p> <ul style="list-style-type: none"> <li>Hydroelectricity</li> <li>Motors</li> <li>Solar power</li> <li>Steam/nuclear</li> <li>Transformers</li> <li>Incandescent (light)</li> </ul> <p>Show the implications for your industry.</p> <p>As appropriate to your industry, identify electrochemical energy sources (cells, electrodes, batteries) and the processes of oxidation and reduction.</p>
<p><i>Be familiar with sound waves</i></p>	<p>Compare how sound waves travel between liquids, solids, and air.</p> <p>Examine different types (lengths) of sound waves.</p> <p>Examine decibels safe for human hearing.</p> <p>Identify safety precautions for industry regarding sound tolerance.</p> <p>Be able to use correctly the terms below as they relate to your industry. For example, ask students</p>

	<p>to write a short essay explaining a demonstration from class and include the following terms:</p> <ul style="list-style-type: none"> <li>Amplification</li> <li>Audible range</li> <li>Frequency</li> <li>Acoustics</li> <li>Resonance</li> <li>Speed</li> </ul>
<i>Be familiar with principles of heat</i>	<p>Differentiate between the three types of heat transfer (conduction, convection, radiation).</p> <p>Understand that substances expand and contract due to heating and cooling.</p> <p>Identify purpose and types of insulations used.</p> <p>Differentiate between heat and temperature.</p>
<i>Investigate and apply concepts relating to temperature</i>	<p>Use the temperature scales; convert between Celsius and Fahrenheit.</p>
<i>Explain the concepts of magnetism</i>	<p>Understand that currents create magnetic fields.</p> <p>Identify materials that are good conductors and the properties that make them such.</p> <p>Understand electromagnetic forces present in earth.</p>
<i>Investigate/apply chemical properties</i>	<p>Differentiate between acids and bases. Find pH for substances used in industry.</p> <p>Identify substances used in your industry and classify them by type.</p> <p>Name the major drugs, fertilizers, or additives used in your industry.</p> <p>Define and state examples of chemical reactions.</p> <p>Be familiar with solutions used in your industry. Compare saturated and unsaturated solutions.</p> <p>Determine whether a solution is soluble or insoluble.</p>

	Explain solute and solvent.
<i>Investigate forms of and changes in matter</i>	<p>Compare and contrast physical and chemical changes.</p> <p>Discuss the types of physical or chemical changes that take place in your industry from processing raw materials to manufacturing.</p>
<i>Understand and apply concepts relating to the elements</i>	<p>Examine the four elements that make up 99% of living organisms (hydrogen (H), oxygen (O), nitrogen (N), and carbon (C)).</p> <p>Element groups:</p> <ul style="list-style-type: none"> <li>Alkali metals</li> <li>Alkaline earth metals</li> <li>Transition metals</li> <li>Other metals</li> <li>Metalloids</li> <li>Nonmetals</li> <li>Halogens</li> <li>Noble gases</li> <li>Rare earth elements</li> </ul>
<i>Be familiar with principles of light</i>	<p>Discuss light as a form of energy.</p> <p>Describe types of lighting systems.</p> <p>Examine the light spectrum and note the relative smallness of visible light.</p> <p>Define reflection and refraction.</p> <p>Explain how light carries information (by lasers), and show examples of the impact on technology/industry.</p> <p>Identify types of lenses.</p>
<i>Be familiar with principles of color</i>	<p>Diagram the main parts of the eye involved in seeing color (rods, cones).</p> <p>Use prisms to split light into the visible spectrum.</p> <p>Briefly explore color blindness. What precautions should colorblind people take regarding workplace safety?</p>

	Define situations in which colorblindness impacts a worker's ability to do his/her job.
<b>LIFE SCIENCE</b>	
<i>Explain the presence of cells as the identifier of all living organisms</i>	<p>Examine the cells of organic material used in your industry, using books, the Internet, or a microscope.</p> <p>Recognize that cells divide or replicate to promote growth of an organism.</p> <p>Examine the parts of a cell. Compare the cell to a machine. How do the parts function and rely on each other?</p> <p>Give examples of one-celled and multiple-celled organisms.</p> <p>Review the classification system of all organisms (kingdom, phylum, etc.).</p> <p>Create a circle graph or pie chart (totaling 100%) showing the relationship (in numbers) between the groups of organisms:</p> <ul style="list-style-type: none"> <li>Bacteria</li> <li>Fungi</li> <li>Viruses</li> <li>Insects</li> <li>Plants</li> <li>Vertebrates</li> <li>Invertebrates</li> </ul> <p>Compare some of the cell processes (active and passive transport) with the processes in your industry.</p>
<i>Understand the progress of evolution of organisms</i>	Recognize how a species will adapt to better fit in its environment over time.
<i>Explain the role of genetics in human development</i>	<p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of heredity, including:</p> <ul style="list-style-type: none"> <li>• Half of an individual's genes are contributed by each parent</li> <li>• Traits that are inherited are either</li> </ul>

	<p>dominant or recessive from the parent(s)</p> <ul style="list-style-type: none"> <li>• Cell division by mitosis vs. meiosis</li> <li>• Disabilities are caused either by genetic/inherited conditions (such as Down's Syndrome) or in accidents occurring after birth, such as brain damage due to a car accident or a stroke</li> </ul>
<i>Investigate/apply</i> <b>principles of human development</b>	<p>Describe the life cycle of humans and other animals.</p> <p>Use the concept of human development to explain the need for understanding foundation skills in your area. (For example, children do not run before they walk.) Use this concept to explain other events that occur in a natural order in your industry.</p>
<i>Explore</i> <b>additional concepts pertaining to humans and other animals</b>	<p>Give examples of ways organisms adapt to their environment.</p> <p>As relating to industry, review the concepts of:</p> <ul style="list-style-type: none"> <li>Aging</li> <li>Immune system</li> <li>Skin and Tissues</li> <li>Blood and hemoglobin</li> <li>Disease</li> </ul>
<i>Compare/contrast</i> <b>the differences between sexual and asexual reproduction</b>	<p>Determine instances when understanding the concepts of sexual reproduction are important for your industry.</p> <p>Highlight the effects of unsafe working practices on unborn fetuses or the dangers present for pregnant women working in industry.</p>
<i>Show a general understanding of the</i> <b>importance of health</b>	<p>Explore the cost of lost wages and worker's compensation in the past year due to health problems.</p> <p>Research the most common health problems among workers (workers with safe jobs; workers with most hazards to health, etc.).</p>
<i>Investigate</i> <b>the food cycle</b>	<p>Identify food chains, food webs, food pyramids. Show how changes to the food cycle affect the</p>

	<p>environment and humans.</p> <p>Name the food groups.</p>
<p><i>Understand</i> <b>nutrition and the body's need for a diet that provides vitamins and minerals</b></p>	<p>Show an understanding of body systems (circulatory, nervous, digestive, etc.) as they relate to industry.</p> <p>Identify deficient vitamins and minerals among a particular population (American workers, workers in specific environments, workers who do not go outdoors, or those who always work outdoors) and the health risks associated with job types (office work, mining work, etc.).</p>
<p><i>Observe</i> <b>health code/sanitation requirements</b></p>	<p>Research the development of health code and sanitation requirements, including OSHA.</p> <p>Compare/contrast workplaces of 1850, 1900, 1950, and 2000 regarding health and safety.</p> <p>Discuss the most common workplace violations of health requirements and present in a graphic format (e.g., maps, charts).</p> <p>Discuss potential effects of ignoring health requirements.</p> <p>After identifying workplace hazards, create several plans to treat the problem. Debate the benefits of each.</p> <p>To avoid the threat of employers choosing ineffective means of ensuring safety on the job, locate MSDS sheets, first aid stations, personal protective equipment, worker's compensation claims offices/paperwork, etc.</p> <p>Using workplace materials*, locate the section on safety regulations. Ask students to rank the items. Debate the importance of each. Determine the threat of ignoring regulations. Research which regulations are often disregarded.</p> <p>Explore proactive measures students can take to</p>

	<p>extend their health.</p> <p>Understand the importance of mental health in addition to physical health.</p>
<i>Investigate/apply</i> <b>principles of anatomy and physiology</b>	<p>As relating to your industry, explore issues relating to anatomy and physiology.</p> <p>Study the skeletal system--the bones of the arm, hand, and neck. Research carpal-tunnel syndrome.</p> <p>Identify the types of fractures and those most common to your line of work. Learn how to prevent falls.</p>
<i>Understand</i> <b>basic principles of ecology</b>	<p>Define ecology.</p> <p>Identify five major ways in which people interact with the environment, especially as relating to your industry.</p> <p>Discuss the effectiveness of the media as compared with pro-science groups (such as Greenpeace) on the public's awareness of important environmental issues.</p> <p>Identify any areas of concern regarding waste/waste management in your industry.</p> <p>Show the difference between a niche, community, habitat, and ecosystem.</p> <p>Give examples of herbivores, carnivores, and omnivores. How does your industry use and serve each group?</p> <p>Understand predators' effects on food chains. Identify predators of industry.</p> <p>Explain the process of decomposition and decay. How does industry interfere with or interrupt these processes?</p>
<i>State</i> <b>the differences between viruses and bacteria</b>	<p>Define viruses and bacteria.</p> <p>Explore viral and bacterial threats present in the</p>

	<p>workplace. How can they be prevented? How can they be treated?</p> <p>State the benefits of viruses and bacteria.</p> <p>Explain the recent increased resistance to drugs and antibiotics.</p>
<i>Understand</i> <b>basic concepts relating to plants</b>	<p>Describe the interchange of oxygen and carbon dioxide between plants. Contrast it with the way humans exchange oxygen and carbon dioxide.</p> <p>As relating to industry, review the concepts of:</p> <ul style="list-style-type: none"> <li>Fertilization</li> <li>Parts of a plant and functions of each</li> <li>Effects of temperature on plants</li> <li>Need for water and light</li> <li>Photosynthesis</li> </ul>
<b>EARTH SCIENCE</b>	
<i>Recognize</i> <b>earth's position in the universe</b>	<p>As relating to your industry, identify relevant topics regarding:</p> <ul style="list-style-type: none"> <li>Asteroids</li> <li>Comets</li> <li>Stars</li> <li>Galaxies</li> </ul> <p>Identify the planets in the solar system.</p> <p>Compare and contrast earth with other planets.</p> <p>Create a model showing the relative size of earth within our solar system. Use mathematical relationships to make sure the scale is correct (earth is the size of ____, so the sun should be the size of ____).</p> <p>How do the phases of the moon and sun affect the hemispheres?</p>
<i>Investigate</i> <b>the history of the earth</b>	<p>Identify geological, chemical, and other methods of determining the age of an object.</p> <p>Demonstrate that fossils and rocks are indicators of previous eras.</p>

	<p>As a class, create a timeline indicating the age of the earth. Include the various ages (Ice Age, etc.) and the length of each. Make sure the timeline is drawn to scale.</p> <p>Assign each age to a group and research the following:</p> <ul style="list-style-type: none"> <li>Weather</li> <li>Major events at beginning and end of age</li> <li>Organisms living during this time</li> <li>Factors that made the age unique</li> </ul>
<p><i>Investigate</i> <b>physical characteristics of the earth</b></p>	<p>Label/model the components of the earth.</p> <p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of gravity.</p> <p>Solve problems of longitude, latitude and time zones.</p> <p>Create a model of the ratio of land and water on earth.</p>
<p><i>Investigate</i> <b>physical forces acting on the earth</b></p>	<p>Examine erosion and depletion of nonrenewable resources.</p> <p>Identify natural disasters such as hurricanes and earthquakes. Research the effects of a past disaster on a specific industry.</p> <p>Understand, at a level of complexity appropriate to your industry and to students' ability levels, basic principles of plate tectonics (the earth's surface is broken into large plates; movement of these plates over time causes earthquakes and other geologic activity).</p>
<p><i>Explain</i> <b>the basic components of earth's rotation</b></p>	<p>Understand that the earth spins on its axis at an angle of 23 ½ degrees</p> <p>Identify the period of one complete rotation as a day; longer cycles of rotations identify the seasons.</p> <p>Discuss time zones.</p>

<p><b><i>Identify the earth's atmosphere and its components</i></b></p>	<p>Identify the main elements in the earth's atmosphere (nitrogen and oxygen).</p> <p>Identify layers of the atmosphere and the ozone layer.</p> <p>Explain concepts of air pressure.</p>
<p><b><i>Understand basic principles of the solar system</i></b></p>	<p>Demonstrate how the sun strikes the earth at different angles depending on location.</p>
<p><b><i>Demonstrate the relationship between climate and weather</i></b></p>	<p>Identify the factors that create weather.</p> <p>Show how landscape features are affected by changes in climate or weather.</p> <p>Identify the greenhouse effect. How does industry contribute to it?</p> <p>Describe the relationship between altitude and weather.</p> <p>Understand that changes in the weather may be seen as fronts that are put in motion by the jet stream.</p> <p>Identify types of precipitation.</p> <p>Differentiate between types of clouds.</p> <p>Understand the effect of winds, wind speeds, and impacts on vegetation.</p>
<p><b><i>Learn and apply concepts relating to the oceans</i></b></p>	<p>Label the major oceans and seas. Determine the elements in ocean water (nearly all elements are present).</p> <p>Identify or draw the structural components of the ocean floor.</p> <p>Explain the relationship between the moon and the tides.</p> <p>Explore ways the ocean is used for power and business.</p>

<p><i>Investigate principles of water</i></p>	<p>Identify the parts of the water cycle and the effects of the processes involved.</p> <p>Define water's chemical properties:  Water is the universal solvent  Water has a neutral pH of 7  Chemically, water is one atom of oxygen bound to two atoms of hydrogen</p> <p>Measure salinity. Which industries rely heavily on water?</p> <p>Define water's physical properties:  Water is the only natural substance that exists as solid, liquid, and gas  Water's surface has a high density  Water has a high tolerance for heat (heat index)  Water's weight  Water as a coolant  Specific gravity</p>
<p><i>Investigate conservation of physical and natural resources</i></p>	<p>As relating to your industry, discuss or debate the issues of:  Allocation of resources  Recovering resources  Best/worst methods of using resources</p> <p>Compare/contrast renewable and nonrenewable resources.</p> <p>Note the important developments in your industry regarding mineral, soil, water, and wildlife conservation.</p> <p>Discuss alternative sources of energy as relating to your industry.</p>
<p><i>Investigate issues regarding scientific technology</i></p>	<p>As relating to your industry, discuss the uses of technology. What are the newest developments? What effects does the technology have on our society? Political system?</p> <p>Discuss the role of economics on technology.</p>

*Apply* **science principles/laws to environmental issues**

Discuss how humankind alters the earth and environment through pollution and the use of resources and technology.

# Arkansas' All Aspects of Industry

## Defining “All Aspects”

All aspects of an industry include, with respect to a particular industry that a student is preparing to enter, planning, management, finance, technical and production skills, underlying principles of technology, labor and community issues, health and safety, and environmental issues related to that industry. Planning is examined at the level of both an individual business and the overall industry. Planning elements might include:

- Developing strategic plans—mission, vision, goals, objectives, and/or a plan of action
- Working with planning tools such as surveys, market research, and competitive analysis
- Anticipating needs for staffing and major purchases of equipment and supplies
- Developing plans for training and upgrading of staff
- Forecasting market trends
- Developing business plans for entrepreneurial ventures

Management addresses methods typically used to manage enterprises over time within the industry as well as methods for expanding and diversifying workers' tasks and broadening worker involvement in decisions. Key elements of management might include:

- Using an organization chart to explain how a corporate chain of command works
- Providing input for strategic plans and communicating the company's vision and mission statements
- Leading employees in carrying out strategic plans and action plans
- Evaluating employee performance
- Anticipating technology and other major purchasing needs
- Ensuring equity and access for employees
- Resolving conflicts
- Developing job descriptions and written policies/procedures
- Identifying recruitment procedures, training opportunities, methods of evaluation, and retention strategies
- Working with professional associations and community outreach efforts

Finance examines ongoing accounting and financial decisions and different methods for raising capital to start or expand enterprises. Finance functions might include:

- Developing budgets
- Preparing financial statements
- Analyzing and managing financial transactions and records
- Implementing payroll procedures
- Determining and paying taxes
- Identifying indirect wage costs (benefits, FICA, insurance, worker's compensation)
- Making loans and granting credit to customers
- Developing graphs and charts related to company finances
- Identifying and implementing methods of sustaining profitability of a business
- Managing 401K plans
- Identifying sources of capital

Technical and production skills cover specific production techniques and alternative methods for organizing the production work, including methods that diversify and rotate workers' jobs.

Technical and production skills that an employee should have to succeed in a business or industry might include:

- Developing and upgrading job-specific skills
- Using troubleshooting and problem-solving techniques
- Analyzing information to make decisions
- Identifying and implementing quality assurance techniques
- Employing communication skills such as writing, listening, speaking, and reading
- Participating in team efforts
- Implementing projects and new techniques
- Demonstrating basic computer skills; employing time-management techniques in completing projects and assigned tasks
- Demonstrating ethical behavior and work ethic

Underlying principles of technology provide an integrated study across the curriculum of the mathematical, scientific, social, and economic principles that underlie the industry's technology.

Principles of technology that an employee should know might be demonstrated by:

- Exhibiting proficiency in mathematical and scientific functions related to new and emerging technologies
- Continuously upgrading job skills needed to implement new technologies
- Participating in industry certification programs
- Cross-training to enhance one's value to the organization and to enhance job promotion opportunities
- Understanding and adhering to ethical issues related to technologies

Labor issues examine worker rights and responsibilities, labor unions and labor history, and methods for expanding workers' roles. Labor issues might include:

- Understanding and implementing worker rights and responsibilities
- Working with labor unions
- Keeping abreast of local, state, and federal legislation affecting employee and employer rights and responsibilities
- Negotiating and settling worker disputes
- Identifying certification requirements for specific jobs
- Analyzing the impact of labor agreements on business operations

Community issues explore the impact of the industry on the community and the community's impact on and involvement with the industry. Concepts of business and community relations might include:

- Developing and working with community outreach projects
- Participating on advisory committees and community organizations
- Working with professional associations
- Developing and implementing public relations plans
- Participating in community service projects

Health, safety, and environmental issues examine these concepts in relation to both the workers and the larger community. Concepts related to health, safety, and the environment might include:

- Identifying and implementing federal, state, and local regulations related to the health and safety of employees
- Understanding and strictly adhering to federal, state, and local environmental regulations related to the business
- Identifying job-specific health hazards and safety issues
- Identifying and implementing basic safety and first aid training techniques for emergencies such as personal illness or injury, tornadoes, fires, nuclear accidents, floods, and incidences of employee-rage or violent behavior
- Communicating safety regulations and plans to employees
- Working with selected community groups to implement safety programs

# Medical Professions Education Framework Cross Reference

## Medical Terminology

### Medical Terminology (old)

### Medical Terminology (new)

<b>Unit 1</b>	<b>Fundamental Word Structure</b>	<b>Duty(s): A</b>
<b>Unit 2</b>	<b>Organization of the Body</b>	<b>Duty(s): B</b>
<b>Unit 3</b>	<b>Integumentary System</b>	<b>Duty(s): C</b>
<b>Unit 4</b>	<b>Skeletal System</b>	<b>Duty(s): D</b>
<b>Unit 5</b>	<b>Muscular System</b>	<b>Duty(s): E</b>
<b>Unit 6</b>	<b>Digestive System</b>	<b>Duty(s): F</b>
<b>Unit 7</b>	<b>Cardiovascular System</b>	<b>Duty(s): G</b>
<b>Unit 8</b>	<b>Lymphatic &amp; Immune Systems</b>	<b>Duty(s): H</b>
<b>Unit 9</b>	<b>Respiratory System</b>	<b>Duty(s): I</b>
<b>Unit 10</b>	<b>Urinary System</b>	<b>Duty(s): J</b>
<b>Unit 11</b>	<b>Nervous System</b>	<b>Duty(s): K</b>
<b>Unit 12</b>	<b>Sensory System</b>	<b>Duty(s): L</b>
<b>Unit 13</b>	<b>Reproductive System</b>	<b>Duty(s): M</b>
<b>Unit 14</b>	<b>Diagnostic and Imaging Procedures</b>	<b>Duty(s):</b>
<b>Unit 15</b>	<b>Pharmacology and General Medical Terms</b>	<b>Duty(s):</b>