

K to 12 BASIC EDUCATION CURRICULUM

**JUNIOR HIGH SCHOOL TECHNICAL LIVELIHOOD EDUCATION AND SENIOR HIGH SCHOOL - TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK
INFORMATION AND COMMUNICATIONS TECHNOLOGY – MEDICAL TRANSCRIPTION (NC II)**

These are the specializations and their pre-requisites. These lists should be used as reference for curriculum maps.

AGRI-FISHERY ARTS

	Specialization	Number of Hours	Pre-requisite
1.	Agricultural Crops Production (NC I)		
2.	Agricultural Crops Production (NC II) ⁺⁺	480 hours	
3.	Agricultural Crops Production (NC III)	640 hours	Agricultural Crops Production (NC II)
4.	Animal Health Care Management (NC III)	320 hours	Animal Production (NC II)
5.	Animal Production (NC II) ⁺ <i>When updated, this CG will become the following:</i> 1. Animal Production (Poultry-Chicken) (NC II); 2. Animal Production (Ruminants) (NC II); and 3. Animal Production (Swine) (NC II)	480 hours	
6.	Aquaculture (NC II)	640 hours	
7.	Artificial Insemination (Ruminants) (NC II)	160 hours	Animal Production (NC II)
8.	Artificial Insemination (Swine) (NC II)	160 hours	Animal Production (NC II)
9.	Agricultural Crops Production (NC I)	320 hours	
10.	Fish Capture (NC II) ⁺⁺	640 hours	
11.	Fishing Gear Repair and Maintenance (NC III)	320 hours	
12.	Fish-Products Packaging (NC II)	320 hours	
13.	Fish Wharf Operation (NC I)	160 hours	
14.	Food (Fish) Processing (NC II)	640 hours	
15.	Horticulture (NC II) ⁺	640 hours	
16.	Horticulture (NC III)	640 hours	Horticulture (NC II)
17.	Landscape Installation and Maintenance (NC II)	320 hours	Agricultural Crops Production (NC I)
18.	Organic Agriculture (NC II)	320 hours	Agricultural Crops Production (NC I)
19.	Pest Management (NC II)	320 hours	Agricultural Crops Production (NC I)
20.	Rice Machinery Operation (NC II)	320 hours	Agricultural Crops Production (NC I)
21.	Rubber Processing (NC II)	320 hours	
22.	Rubber Production (NC II)	320 hours	
23.	Slaughtering Operation (NC II)	160 hours	Animal Production (NC II)

⁺CG to be updated by December 2015

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HOME ECONOMICS

	Specialization	Number of Hours	Pre-requisite
1.	Attractions and Theme Parks (NC II)	160 hours	
2.	Barbering (NC II)	320 hours	
3.	Bartending (NC II)	320 hours	
4.	Beauty/Nail Care (NC II)	160 hours	40 hours of the subject during exploratory Grade 7/8
5.	Bread and Pastry Production (NC II)	160 hours	
6.	Caregiving (NC II)	640 hours	40 hours of the subject during exploratory Grade 7/8
7.	Commercial Cooking (NC III)	320 hours	Cookery (NC II)
8.	Cookery (NC II)	320 hours	40 hours of the subject during exploratory Grade 7/8
9.	Dressmaking (NC II)	320 hours	40 hours of the subject during exploratory Grade 7/8
10.	Events Management Services (NC III)	320 hours	
11.	Fashion Design (Apparel) (NC III)	640 hours	Dressmaking (NC II) or Tailoring (NC II)
12.	Food and Beverage Services (NC II) ⁺	160 hours	
13.	Front Office Services (NC II)	160 hours	40 hours of the subject during exploratory Grade 7/8
14.	Hairdressing (NC II)	320 hours	
15.	Hairdressing (NC III)	640 hours	Hairdressing (NC II)
16.	Handicraft (Basketry, Macrame) (Non-NC)	160 hours	
17.	Handicraft (Fashion Accessories, Paper Craft) (Non-NC)	160 hours	
18.	Handicraft (Needlecraft) (Non-NC)	160 hours	
19.	Handicraft (Woodcraft, Leathercraft) (Non-NC)	160 hours	
20.	Housekeeping (NC II) ⁺	160 hours	
21.	Local Guiding Services (NC II)	160 hours	
22.	Tailoring (NC II)	320 hours	40 hours of the subject during exploratory Grade 7/8
23.	Tourism Promotion Services (NC II)	160 hours	
24.	Travel Services (NC II)	160 hours	
25.	Wellness Massage (NC II)	160 hours	

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INDUSTRIAL ARTS

	Specialization	Number of Hours	Pre-requisite
1.	Automotive Servicing (NC I) ⁺	640 hours	
2.	Automotive Servicing (NC II)	640 hours	Automotive Servicing (NC I)
3.	Carpentry (NC II)	640 hours	
4.	Carpentry (NC III)	320 hours	Carpentry (NC II)
5.	Construction Painting (NC II)	160 hours	
6.	Consumer Electronics Servicing (NC II) ⁺	640 hours	
7.	Domestic Refrigeration and Airconditioning (DOMRAC) Servicing (NC II)	640 hours	
8.	Driving (NC II)	160 hours	
9.	Electrical Installation and Maintenance (NC II)	640 hours	
10.	Electric Power Distribution Line Construction (NC II)	320 hours	Electrical Installation and Maintenance (NC II)
11.	Electronic Products Assembly and Servicing (NC II) ⁺⁺ <i>(CG under construction based on Consumer Electronics Servicing (NC II) CG)</i>	640 hours	
12.	Furniture Making (Finishing) (NC II) ⁺	480 hours	
13.	Instrumentation and Control Servicing (NC II)	320 hours	Electronic Products Assembly and Servicing (EPAS) (NC II)
14.	Gas Metal Arc Welding (GMAW) (NC II)	320 hours	Shielded Metal Arc Welding (SMAW) (NC II)
15.	Gas Tungsten Arc Welding (GTAW) (NC II)	320 hours	Shielded Metal Arc Welding (GMAW) (NC II)
16.	Machining (NC I) ⁺⁺	640 hours	
17.	Machining (NC II)	640 hours	Machining (NC I)
18.	Masonry (NC II)	320 hours	
19.	Mechatronics Servicing (NC II)	320 hours	Consumer Electronics Servicing (NC II)
20.	Motorcycle/Small Engine Servicing (NC II)	320 hours	
21.	Plumbing (NC I)	320 hours	
22.	Plumbing (NC II)	320 hours	Plumbing (NC I)
23.	Refrigeration and Air-Conditioning (Packaged Air-Conditioning Unit [PACU]/Commercial Refrigeration Equipment [CRE]) Servicing (NC III)	640 hours	Domestic Refrigeration and Airconditioning (DOMRAC) Servicing (NC II)
24.	Shielded Metal Arc Welding (NC I)	320 hours	
25.	Shielded Metal Arc Welding (NC II)	320 hours	Shielded Metal Arc Welding (NC I)
26.	Tile Setting (NC II)	320 hours	
27.	Transmission Line Installation and Maintenance (NC II)	640 hours	Electrical Installation and Maintenance (NC II)

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INFORMATION, COMMUNICATIONS AND TECHNOLOGY (ICT)

	Specialization	Number of Hours	Pre-requisite
1.	Animation (NC II)	320 hours	
2.	Broadband Installation (Fixed Wireless Systems) (NC II)	160 hours	1. Telecom OSP and Subscriber Line Installation (Copper Cable/POTS and DSL) (NC II) 2. Telecom OSP Installation (Fiber Optic Cable) (NC II)
3.	Computer Hardware Servicing (NC II) ⁺	320 hours	
4.	Computer Programming (NC IV) ⁺ <i>When updated, this CG will become the following:</i> 1. Programming (.net Technology) (NC II) ⁺⁺ 2. Programming (Java) (NC II) ⁺⁺ 3. Programming (Oracle Database) (NC II) ⁺⁺	320 hours	
5.	Computer System Servicing (NC II) ⁺⁺ <i>(CG under construction based on Computer Hardware Servicing (NC II) CG)</i>	320 hours	
6.	Contact Center Services (NC II)	320 hours	
7.	Illustration (NC II)	320 hours	
8.	Medical Transcription (NC II)	320 hours	
9.	Technical Drafting (NC II)	320 hours	
10.	Telecom OSP and Subscriber Line Installation (Copper Cable/POTS and DSL) (NC II)	320 hours	Computer Hardware Servicing (NC II)
11.	Telecom OSP Installation (Fiber Optic Cable) (NC II)	160 hours	Telecom OSP and Subscriber Line Installation (Copper Cable/POTS and DSL) (NC II)

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INFORMATION AND COMMUNICATIONS TECHNOLOGY – MEDICAL TRANSCRIPTION (NC II)
(160 hours)

Course Description:

This is an introductory and specialization course that leads to a **Medical Transcription** National Certificate Level II (NC II). It covers Personal Entrepreneurial Competencies (PECs), Environment and Market (EM), five **(5)** Common Competencies and two **(2)** Core Medical Transcription Competencies that a high school student ought to possess, namely: 1) using business technology to respond to customers’ needs, and 2) using medical terminology to carry out tasks.

The preliminaries of this specialization course include the following: 1) discussion of the relevance of the course, 2) explanation of key concepts of common competencies, 3) explanation of core competencies relative to the course, and 4) exploration of career opportunities.

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
Introduction 1. Relevance of the course 2. Key concepts of common competencies 3. Core competencies in Medical Transcription 4. Career opportunities	The learners demonstrate an understanding of key concepts, principles, and core competencies in Medical Transcription	The learners shall be able to independently create/provide quality and marketable product and/or service in Medical Transcription as prescribed by the TESDA Training Regulations	<i>The learners...</i> 1. Discuss the relevance of the course 2. Explain the key concepts of common competencies 3. Explain the core concepts of Medical Transcription 4. Explore job opportunities in Medical Transcription as a career	
LESSON 1: PERSONAL ENTREPRENEURIAL COMPETENCIES (PECS)				
1. Assessment of Personal Competencies and Skills (PECs) vis-à-vis a practicing entrepreneur/employee in locality/town 1.1 Characteristics 1.2. Attributes 1.3 Lifestyle 1.4 Skills 1.5 Traits 2. Analysis of PECs in relation to a practitioner 3. Align, strengthen, and develop one’s PECs based on the results	The learners demonstrate an understanding of one’s PECs in relation to Medical Transcription	The learners shall be able to recognize his/her PECs and prepare an activity plan that aligns with those of a practitioner/ entrepreneur in Medical Transcription	LO 1. Recognize PECs needed in Medical Transcription 1.1 Assess one’s PECs: characteristics, attributes, lifestyle, skills, and traits 1.2 Assess practitioner’s: characteristics, attributes, lifestyle, skills and traits 1.3 Compare one’s PECs with those of a practitioner/ /entrepreneur 1.4 Align one’s PECs with those of a practitioner/ entrepreneur	TLE_PECs9-12-Ia-1

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
LESSON 2: ENVIRONMENT AND MARKET (EM)				
<ol style="list-style-type: none"> 1. Market (locality/town) 2. Key concepts of Market 3. Players in the market 3. (Competitors) 4. Products and services available in the market 	The learners demonstrate an understanding of the environment and market in Medical Transcription in one's locality/town	The learners shall be able to create a business vicinity map reflective of potential market in Medical Transcription in a locality/town	LO 1. Recognize and understand the market in Medical Transcription 1.1 Identify the players/competitors in the town 1.2 Identify the different products/services available in the market	TLE_EM9-12-Ia-1
<ol style="list-style-type: none"> 5. Market (Customer) 6. Key concepts in identifying and understanding the consumer 7. Consumer Analysis through: <ol style="list-style-type: none"> 7.1 Observation 7.2 Interviews 7.3 Focus Group Discussion (FGD) 7.4 Survey 			LO 2. Recognize the potential customer/market in Medical Transcription 2.1 Identify the profile of potential customers 2.2 Identify the customer's needs and wants through consumer analysis 2.3 Conduct consumer/market analysis	TLE_EM9-12-Ia-2
LESSON 3: USE OF HAND TOOLS AND EQUIPMENT (UT)				
<ol style="list-style-type: none"> 1. Hand tools in medical transcription 2. Equipment in medical transcription 	The learners demonstrate an understanding of hand tools and equipment in Medical Transcription	The learners shall be able to use hand tools and equipment in Medical Transcription	LO 1. Prepare hand tools and equipment in medical transcription 1.1 Use hand tools and equipment according to function and task requirement	TLE ICTMT9-12UT-Ib-1
<ol style="list-style-type: none"> 3. Procedure in accomplishing forms: <ol style="list-style-type: none"> 3.1 Job order slips 3.2 Tools and materials requisition slips 3.3 Borrower's slip 4. Requisition procedures 			LO 2. Inspect hand tools and equipment received in Medical Transcription 2.1 Check the list of tools and equipment to be requested per job requirement 2.2 Inspect the requested tools and equipment 2.3 Assess the condition of all	TLE ICTMT9-12UT-Ic-2

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
			hand tools and equipment for proper operation and safety	
LESSON 4: MAINTAIN HAND TOOLS, EQUIPMENT, AND PARAPHERNALIA (MT)				
<ol style="list-style-type: none"> 1. Safety procedures in using hand tools and equipment 2. Procedures in cleaning, tightening, and simple repairs of hand tools, equipment and paraphernalia 3. Common malfunction in hand tools, equipment, and paraphernalia 4. Reporting to property custodian 	The learners demonstrate an understanding of concepts and principles in maintaining tools, equipment, and paraphernalia	The learners shall be able to maintain tools, equipment, and paraphernalia as prescribed by the TESDA Training Regulations.	LO 1. Use and maintain hand tools, measuring instrument, and equipment <ol style="list-style-type: none"> 1.1 Perform safety procedures in using hand tools and equipment 1.2 Follow procedures in cleaning, tightening, and simple repair of hand tools, equipment, and paraphernalia 1.3 Identify common malfunction (unplanned or unusual events) when using tools, equipment, and paraphernalia 1.4 Follow procedures in preparing a report to property custodian 	TLE ICTMT9-12MT-Id-1
LESSON 5: PERFORM MENSURATION AND CALCULATION (MC)				
<ol style="list-style-type: none"> 1. Types of components and objects to be measured: <ol style="list-style-type: none"> 1.1 Memory 1.2 Data storage capacity 1.3 Processor 1.4 Video card 2. Correct specifications of the relevant sources 	The learners demonstrate an understanding of concepts and principles in measurements and calculation	The learners shall be able to perform accurate measurements and calculation based on a given task.	LO 1. Perform basic mensuration <ol style="list-style-type: none"> 1.1 Identify object/s to be measured 1.2 Use the correct specifications as specified in the operating system 	TLE ICTMT9-12MC-Ie-1
<ol style="list-style-type: none"> 3. Conversion and calculation <ol style="list-style-type: none"> 3.1 Capacity and speed 3.2 Memory 			LO 2. Carry out mensuration and calculation <ol style="list-style-type: none"> 2.1 Perform calculation needed 	TLE ICTMT9-12MC-If-2

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
3.3 Data storage 3.4 Processor 3.5 Video card			to complete task using the four mathematical fundamental operation (addition, subtraction, multiplication, and division) 2.2 Employ different techniques in checking accuracy of the computation	
LESSON 6: PREPARE AND INTERPRET TECHNICAL DRAWING (ID)				
1. Basic Symbols 2. Basic Elements 2.1 Schematic diagram 2.2 Charts 2.3 Block diagrams 2.4 Layout plans 2.5 Loop diagram	The learners demonstrate an understanding of concepts and principles in preparing and interpreting technical drawings and work plans in Medical Transcription.	The learners shall be able to prepare and interpret technical drawings and work plans accurately	LO 1. Identify different kinds of technical drawings 1.1 Identify basic symbols used in technical drawing 1.2 Select technical drawing in accordance with the job requirement	TLE ICTMT9-12ID-Ig-1
3. Flowchart interpretation 3.1 Types of flowchart			LO 2. Interpret technical drawing 2.1 Identify the basic symbols used in flow charting 2.2 Interpret the symbols used in flow charting 2.3 Create a flowchart that depicts a simple scenario	TLE ICTMT9-12ID-Ih-2
LESSON 7: PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES (OS)				
1. Hazards and risks control 1.1 safety regulations 1.2 indicators of hazard and risks 1.3 contingency measures	The learners demonstrate an understanding of concepts and principles of Occupational Health and Safety (OHS) Procedures in relation to hazards and risks in the workplace	The learners shall be able to consistently observe and practice occupational health and safety procedures in the workplace	LO 1. Identify hazards and risks 1.1 Explain hazards and risks in the workplace 1.2 Identify hazards and risks indicators in the workplace 1.3 Apply contingency measures in accordance with Occupational Health and Safety (OHS)	TLE ICTMT9-12OS-Ii-1

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
			Procedures	
2. Evaluation of hazards and risks 2.1 Effects of hazards and risks in the workplace			LO 2. Evaluate hazards and risks 2.1 Determine the effects of hazards and risks 2.2 Classify the types of hazards and risks in the workplace	TLE_ICTMT9-12OS-Ij-2
3. Hazards and risks control 3.1 Safety regulation			LO 3. Control hazards and risks 3.1 Follow OHS Procedures for controlling hazards and risks 3.2 Use personal protective equipment (PPE) 3.3 Follow and observe organizational protocol when providing emergency assistance	TLE_ICTMT9-12OS-Ij-3
4. Maintenance of OHS Procedures awareness 4.1 Operational health and safety procedures, practices, and regulations			LO 4. Maintain occupational health and safety regulations 4.1 Participate in related drills and training 4.2 Prepare OHS personal records in accordance with workplace requirements	TLE_ICTMT9-12OS-Ij-4
LESSON 8: USING BUSINESS TECHNOLOGY TO RESPOND TO CUSTOMERS NEEDS (BT)				
1. Transcription software and hardware 2. Internet manipulation skills 3. Technology skills to use business equipment 4. Ergonomic Guidelines 4.1 Seating Posture 4.2 Visual Display Unit Screen	The learners demonstrate an understanding of concepts and principles in the use of business technology to respond to customers' needs	The learners shall be able to use business technology to respond to customers' needs based on established industry and/or job requirements	LO 1. Select and apply appropriate technology and software for medical transcription tasks 1.1 Select appropriate technology and software applications to achieve the requirements of the task	TLE_ICTMT9-12BT-IIa-e-1

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
Brightness 5. Correct log-on sheet-down procedures for computer equipment 6. Organizational Requirement 7. Legal and Organizational Policy Guidelines and Requirement			1.2 Perform work within ergonomic guidelines 1.3 Use technology according to organizational requirements that promote a safe work environment	
8. Keyboarding skills 9. Planning and organizing activities 10. Log-On Procedure 11. Mathematical ideas and techniques 12. Locating Data 13. Storing Data 13.1 Storage in Directory and Sub-Directories 13.2 Storage in Directory CD ROM, Diskette, Drives Or Back up System 13.3 Appropriate storage/filling of hard copies of computer generated document			LO 2. Process and organize medical transcription data 2.1 Identify files and records according to task and organizational requirements 2.2 Generate reports according to task and organizational requirements 2.3 Edit document/s and/or records according to task and organizational requirements 2.4 Operate input devices according to organizational requirements 2.5 Store data appropriately 2.6 Exit application appropriately without damage or loss of data 2.7 Use manuals, training booklets, and/or on-line help and help-desks to overcome basic difficulties in manipulating applications	TLE_ ICTMT9BT-Iif-j-2

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
14. Routine Maintenance 14.1 Replacing consumables 14.2 Regular checking 14.3 "In-House" cleaning and servicing according to manufacturer's and guidelines 15. Maintaining files of clients 16. Backup and virus protection procedures 17. Methods of detecting faults in solving problems with business technology			LO 3. Maintain business technology equipment 3.1 Identify used-technology consumables in accordance with manufacturers' instructions and organizational requirements 3.2 Replace used-technology consumables in accordance with manufacturers' instructions and organizational requirements 3.3 Carry out routine maintenance on equipment in accordance with manufacturers' instructions and organizational requirements 3.4 Identify faults in equipment in accordance with manufacturer's instructions 3.5 Document equipment faults 3.6 Report findings to proper authority	TLE ICTMT9-12TT-IIIa-e-3
LESSON 9: USING MEDICAL TERMINOLOGY TO CARRY OUT TASKS (TT)				
1. Fundamental word structure used in basic and advanced medical terminology 2. Human Anatomy and Physiology 3. Common Medical Conditions and its Pathophysiology 4. Clinical/laboratory/diagnostic procedures and equipment 5. Common Medications	The learners demonstrate an understanding of concepts and principles in using medical terminology to carry out tasks	The learners shall be able to use medical terminology to carry out tasks following the job requirements	LO 1. Respond appropriately to instructions 1.1 Document written and oral instructions using medical terminology 1.2 Interpret abbreviations of commonly used medical terms and associated processes	TLE ICTMT9-12TT-IIIIf-j-1

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
6. Surgical procedures 7. Medico-legal Terminology 8. Common Abbreviations for Medical and Pharmacological Terms 9. Stedman’s Software (Medical Dictionary) 10. Drug Reference 11. American Association of Medical Transcriptionist’s Book of Style			1.3 Clarify medical terminology from appropriate references when necessary	
12. Proofreading and Editing 13. Maintaining files of clients			LO 2. Use of appropriate medical terminology in the performance of routine tasks 2.1 Use correct medical terminology in the completion of routine tasks 2.2 Clarify gaps in knowledge through appropriate person 2.3 Use abbreviation for common medical terminology whenever appropriate	TLE ICTMT9-12TT-IVa-e-2
14. Common Medical Transcription Material 15. Medical dictionary 16. Medical Transcription Handbook/manual 17. Drug and prescription information sources/database			LO 3. Use appropriate medical terminology in the preparation of documents 3.1 Use appropriate medical technology in preparing documents 3.2 Spell medical terminology correctly 3.3 Use proper medical terminologies in appropriate context 3.4 Seek advice from designated person on	TLE ICTMT9-12TT-IVf-j-3

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
			medical terms and accompanying processes when necessary	

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INFORMATION AND COMMUNICATIONS TECHNOLOGY – MEDICAL TRANSCRIPTION (NC II)
(160 hours)

Course Description:

This is an introductory and specialization course that leads to a **Medical Transcription** National Certificate Level II (NC II). It covers Personal Entrepreneurial Competencies (PECs), Environment and Market (EM), and one **(1)** Core Medical Transcription Competency that a high school student ought to possess, that is, producing text from audio transcription.

The preliminaries of this specialization course include the following: 1) discussion of the relevance of the course, 2) explanation of core competency relative to the course, and 3) exploration of career opportunities.

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
Introduction 1. Relevance of the course 2. Core competency in Medical Transcription 3. Career opportunities	The learners demonstrate an understanding of concepts, underlying theories and the core competency in Medical Transcription	The learners shall be able to create/provide quality and marketable product and/or service in Medical Transcription as prescribed by the TESDA Training Regulations	<i>The learners...</i> 1. Discuss the relevance of the course 2. Explain the core competency in Medical Transcription 3. Explore job opportunities for a career in Medical Transcription	
LESSON 1: PERSONAL ENTREPRENEURIAL COMPETENCIES (PECS)				
1. Assessment of Personal Competencies and Skills (PECs) vis-à-vis a practicing entrepreneur/employee in a province. 1.1 Characteristics 1.2 Attributes 1.3 Lifestyle 1.4 Skills 1.5 Traits 2. Analysis of PECs in relation to a practitioner 3. Application of PECs to the chosen business/career	The learners demonstrate an understanding of one's PECs in Medical Transcription	The learners shall be able to create a plan of action that strengthens/ further develops one's PECs in Medical Transcription	LO 1. Develop and strengthen PECs needed in Medical Transcription 1.1 Identify areas for improvement, development, and growth 1.2 Align one's PECs according to his/her business/career choice 1.3 Create a plan of action that ensures success of his/her business/career choice	TLE_PECs9-12-Ia-1

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
LESSON 2: ENVIRONMENT AND MARKET (EM)				
1. Product Development 2. Key concepts of developing a product 3. Finding Value 4. Innovation 4.1 Unique Selling Point (USP)	The learners demonstrate an understanding of environment and market in Medical Transcription in one's town/province	The learners shall be able to create a business vicinity map reflective of potential market in Medical Transcription in a town/province	LO 1. Develop a product/service in Medical Transcription 1.1 Identify what is of "Value" to the customer 1.2 Identify the customer to sell to 1.3 Explain what makes a product unique and competitive 1.4 Apply creativity and innovative techniques to develop marketable product 1.5 Employ a Unique Selling Proposition (USP) to a product/service	TLE_EM9-12-Ia-1
5. Selecting Business Idea 6. Key concepts of Selecting a Business Idea 6.1 Criteria 6.2 Techniques			LO 2. Select a business idea based on the criteria and techniques set 2.1 Enumerate various criteria and steps in selecting a business idea 2.2 Apply the criteria/steps in selecting a viable business idea 2.3 Determine a business idea based on the criteria/techniques set	TLE_EM9-12-Ia-2
7. Branding			LO 3. Develop a brand for the product 3.1 Identify the benefits of having a good brand 3.2 Enumerate recognizable brands in the town/province 3.3 Enumerate the criteria for developing a brand 3.4 Generate a clear and appealing product brand	TLE_EM9-12-Ia-b-3

**K to 12 BASIC EDUCATION CURRICULUM
 JUNIOR HIGH SCHOOL TECHNICAL LIVELIHOOD EDUCATION AND SENIOR HIGH SCHOOL - TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK
 INFORMATION AND COMMUNICATIONS TECHNOLOGY – MEDICAL TRANSCRIPTION (NC II)**

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARD	LEARNING COMPETENCIES	CODE
LESSON 3: PRODUCING TEXT FROM AUDIO TRANSCRIPTION (AT)				
1. American Association of Medical Transcriptionist's Book of Style 2. Equipment and Materials for Transcription 3. Organization's policy and procedure requirements	The learners demonstrate an understanding of concepts and underlying principles in producing text from an audio transcription	The learners shall be able to produce text from an audio transcription following the job requirements	LO1. Prepare for audio transcription 1.1 Identify clients' requirements relating to style, presentation, and storage of technology prior to commencing the task 1.2 Follow procedures in obtaining equipment and materials needed for transcription 1.3 Verify for correct operation and safety of the equipment and materials needed for transcription 1.4 Clarify the requirements of the texts to persons with authority	TLE ICTMT9-12AT-Ic-j-IIa-b-1
4. Keyboarding skills 5. Listening skills 6. Comprehension skills 7. Researching skills			LO 2. Transcribe audio file 2.1 Produce text from transcription with the required accuracy 2.2 Ensure that the intended meaning of the author/physician from an audio file is transcribed 2.3 Infer the meaning of unclear speech from the context of dictation 2.4 Clarify the meaning and spelling of technical terms to ensure accuracy of the text 2.5 Produce text within a designated timeline 2.5 Perform a self-check of the transcription to ensure accuracy	TLE ICTMT9-12AT-IIc-j-1

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Code Book Legend

Sample: TLE_ ICTMT9-12AT-IIc-j-1

LEGEND		SAMPLE	
First Entry	Learning Area and Strand/ Subject or Specialization	Technology and Livelihood Education_ Information and Communications Technology Medical Transcription	TLE_ ICT MT 9-12
	Grade Level	Grade 9/10/11/12	
Uppercase Letter/s	Domain/Content/ Component/ Topic	Producing Text From Audio Transcription	AT
			-
Roman Numeral <i>*Zero if no specific quarter</i>	Quarter	Second Quarter	II
Lowercase Letter/s <i>*Put a hyphen (-) in between letters to indicate more than a specific week</i>	Week	Week Three to Ten	c-j
			-
Arabic Number	Competency	Transcribe audio file	16

DOMAIN/ COMPONENT	CODE
Personal Entrepreneurial Competencies	PECS
Environment and Market	EM
Use of Hand Tools and Equipment	UT
Maintain Hand Tools, Equipment, and Paraphernalia	MT
Perform Mensuration and Calculation	MC
Prepare and Interpret Technical Drawing	ID
Practice Occupational Health and Safety Procedures	OS
Using Business Technology to Respond to Customers' Needs	BT

Technology-Livelihood Education and Technical-Vocational Track specializations may be taken between Grades 9 to 12.

Schools may offer specializations from the four strands as long as the minimum number of hours for each specialization is met.

Please refer to the sample Curriculum Map on the next page for the number of semesters per ICT specialization and those that have pre-requisites. Curriculum Maps may be modified according to specializations offered by a school.

**K to 12 BASIC EDUCATION CURRICULUM
 JUNIOR HIGH SCHOOL TECHNICAL LIVELIHOOD EDUCATION AND SENIOR HIGH SCHOOL - TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK
 INFORMATION AND COMMUNICATIONS TECHNOLOGY – MEDICAL TRANSCRIPTION (NC II)
 SAMPLE ICT CURRICULUM MAP** (as of November 2015)**

Grade 7/8 (EXPLORATORY)				GRADES 9-12							
EXPLORATORY				Computer System Servicing (NC II)++		4 sems					
				Computer Hardware Servicing (NC II)+		4 sems		*Telecom OSP and Subscriber Line Installation (Copper Cable/POTS and DSL) (NC II)		4 sems	
				*Telecom OSP Installation (Fiber Optic Cable) (NC II)		2 sems		***Broadband Installation (Fixed Wireless Systems) (NC II)		2 sems	
						Illustration (NC II)		4 sems		Medical Transcription (NC II)	
				Technical Drafting (NC II)			4 sems		Contact Center Services (NC II)		4 sems
				Computer Programming (NC IV)+ When updated, this CG will become the following: 1. Programming (.net Technology) (NC II) 2. Programming (Java) (NC II) 3. Programina (Oracle Database) (NC II)			4 sems		Animation (NC II)		4 sems
				4 sems							

- * Please note that these subjects have pre-requisites mentioned in the CG.
- + CG to be updated by December 2015
- ++ CG to be uploaded by December 2015
- *** Subject has two pre-requisites
- Other specializations with no pre-requisites may be taken up during these semesters.
- Pre-requisites of the subjects to the right should be taken up during these semesters.

****This is just a sample. Schools make their own curriculum maps considering the specializations to be offered. Subjects may be taken up at any point during Grades 9-12.**