

# Career & Life Skills

Educational Service Unit #1 (ESU #1) has purchased several Career & Life Skills kits, as well as Life Skills digital materials. These are available for teachers to check out and use with their students. It is our hope that the use of these resources provides relevant and rigorous learning for students across ESU #1 districts.

## Kits-

**Animal Care**

**Autobody Repair**

**Caregiver**

**Carpentry**

**Child Care**

**Cleaning Maintenance**

**Health & Nutrition**

**Table Service**

## Digital Materials-

**Health & Nutrition**

- Basic First Aid

**Job Prep & Employability Skills:**

- Expectations on the Job
- Interviewing for a Job
- Maintaining Regular Attendance
- Managing Your Money
- Verbal & Nonverbal Communication
- Workplace Literacy
- Written Communication

*\*\*Material Descriptions on page 5-10*

**Independent Living Skills:**

- Banking: Checking & Savings
- Living on Your Own
- Renting an Apartment
- Skills for Buying a Car
- Study Skills

**Self-Confidence & Social Skills**

- Internet Safety

*\*\*Kit Descriptions on pages 2-4*

[Availability Calendar](#)

[Request Form](#)

For any questions, please email Kayla Varley at [kvarley@esu1.org](mailto:kvarley@esu1.org) or call the ESU #1 office at (402) 287-2061.



# Career & Life Skills Kits

**ANIMAL CARE:** In this module, students experience many careers involved with animal care, including veterinarian, vet assistant, animal groomer and trainer. Students explore animal handling, medical care, grooming, breeding and nutrition. This module deals with small animals only.



## Sample Activities:

- Examining Animals (Ears, Eyes, Body)
- Taking Vitals (Temperature, Pulse, Respiration)
- Grooming and Nutrition
- Breeding and Training

## Adapted Sample Activities:

- Rules for Handling Animals
- Sorting Animals into Categories
- What Pets Eat and Following Schedules
- Stocking Shelves in a Pet Store

**AUTOBODY REPAIR:** Pings, scratches and dents frequently occur on today's rough roadways. With this kit, students are introduced to the basics of repairing body damage on automobiles. From start to finish, this module covers all stages of a repair including dinging work, filling dents, preparing the surface for finishing and painting.



## Sample Activities:

- Straightening Damaged Areas
- Filling Dents with Plastic
- Preparing Surfaces for Painting
- Priming Work Areas

## Adapted Sample Activities:

- Washing a Car
- Cleaning the Tires
- Drying the Car
- Vacuuming the Car

**CAREGIVER:** What are the expectations for someone who cares for senior citizens? After this module, students will understand special problems that come with age and how to address them. The activities develop skills needed to care for aging family or nursing home residents.



## Sample Activities:

- Taking and Recording Temperature
- Taking the Pulse, Respiration and Blood Pressure
- Measuring Intake/Output
- Managing and Administering Medicines

## Adapted Sample Activities:

- Creating a Germ-Free Environment
- Taking Temperature and Pulse
- Checking Respiration and Blood Pressure
- Managing Medications

**CARPENTRY:** This module introduces students to carpentry duties: identifying and using fasteners, using hand and power tools, measuring and identifying lumber and other building materials. Students gain knowledge and skills necessary to build a project and maintain tools.



**Sample Activities:**

- Operating a Power Hand Drill and Screwdriver
- Identifying and Sorting Fasteners
- Identifying Woods and Other Materials
- Making a Box

**Adapted Sample Activities:**

- Identifying and Sorting Fasteners
- Using a Hammer and Nails
- Using a Screwdriver and Screws
- Measuring and Making a Box

**CHILD CARE:** Students explore typical duties performed and tools/equipment used by infant caretakers. Using life-size simulated babies and supplies, students explore proper techniques for holding, lifting and carrying an infant; feeding an infant; and diapering, dressing, and bathing an infant.



**Sample Activities:**

- Lifting and Carrying a Baby
- Feeding and Dressing a Baby
- Diapering a Baby
- Sponge/Tub Bathing a Baby

**Adapted Sample Activities:**

- Feeding the Baby
- Lifting and Carrying the Baby
- Diapering the Baby
- Dressing the Baby

**CLEANING MAINTENANCE:** In this module, students learn the importance of proper cleaning to promote health. Through hands-on activities with real tools of the trade, students gain appreciation of the roles and responsibilities of workers in this career area.



**Sample Activities:**

- Wall Washing
- Cleaning Desktops, Whiteboards, Windows
- Dusting, Mopping, Sweeping
- Restroom Cleaning

**Adapted Sample Activities:**

- Cleaning a Desktop/Chalkboard
- Cleaning Windows/Mirrors
- Washing Walls
- Dusting, Mopping, Sweeping

**HEALTH & NUTRITION:** This module studies the role of a nutritionist or dietitian. Students explore keeping a food log, practicing good eating habits, identifying calorie requirements for weight loss, planning healthy, balanced meals and investigating calorie consumption in different parts of the world.



**Sample Activities:**

- Keeping a Food Log
- Calculating Body Fat
- Identifying Calorie Requirements and Planning Healthy Meals
- Considering Supplemental Foods

**Adapted Sample Activities:**

- Identifying Products in the Health Food Dept.
- Learning Food Groups & Planning Healthy Foods
- Measuring Height and Weight
- Stocking Shelves and Keeping Inventory

**TABLE SERVICE:** Explore the jobs of servers and busers with this hands-on module. Introduces students to the actual tasks performed in table service including taking orders and serving meals, setting the table, computing and presenting the check and busing the table.



**Sample Activities:**

- Taking Orders and Serving Meals
- Setting the Table
- Computing and Presenting the Check
- Busing the Table

**Adapted Sample Activities:**

- Setting the Table
- Taking an Order
- Busing the Table
- Washing Your Hands

## Health & Nutrition

**Basic First Aid:** Knowing first aid can save lives. With this curriculum, students will learn the basic steps they need to aid themselves and others with minor injuries and medical emergencies. They will also learn how to assess an accident scene and to only perform those skills that they have been taught. Students will learn to call 911 for assistance.



### Competencies Include:

- Define Key Terms (Such as First Aid, Medical Emergency and Consent)
- Identify a Medical Emergency
- Explain Universal Precautions
- Describe First Aid Procedures for a Wound or Cut
- Identify and Describe Types of Burns & Fractures
- Identify First Aid Procedure for Choking Victim
- Describe Information to Gather from a Scene Assessment

## Independent Living Skills

**Banking: Checking & Savings:** With the instruction in this multimedia module, students learn the basics needed to make deposits and withdrawals, write a check and compare monthly bank statements to a checkbook ledger. This module also covers important terms and definitions.



### Competencies Include:

- Define Key Terms (Such as Transaction, Withdrawal, Deposit and Overdrawn)
- Explain the Differences between Checking and Savings Accounts
- Explain How to Open a Bank Account
- Describe How to Write a Check
- Reconcile a Ledger

## Independent Living Skills

**Living on Your Own:** Independent Living is a major step in the life of a young person. Help students prepare with the multimedia instruction in this module. Students will gain knowledge of important concepts such as making a budget, meeting new people and cleaning a living space.



### Competencies Include:

- Define Key Terms (Such as Premises, Security Deposit and Landlord)
- Make a Budget
- Describe What to Include in a Budget
- Explain Why it is Important to Pay Bills on Time
- Contrast Apartment Complex vs. Duplex
- Explain How to Make an Apartment-Hunting Checklist
- Explain Why it is Important to Keep Your New Home Clean
- Describe Ways and Places to Meet New People



**Renting an Apartment:** Renting one's first apartment can be even more successful with the helpful information covered in this multimedia instructional module. Students will learn how to search for an apartment, consider an affordable rent and ask questions about leases and deposits.



**Competencies Include:**

- Define Terms (Such as Lessor, Lessee and Landlord)
- List Types of Apartments
- Contrast “Furnished” versus “Unfurnished” Apartments
- Explain Why it is Important to Pay Your Rent on Time
- Explain What it Means to Break a Lease
- Define “Security Deposit”
- Explain What it Means to Have a Roommate
- Explain Why it is Important to Check for Damages Before Signing a Lease

**Independent Living Skills**

**Skills for Buying a Car:** Shopping for an automobile can be fun and challenging. Students will be up to the task with the instruction from this multimedia module. They will learn valuable practices such as how to decide a car type, how to make a checklist before decision time, how to check out a car before buying and how to pay for a car.



**Competencies Include:**

- Define Key Terms (Such as Trade In, Negotiate and Blue Book)
- Explain the Importance of Car Insurance
- Determine What Type of Car is Right for You
- Discuss the Blue Book Value of a Car
- Decide Whether to Sell or ‘Trade In’ Your Car
- Lists Ways to Pay for a Car
- Compare Interest Rates When Financing

**Independent Living Skills**

**Study Skills:** Empower students to increase their ability to learn and to improve their grades. With this curriculum, students will learn the specific steps for studying effectively. They will learn how to take good notes, make study guides, make flash cards and memorize important information. They will also learn that it is not always the amount of time but the quality of time spent studying that will make their studying efforts successful.



**Competencies Include:**

- Define Key Terms (Such as Study Guide and Study Group)
- Describe a Good Study Environment
- Describe how Class Notes Help a Student Study
- List Ways to Memorize
- List Ways to Improve Studying

## Job Prep & Employability Skills

**Expectations on the Job:** One of the most challenging things for new employees to understand is how to meet the expectations of their new employer. Give your students a head start on this topic with this program about what most employers expect and how to meet or even exceed those expectations.



### Competencies Include:

- Explain ways to Present a Good Appearance at Work
- Describe Importance of Appearance to Job Success
- Discuss Ways a New Employee Can Show a Positive Attitude
- Explain Why Success on the Job is Important
- Describe Expectations of Most Employers
- Discuss Expectations of Most Co-Workers
- Describe how to Take Constructive Criticism

## Job Prep & Employability Skills

**Interviewing for a Job:** This multimedia module instructs students on the topics of making a good impression, taking pre-employment tests, strategies for following-up after an interview and how to appear confident and positive during an interview. Students learn the basics needed to handle a variety of interview questions and situations.



### Competencies Include:

- Explain the Purpose of a Job Interview
- Describe How to Prepare for an Interview
- Discuss Ways to make a Good Impression During an Interview
- Discuss Appearance During an Interview
- Explain Appropriate Behavior During an Interview
- Describe Standard Interview Questions and Acceptable Answers
- List Types of Pre-Employment Tests
- List Ways to Follow-Up After an Interview

## Job Prep & Employability Skills

**Maintaining Regular Attendance:** This module contains multimedia instruction of the topic of maintaining regular attendance at work. Students learn the basics needed to practice good habits of attendance and to communicate appropriately regarding necessary absences.



### Competencies Include:

- Describe Employer Expectations of Attendance
- Explain Valid and Invalid Reasons for Absence
- Discuss Appropriate Methods of Notifying an Employer of an Absence
- Explain Benefits of Good Attendance Records
- Explain Negative Affects of Chronic Absence
- Discuss Co-Worker Reactions to Abuse of Attendance Policies
- Describe Impact to Productivity When Employees are Absent

## Job Prep & Employability Skills

**Managing Your Money:** You get a paycheck and then what? Students will learn to answer this question and more with this multimedia module on the topic of managing personal finances. The concepts covered in this module include understanding aspects of compensation, using a bank account and developing a personal budget



### Competencies Include:

- Explain Gross vs. Net Pay
- Explain Salaried vs. Hourly Compensation
- Discuss Overtime Rates
- Describe Required and Optional Deductions
- Explain Why Budgeting is Necessary
- Describe Factors to Consider in Making a Budget
- Discuss Reasons to Open a Checking Account
- Explain Exercising Caution with Credit Cards
- Discuss Developing a Personal Budget

## Job Prep & Employability Skills

**Verbal & Nonverbal Communication:** There are so many aspects to communicate and how we relate to one another through words and actions. With this multimedia module, students will be prepared to understand the differences between verbal and non-verbal communication and to exercise strategies to communicate effectively in both categories.



### Competencies Include:

- Explain Effective Verbal/Non-Verbal Communication
- Discuss Using Words and Voice
- Explain Verbal/Non-Verbal Messages to Avoid
- Describe the Importance of Non-Verbal Communication to Success in an Interview
- Explain Body Language
- Describe Ways of Communicating Positively by Appearance



## Job Prep & Employability Skills

**Workplace Literacy:** Well-developed workplace literacy is essential to workers everywhere. That's why students need the instruction in this multimedia module on working fluently with office equipment, communication practices and general workplace terminology.



### Competencies Include:

- Define “Workplace Literacy” and Explain Its Importance to Job Success
- Explain Work Habits that Help You Succeed on the Job
- List Tips for Good Phone Skills
- Describe Tips for Good Written Communication
- Discuss Tips for Effective Email Writing
- List Steps to Keeping Conflicts on the Job Positive
- Describe Stress and Ways to Reduce It
- List Steps to Good Time Management on the Job

## Job Prep & Employability Skills

**Written Communication:** Instruct students in everything they need to be effective and successful with written communication. Through this multimedia module, students learn about resumes, letter of application, effective e-mail writing and more.



### Competencies Include:

- Explain the Importance of Written Communication in Job Search and Retention
- Describe Major Sections of a Resume
- Describe Parts of a Business Letter
- Explain What to Include in a Letter of Application
- Explain What to Include in a Follow-Up Letter
- Explain the Importance of Grammar, Spelling, and Punctuation in Written Communication
- Discuss Completing Forms Needed for the Job
- List Tips for Effective E-Mail Writing

## Self-Confidence & Social Skills

**Internet Safety:** The internet is a wonderful resource for students, but access can also pose risks. Internet safety can ensure that students are alert and protected online. In this module, students will learn how to be careful online by protecting their personal information and practicing safety on social networking sites.



### Competencies Include:

- Discuss the Importance of Never Giving out Personal Information on the Internet
- Discuss Safe Ways to Meet Someone You've Met on the Internet
- List Five Risks to Teenagers and Children Who Use the Internet
- List Three Dangers When Using Email on the Internet
- List Four Safety Tips for Social Networking Sites

# CHILD CARE

Use this checklist to ensure each item is accounted for.

## CONTENT LIST

- \_\_\_\_ (1) Instructor's Binder with:
  - \_\_\_\_ Instructor's Notes
  - \_\_\_\_ First Look Book
  - \_\_\_\_ Student Instructions
  - \_\_\_\_ Digital Files: Instructor's Notes PDF and Word, Student Instructions PDF and Word, First Look PowerPoint, Work Performance Benchmarks Word Template, Certificate of Accomplishment PDF, Parent Involvement Brochure PDF
  - \_\_\_\_ Pre/Post Test - Master
  - \_\_\_\_ Work Performance Benchmarks - Master
  
- \_\_\_\_ (2) Baby size dolls
- \_\_\_\_ (1) Bar of mild soap
- \_\_\_\_ (1) Bag of cotton balls
- \_\_\_\_ (1) Baby powder
- \_\_\_\_ (1) Large, heavy Turkish towel
- \_\_\_\_ (1) Baby blanket
- \_\_\_\_ (3) Disposable diapers
- \_\_\_\_ (2) Baby gowns
- \_\_\_\_ (1) Baby shampoo
- \_\_\_\_ (1) Baby bottle
- \_\_\_\_ (1) Baby towel
- \_\_\_\_ (1) Bib
- \_\_\_\_ (3) Cloth diapers
- \_\_\_\_ (3) Infant shirts
- \_\_\_\_ (1) Set of booties
- \_\_\_\_ (1) Package of safety lock safety pins
- \_\_\_\_ (1) Package of baby wipe moist towelettes
- \_\_\_\_ (1) Booklet "Intro to Baby Care"
- \_\_\_\_ ~~(1) "Infant and Toddler Emergency First Aid Series"~~ (Set of 2 DVDs)
- \_\_\_\_ (1) Plastic panties
- \_\_\_\_ (1) Large bathtub
- \_\_\_\_ (2) Baby washcloths
- \_\_\_\_ (1) Small wash basin
- \_\_\_\_ (1) Child Care Adapted Version Binder

# Autobody Repair & Auto Detailing

Use this checklist to ensure each item is accounted for.

## **CONTENT LIST**

- \_\_\_ (1) Instructor's Binder with:
  - \_\_\_ Instructor's Notes
  - \_\_\_ First Look Book
  - \_\_\_ Student Instructions
  - \_\_\_ Digital Files: Instructor's Notes PDF and Word, Student Instructions PDF and Word, First Look PowerPoint, Work Performance Benchmarks Word Template, Certificate of Accomplishment PDF, Parent Involvement Brochure PDF
  - \_\_\_ Pre/Post Test - Master
  - \_\_\_ Work Performance Benchmarks - Master
  
- \_\_\_ (1) Book: "Automotive Bodywork and Rust Repair"
- \_\_\_ (1) Body Putty/Filler Kit
- \_\_\_ (1) Package of Cheesecloth
- \_\_\_ (1) Spray Primer
- \_\_\_ (1) Spray Paint
- \_\_\_ (1) Rubbing Compound
- \_\_\_ (1) Package of Coarse Wet/Dry Sandpaper - #180
- \_\_\_ (1) Package of Medium Wet/Dry Sandpaper - #220
- \_\_\_ (1) Package of Fine Wet/Dry Sandpaper - #320
- \_\_\_ (1) Surform Planing Tool
- \_\_\_ (1) Dolly Block
- \_\_\_ (1) Dinging Hammer
- \_\_\_ (1) Package of Spreaders
- \_\_\_ (1) Auto Wax
- \_\_\_ (1) Mixing Board
- \_\_\_ (1) Car Wash Soap
- \_\_\_ (1) Synthetic Chamois
- \_\_\_ (1) Leather Conditioner
- \_\_\_ (1) Upholstery Cleaner
- \_\_\_ (1) Glass Cleaner
- \_\_\_ (1) Package of Paint Odor Masks
- \_\_\_ (1) Package of Microfiber Towels
- \_\_\_ (1) Wash Mitt
- \_\_\_ (1) Autobody Repair Adapted Binder
- \_\_\_ (1) Bucket
- \_\_\_ (1) Package of Disposable Gloves
- \_\_\_ (1) Package of Smock/Labcoats
- \_\_\_ (1) Roll of Paper Towels
- \_\_\_ (1) Putty Knife
- \_\_\_ (1) Package of Rags
- \_\_\_ (2) Safety Glasses
- \_\_\_ (1) Sanding Block
- \_\_\_ (1) Scrubbrush
- \_\_\_ (1) Sponge
- \_\_\_ (1) Squeegee with Handle
- \_\_\_ (1) Package of Q-tips

Use this checklist to ensure each item is accounted for.

## CONTENT LIST

## Master Copies:

- |  |   |                                 |
|--|---|---------------------------------|
| ____ (1) Instructor's Binder with:         | ____ Pre/Post Test                                    |                                 |
| ____ Instructor's Notes                    | ____ Work Performance Benchmarks                      |                                 |
| ____ First Look Book                       | ____ TPR Forms  |                                 |
| ____ Student Instructions                  | ____ Graphic Nurse's Notes                            |                                 |
| ____ Digital Files: Instructor's Notes PDF | ____ Measuring Intake and Output Worksheet            |                                 |
| ____ and Word, Student Instructions PDF    | ____ Intake and Output Sheets                         |                                 |
| ____ and Word, First Look PowerPoint,      | ____ Portion Chart                                    |                                 |
| ____ Work Performance Benchmarks           | ____ How to Read a Prescription Medication Label      |                                 |
| ____ Word Template, Certificate of         | ____ How to Read an Over-the-Counter Medication Label |                                 |
| ____ Accomplishment PDF, Parent            | ____ Organizing Medications                           |                                 |
| ____ Involvement Brochure PDF, Charlie     | ____ Reaction Sheet Form                              |                                 |
| ____ Davis Audio File, Bess Goodwin        | ____ Activities List Form                             |                                 |
| ____ Audio File, Heartbeat Audio File      | ____ Experiencing Physical Impairments of Aging       |                                 |
| ____ (1) Petroleum Jelly                   | ____ (1) Pill Organizer                               | ____ (1) Nail Brush             |
| ____ (1) Transparent Tape                  | ____ (1) Caregiver Adapted                            | ____ (1) Nail File              |
| ____ (2) Elastic Bandages                  | ____ Binder   | ____ (1) Blood Pressure Cuff    |
| ____ (1) Bottle of Fluorescent             | ____ (1) Shampoo Cape                                 | ____ (Sphygmomanometer)         |
| ____ Powder                                | ____ (1) Package of Cotton Balls                      | ____ (1) Package of Plastic     |
| ____ (1) Black Light                       | ____ (1) Package of Disposable                        | ____ Spoons                     |
| ____ (1) Digital Thermometer               | ____ Masks  | ____ (1) Stethoscope            |
| ____ (2) Hospital Gowns                    | ____ (2) Safety Goggles                               | ____ (1) Package of Thermometer |
| ____ (1) Package of Surgical Hats          | ____ (1) Hand Towel                                   | ____ Tip Covers                 |
| ____ (1) Wash Cloth                        | ____ (1) Liquid Soap                                  | ____ (4) Teaspoons              |
| ____ (1) Liquid Medicine                   | ____ <del>(1) Mixing Pan (Wash Basin)</del>           | ____ (1) Box of Tissues         |
| ____ Dispenser                             |   |                                 |



# Cleaning Maintenance

Use this checklist to ensure each item is accounted for.

## CONTENT LIST

- \_\_\_ (1) Instructor’s Binder with:

\_\_\_ Instructor’s Notes

\_\_\_ First Look Book

\_\_\_ Student Instructions

\_\_\_ Digital Files: Instructor’s Notes PDF and Word, Student Instructions PDF and Word, First Look PowerPoint, Work Performance Benchmarks Word Template, Certificate of Accomplishment PDF, Parent Involvement Brochure PDF

\_\_\_ Pre/Post Test - Master

\_\_\_ Work Performance Benchmarks - Master

\_\_\_ (1) Dust Mop Cleaner

\_\_\_ (1) Glass Cleaner

\_\_\_ (1) Disinfectant Cleaner

\_\_\_ (1) Bowl Cleaner

\_\_\_ (1) Furniture Polish

\_\_\_ (1) Creme Cleaner

\_\_\_ (1) Dust Pan & Brush

\_\_\_ (1) Sponge Abrasive

\_\_\_ (1) “Wet Floor” Caution Sign

\_\_\_ (1) Bowl Swab

\_\_\_ (1) Divided Bucket

\_\_\_ (1) Jani-Carrier

\_\_\_ (1) Dust Mop Handle & Frame

\_\_\_ (1) Dust Mop Head

\_\_\_ (1) Wet Mop

\_\_\_ (1) Wet Mop Handle

\_\_\_ (1) Mop Bucket & Squeezer

\_\_\_ (1) Cleaning Adapted Version Binder

\_\_\_ (1) Blackboard Cleaner

\_\_\_ (1) Plastic Bucket

\_\_\_ (1) Package of Disposable Gloves

\_\_\_ (1) Measuring Cup

\_\_\_ (1) Package of Sponges

\_\_\_ (1) Spray Attachment

\_\_\_ (1) Squeegee with Handle

\_\_\_ (1) Package of Reusable Wipes

# Animal Care

Use this checklist to ensure each item is accounted for.

## **CONTENT LIST**

- \_\_\_\_ (1) Instructor's Binder with:
  - \_\_\_\_ Instructor's Notes
  - \_\_\_\_ First Look Book
  - \_\_\_\_ Student Instructions
  - \_\_\_\_ Digital Files: Instructor's Notes PDF and Word, Student Instructions PDF and Word, First Look PowerPoint, Work Performance Benchmarks Word Template, Certificate of Accomplishment PDF, Parent Involvement Brochure PDF
  - \_\_\_\_ Pre/Post Test - Master
  - \_\_\_\_ Work Performance Benchmarks - Master
  - \_\_\_\_ Activity 6 Worksheet - Master
  
- \_\_\_\_ (1) "Systems of Breeding" Chart
- \_\_\_\_ (1) "Feeding" Chart
- \_\_\_\_ ~~(1) Pet Shampoo~~
- \_\_\_\_ (1) Rectal Thermometer
- \_\_\_\_ (1) Syringe
- \_\_\_\_ (1) Brush
- \_\_\_\_ (1) Petroleum Jelly
- \_\_\_\_ (1) "Dog Care" Handbook
- \_\_\_\_ (1) "Cat Care Handbook
- \_\_\_\_ (1) Nail Trimmers
- \_\_\_\_ (1) Animal Care Adapted Binder
- \_\_\_\_ (1) Package of Cotton Balls
- \_\_\_\_ (1) Package of Gauze Bandages 1"
- \_\_\_\_ (1) Package of Gauze Bandages 2"
- \_\_\_\_ (1) Package of Gauze Bandages 3"
- \_\_\_\_ (1) Hand Towel
- \_\_\_\_ (1) Pair of Scissors
- \_\_\_\_ (1) Stethoscope
- \_\_\_\_ (1) Package of Cotton Swabs
- \_\_\_\_ (1) Box of Tissues

# Health & Nutrition

Use this checklist to ensure each item is accounted for.

## **CONTENT LIST**

(1) Instructor's Binder with:

- \_\_\_ Instructor's Notes
- \_\_\_ First Look Book
- \_\_\_ Student Instructions
- \_\_\_ Digital Files: Instructor's Notes PDF and Word, Student Instructions PDF and Word, First Look PowerPoint, Work Performance Benchmarks Word Template, Certificate of Accomplishment PDF, Parent Involvement Brochure PDF

- \_\_\_ (1) Caliper
- \_\_\_ (1) "Fundamentals of Human Nutrition" DVD
- \_\_\_ (1) Health & Nutrition Adapted Version Binder
- \_\_\_ (4) Dinner Plates
- \_\_\_ (1) Set of Food Models
- \_\_\_ (1) MyPlate Food Group Posters
- \_\_\_ (1) Food Counter Nutrition Facts Book
- \_\_\_ (1) Bathroom Scale
- \_\_\_ (1) Tape Measure- Seamstress

## **Master Copies:**

- \_\_\_ Pre/Post Test
- \_\_\_ Work Performance Benchmarks
- \_\_\_ Food Log
- \_\_\_ Eating Behavior Chart
- \_\_\_ Recommended Energy Intake
- \_\_\_ MyPlate Food Group Form
- \_\_\_ Growth Charts for Boys
- \_\_\_ Growth Charts for Girls
- \_\_\_ Assessment Sheet
- \_\_\_ Reference Measurement Chart
- \_\_\_ Diet Plan Worksheet
- \_\_\_ Guide to Guessing Portions
- \_\_\_ Dietary Intake Form
- \_\_\_ Table of Recommended Dietary Allowance Form
- \_\_\_ Diet Recommendation nSheet
- \_\_\_ Calorie Consumption Graph
- \_\_\_ Food Record Form