

**7822 Trade & Industrial Education
Cooperative Training II
Course Outline**

UNIT A. COMMUNICATION SKILLS

1.00 Demonstrate communication and technology skills in the workplace

1.01 Demonstrate effective communication skills

- A. Prepare an outline for a technical report
 - 1. Select a topic
 - a. Related to current
 - b. Related to future interest
 - 2. Research topic
 - a. Gather data through interviews
 - b. Gather data through the Internet
 - c. Gather data through the Occupational Outlook Handbook
 - 3. Prepare outline
 - a. Introduction
 - b. Body
 - c. Closing
- B. Deliver a 3-5 minute technical presentation
 - 1. Examine content of speech
 - a. Organization
 - b. Effectiveness
 - 2. Techniques for delivering a speech
 - a. Voice
 - b. Platform deportment
 - c. Mechanics
 - d. Practice
 - e. Evaluate – VICA scoring
- C. Deliver a 1-2 minute extemporaneous technical presentation
 - 1. Select topic
 - 2. Prepare outline
 - a. Introduction
 - b. Body
 - c. Closing
 - 3. Review speech delivery
 - a. Voice
 - b. Platform deportment
 - c. Mechanics
 - d. Practice
 - e. Evaluate – VICA scoring

- D. Write a technical report
 - 1. Decide topic
 - 2. Do research
 - 3. Make outline
 - 4. Write report
 - 5. Make bibliography
- E. Make personal employment portfolio (electronic)
 - 1. Update resume
 - 2. Include recent examples of work
 - 3. Update letter of application
- 1.02 Utilize technology in the workplace
 - A. Use computers to analyze and manipulate data
 - 1. Databases
 - a. Terminology
 - (1) Files
 - (2) Records
 - (3) Tables
 - b. Inputting information
 - c. Retrieving and searching for information
 - 2. Spreadsheets
 - a. Terminology
 - (1) Rows
 - (2) Columns
 - (3) Cells
 - (4) Values
 - (5) Formulas
 - b. Inputting information
 - c. Calculating data
 - B. Use computers and other electronic devices to communicate with others
 - 1. Terminology
 - a. Netiquette
 - b. Teleconferencing
 - 2. Electronic devices
 - a. E-mail
 - b. Fax
 - c. Printers
 - d. Internet
 - e. Modem
 - f. Scanners
 - g. Wireless hand helds
 - h. CD burners
 - i. Voice recognition
 - j. Video communication

- C. Use computers to create documents
 - 1. Programs
 - 2. Bulletin
 - 3. Brochure
 - 4. Certificate
 - 5. Clip art
 - 6. Presentation

UNIT B. CONCEPTS OF TOTAL QUALITY MANAGEMENT

2.00 Analyze total quality management strategies

- 2.01 Apply idea generation techniques
 - A. Employ brainstorming strategies use in TQM
 - 1. Introduction to brainstorming
 - a. Definition
 - b. Reasons to brainstorm
 - c. Brainstorming guidelines
 - 2. Types of brainstorming
 - a. Parking lot method
 - b. Hot/cold
 - c. Buzz session
 - d. Crawford slip
 - e. Affinity diagram
 - f. Cause and effect
 - B. Applying brainstorming strategies
 - 1. Identify the problem
 - 2. Determine the brainstorming technique
 - 3. Brainstorm
 - 4. Organize the results for future use
- 2.02 Analyze data collected from idea generation techniques
 - A. Identify TQM strategies in analyzing data
 - 1. Methods used to display data
 - a. Flow charts
 - b. Pareto diagrams
 - c. Survey
 - d. Correlation/scatter diagrams
 - e. Check sheets
 - f. Pie charts
 - g. Bar charts
 - h. Line graphs
 - i. Run charts
 - j. Control charts

2. Organize TQM strategies to analyze data in the decision-making process
 - a. Analyzing data
 - (1) Reasons
 - (2) How to use
 - (3) Use of display to accomplish goals
 - b. Demonstrate knowledge of TQM strategies
 - (1) Identify problem
 - (2) Decide on proper technique
 - (3) Brainstorm
 - (4) Organize results for a useful purpose
- 2.03 Analyze decision-making strategies
- A. Investigate decision-making styles and methods
 1. Introduction to decision-making
 - a. Definitions
 - b. Guidelines
 2. Decision-making styles
 - a. Authoritative
 - b. Consultative
 - c. Facilitative
 - d. Delegative
 3. Decision-making methods
 - a. Dictatorship
 - b. Majority rules
 - c. Consensus
 - B. Explore barriers to making good decisions
 1. Perfectionism
 2. Lack of group agreement on goals and procedures
 3. Ineffective communication
 4. Power differences
 5. Distrust among members
 6. Premature commitment to a solution
 7. Insufficient discussion time
- 2.04 Explore team-building techniques
- A. Demonstrate stages of team development
 1. Teams
 - a. Definition
 - b. Reasons for a team
 2. Team leadership
 - a. Dictatorship
 - b. Majority rules
 - c. Consensus

3. Stages of team development
 - a. Forming
 - b. Storming
 - c. Norming
 - d. Performing
 - B. Advantages of working as a team
 1. Benefits
 - a. Organization
 - b. Communication
 - c. Common goals
 - d. Involvement
 - e. Performance
 2. Team-building activities
 - a. Desert survival
 - b. Lost on the moon
 - c. Plane in a box
- 2.05 Apply TQM techniques to solve a problem
- A. Preliminary planning
 1. Determine the problem
 2. Develop a mission statement
 - B. Organization
 1. Brainstorm
 2. Assign duties
 - C. Research
 1. Dates
 2. Program
 - D. Use of appropriate TQM tools
 - E. Evaluate the activity

UNIT CENTREPRENEURSHIP

3.00 Examine entrepreneurship and the free enterprise system

3.01 Explore the free enterprise system

- A. The free enterprise system
 1. Individuals may choose what products to buy
 2. Individuals may own private property
 3. Individuals may start their own business
 4. One has the freedom to spend and consume
 5. One has the freedom to produce and work
 6. One has the freedom to vote, participate, contribute
 7. One can be their own boss
 8. One's career can be something that is enjoyable
 9. One can set their own schedule
 10. One can control their own salary
 11. One can contribute to their community

- B. Profit motive – money left after expenses
 - 1. Incentive to take a risk
 - 2. Incentive to create something of value
 - 3. Incentive to make money – it's not a hobby
- C. Competition
 - 1. Helps to lower prices
 - 2. Produce higher quality products
 - 3. Helps to eliminate monopolies
 - 4. Study your competition
 - 5. Government controlled monopolies (post office & power companies)
- D. Law of supply and demand
 - 1. Supply – goods or services that are produced
 - 2. Demand – goods or services that consumers are willing to buy
 - 3. Elastic – change in price will affect demand
 - 4. Inelastic – change in price does not affect demand
 - 5. Surplus – too many goods or services
 - 6. Shortage – too few goods or services
 - 7. Equilibrium – consumers buy all of a product or service
 - 8. Seasonal supply and demand
- E. Types of business ownership
 - 1. Sole proprietorship
 - a. Advantages/disadvantages
 - b. Characteristics
 - 2. Partnerships
 - a. Advantages/disadvantages
 - b. Characteristics
 - 3. Corporation
 - a. Advantages/disadvantages
 - b. Characteristics
 - 4. Franchises
 - a. Advantages/disadvantages
 - b. Characteristics
- F. Labor and management relations
 - 1. Collective bargaining
 - a. Wages
 - b. Fringe benefits
 - c. Working conditions
 - d. Hours
 - e. Job security

2. Labor unions
 - a. Open shop vs. closed shop
 - b. Right to work state vs. compulsory union state
 - c. Methods used by unions
 - (1) Strikes
 - (2) Pickets
 - (3) Boycotts
 - (4) Publicity
 - d. Methods used by employers
 - e. Methods used by employers
 - (1) Injunctions
 - (2) Lockouts
 - (3) Strikebreakers
 - (4) Blacklists
 - (5) Publicity
 - f. Grievance procedure
 - (1) Mediation: counseling, advising
 - (2) Arbitration: binding agreement
- 3.02 Discuss and evaluate entrepreneurship start-up
- A. Entrepreneurship – start-up components
 1. The individual or entrepreneur
 2. Environment
 - a. Competitiveness of the area businesses
 - b. Availability of labor, capital, assistance
 - c. Taxes, government support
 - d. Benefits of an inviting community
 3. Opportunity
 - a. Can it succeed
 - b. Is there a need
 4. Start-up resources
 - B. Business decisions
 1. Location, location, location
 2. Site selection
 3. Physical layout
 - a. Manufacturing
 - b. Sales floor
 - c. Office
 - C. Entrepreneurial work ethic
 1. Long hours
 2. Honesty/trustworthiness

- D. Personality traits needed
 - 1. Demanding
 - 2. Fair
 - 3. Restless
 - 4. Persistent
 - 5. Risk-taking
 - 6. Creative
 - 7. Responsible
 - 8. Inquisitive
 - 9. Independent
 - 10. Goal-orientated
- E. Business skills (accounting & organizational)
- F. Sources of professional advice
 - 1. Entrepreneurial skills classes
 - 2. Personality surveys
 - 3. Area interest surveys
 - 4. Attorney
 - 5. Accountant
 - 6. Insurance agent/consultant
 - 7. Banker
 - 8. Small Business Administration (SBA)
 - 9. Chamber of Commerce
 - 10. Realtor
 - 11. Specialty trade magazines
 - 12. Newspapers
 - 13. Trade shows
 - 14. Government agencies
- G. Business taxes
 - 1. Income
 - 2. Franchise
 - 3. Payroll
 - 4. Property
 - 5. Unemployment
- H. Business insurance
 - 1. Liability
 - 2. Property
 - 3. Workers' compensation
 - 4. Auto
- I. Business permits
 - 1. City, county, state, federal (if needed)
 - 2. ABC
- J. Legal contracts
 - 1. Sales
 - 2. Employer/employee contracts
 - 3. Company policies/handbook
 - 4. Contracts with other companies in other states/countries

- K. Operational needs
 - 1. Tools
 - 2. Equipment/machinery
 - 3. Office/manufacturing space
 - 4. Supplies
 - 5. Inventory
 - 6. Personnel needs
- L. Staffing needs
 - 1. Recruiting
 - 2. Screening
 - 3. Applicants
 - 4. Pay standards/scales
 - 5. Job descriptions
 - 6. Training and development of staff
 - 7. Drug tests
- M. Funding sources
 - 1. Banks
 - 2. Credit unions
 - 3. Small Business Administration (SBA)
 - 4. Personal savings
 - 5. Investors
- N. Capital (money) costs
 - 1. Interest
 - 2. Loan fees
 - 3. Variable rate
 - 4. Fixed rate
- O. Capital assets
 - 1. Property
 - 2. Building(s)
 - 3. Machine(s)
 - 4. Money (cash on hand)
- P. Market analysis
 - 1. Pricing
 - 2. Supply
 - 3. Demand
 - 4. Product cost
 - 5. Service cost

- Q. Promotion of business (marketing)
 - 1. Newspaper ads
 - 2. Yellow pages
 - 3. Chamber of Commerce
 - 4. Radio
 - 5. Magazines
 - 6. Local mailings (direct mail)
 - 7. Word-of-mouth
 - 8. TV/Cable
 - 9. Direct calling
 - 10. Business cards
 - 11. Internet website
 - 12. Company brochures and pamphlets
- R. Personal selling of goods and services
 - 1. Person-to-person sales
 - 2. Direct mail
 - 3. Catalogues
 - 4. Internet website
 - 5. Telemarketing
 - 6. Personal phone calls
- S. Product or service display
 - 1. Display floor
 - 2. Display windows
 - 3. Internet website
 - 4. Self-service merchandising
- T. New product or service promotion
 - 1. Introduce
 - 2. Inform
 - 3. Educate
 - 4. Slogan/logo/brand name/trademark (where applicable)
- U. Starting a business vs buying an existing one
 - 1. Advantages
 - 2. Disadvantages
- V. Entering an existing family business
 - 1. Advantages
 - 2. Disadvantages
- W. The global economy
 - 1. Product/service competition from all over the world
 - 2. Potential customers from all over the world
- X. Importance of company website development
- Y. The Business Plan – Students are to develop a complete and detailed business plan based on current acceptable practices
(supplemental)

UNIT D. LIFESTYLE PLANNING

4.00 Analyze specific financial and healthy living plans

4.01 Examine specific financial plans

A. Types of insurance coverage

1. Life insurance
 - a. Agent/agency
 - b. Policy
 - c. Premium
 - d. Waiver
 - e. Whole Life
 - f. Term Life
 - g. Cash value life
 - h. Claim
 - i. Face value
 - j. Beneficiary
 - k. Deductible
 - l. Maturity date
2. Auto insurance
 - a. Liability (basic coverage 30/60/25)
 - b. Collision
 - c. Comprehensive
 - d. Medical payments
 - e. Towing
 - f. Rental
 - g. Life
 - h. Uninsured motorist
 - i. Underinsured motorist
 - j. Umbrella coverage
 - k. No fault
 - l. Auto insurance companies (examples)
 - m. Boat owners coverage
 - n. Lapsed policy
 - o. Risk
 - p. Internet companies
 - q. Insuring new car vs. used car
3. Home owners
 - a. Basic coverage
 - b. Replacement coverage
 - c. Renters insurance
 - d. Deductibles
 - e. Flood insurance (from government through FEMA)
 - f. Home owner insurance companies (examples)

4. Health insurance
 - a. Major medical
 - b. HMO (Health Maintenance Organization)
 - c. PPO (Preferred Provider Organization)
 - d. Medicare (parts a & b)
 - e. Medicaid
 - f. Medicare supplement
 - g. Disability coverage
 - h. Co-insurance
 - i. Self-employment coverage
 - j. Tobacco vs. non-tobacco users
 - k. Specific insurance coverage
 - l. Cancer
 - m. Stroke
 - n. Intensive care
 - o. Heart attack
 - p. Costs (younger vs. older)
 - q. Pre-existing conditions
- B. Investment opportunities
 1. Stocks (dividends)
 2. Bonds (municipal, water, sewer, church, school, etc.)
 3. Savings (interest)
 4. CD's (certificate of deposits)
 5. College savings plans
 6. Retirement plans
 - a. Company
 - b. Individual or self-employed plans
 7. TSAs (Tax Sheltered Annuities)
 8. IRAs (Individual Retirement Accounts)
 9. Capital gains
 10. Mutual funds
 11. Real estate investments
 12. Inflation
 13. Recession
 14. Depression
 15. Social security
 16. Keough Plans
 17. CPA advice (Certified Public Accountant)
 18. Certified financial planner

- C. Home ownership, renting, leasing
 - 1. Advantages of each
 - 2. Disadvantages of each
 - 3. Home buying (ones most important purchase)
 - a. Realtor
 - b. Purchase from individual owner
 - c. Location (schools, shopping, health care, safety, work)
 - d. Property values
 - e. Appraised value of home or lot
 - f. City/county tax rates per \$100 valuation
 - g. Storage/outbuilding space or potential
 - h. Clear deed (attorney required)
 - i. Configuration of home
 - j. Lot restrictions
 - k. Closing costs
 - l. Condominium purchases
 - (1) Advantages
 - (2) Disadvantages
 - m. Patio home purchases
 - (1) Advantages
 - (2) Disadvantages
 - n. Modular home purchases
 - (1) Advantages
 - (2) Disadvantages
 - o. Mobile home purchases
 - (1) Advantages
 - (2) Disadvantages
 - p. Neighborhood rules/restrictions
 - q. Equity
 - r. Home equity loan
 - s. Tax advantages of home ownership
 - t. Buying vs. building
 - (1) Advantages
 - (2) Disadvantages
 - u. Being a responsible home owner
 - 4. Types of loans
 - a. Conventional (banks)
 - (1) Fixed rate
 - (2) Variable rate
 - b. Mortgage investment companies
 - c. Insurance companies
 - d. Private lenders
 - e. Credit unions
 - f. FHA (Federal Housing Authority)
 - g. FmHA (Farmer's Home Administration)
 - h. Farm Credit Loans (rural settings)

- i. VA (Veterans Administration)
 - j. Rate of interest
 - k. Annual percentage rate (APR)
 - l. Simple interest vs. add-on interest calculations
 - m. Home warranty
5. Examination of existing homes
 - a. Termites/rodents
 - b. Heating/cooling costs
 - c. Age
 - d. Well maintained
 - e. Clean
 - f. Neighbors
 - g. Previous owner smoked/pets/children
 - h. Layout of home
 - i. Safety features
 - j. Harmful chemicals or materials used to build
 - k. Hire a professional builder to look at home
 6. Renting
 - a. Deposit
 - b. What is included in rent
 - c. Location
 - d. Age of building
 - e. Cost of heating/cooling
 - f. Working condition of doors/windows/appliances, etc.
 - g. Is it clean
 - h. Furnished or unfurnished
 - i. Termites/rodent check
 - j. Neighbors
 - k. Did previous renter(s) have pets/children
 - l. Are large gatherings permitted
 - m. Are guests permitted
 - n. Rent due date
 - o. Damage responsibility
 - p. Roommates acceptable
 - q. Consider all legal issues with an attorney
 7. Leasing (follow all of the above guidelines under renting plus the following)
 - a. Length of lease required – months, year(s)
 - b. Is a legal agreement required
 - c. Rent increase agreement (increments)
 - d. Does the person leasing receive credit for improvements
 - (1) Painting
 - (2) Carpet
 - (3) Repairs
 - (4) Grounds improvements

- e. Who is responsible for injuries that occur on property
- f. Can the person leasing sub-lease the apartment
- g. Who is responsible for outside maintenance
- h. Attorney to read lease agreement

4.02 Benefits of a healthy lifestyle

A. Good health is an asset

1. Helps to enjoy life more
2. More valuable worker
3. Save on medical bills
4. One will know and understand unhealthy habits
5. Dangers of abusing ones body
6. Using science to an advantages (medical advances)
7. Visit a doctor on a regular basis
8. Understand dangers of contagious diseases
9. Use immunizations to your advantage
10. Factors one can't control
 - a. Heredity
 - b. Environment
 - c. Sex
 - d. Age
11. Factors one can control
 - a. Diet
 - b. Exercise
 - c. Rest
 - d. Stress
 - e. Bad habits
 - f. Attitude
12. Healthy choices

B. Diseases on the job

1. Common cold
 - a. Greatest cause of lost time, wages, and productivity
 - b. No cure
 - c. Avoid contact with others
 - d. Rest
 - e. Avoid sudden temperature changes
 - f. Drink fluids
 - g. Treat with prescription or over the counter drugs
2. Flu
 - a. Chills
 - b. Sore throat
 - c. Cough
 - d. Muscle aches
 - e. Flu shot

3. Pneumonia
 - a. Respiratory ailment
 - b. Caused by bacteria and virus
 - c. Symptoms
 - (1) Chills
 - (2) High fever
 - (3) Trouble breathing
 - (4) Sharp pains in side
 - (5) Coughing
 - (6) Brown or blood streaked mucous
 - d. See a doctor for treatment
 - e. Can be life threatening
 4. Mononucleosis
 - a. Individual becomes fatigued
 - b. Can be transmitted to others relatively easy
 - c. Symptoms
 - (1) Enlargement of lymph glands
 - (2) Low fever
 - (3) Sore throat
 - (4) Persistent fatigue
 - (5) See a doctor for a blood test
 - (6) Avoid contact with others when infected
 5. Hepatitis
 - a. Affects all ages
 - b. Transmitted by droplets, contact, needles
 - c. Some types are deadly
 - d. Vaccines are available
 - e. Symptoms
 - (1) Fever
 - (2) Nausea
 - (3) Headaches
 - (4) Stomach discomfort
 - (5) Jaundice (eyes/skin have yellowish color)
 - (6) See doctor for detection
- C. Physical fitness
1. Defined: being free from disease and having strength, agility, endurance, and skills to meet the demands of life
 2. Advantages
 - a. Improved muscle tone
 - b. Good respiration
 - c. Weight control
 - d. Heal faster
 - e. Helps to reduce stress
 - f. Digestion improves
 - g. Fewer ulcers
 - h. Reduced blood pressure

3. How to be physically fit
 - a. Examination by doctor detects problems early
 - b. Exercise
 - c. Healthy diet
 - d. Proper sleep and rest
 - e. Save time for just “you”
 - f. Maintain good personal hygiene
 - g. Take care of eyes, hearing, feet, and mouth
- D. Immunizations
 1. Diphtheria
 2. Tetanus
 3. Polio
 4. Measles
 5. Rubella
 6. Mumps
 7. Booster shots when required
 8. Potential of other immunizations when needed
 - a. Travel
 - b. Terrorism from rogue countries and individuals
- E. Nutrition and proper diet
 1. Eat proper foods
 - a. Grains, cereals
 - b. Fruits, vegetables
 - c. Milk and milk products
 - d. Meat, fish, eggs
 - e. Multi-vitamin
 2. Avoid unhealthy food
 - a. Candy
 - b. Processed snacks
 - c. Too much sugar
 - d. Soft drinks
 - e. Too much salt
- F. Harmful substances
 1. Smoking
 - a. High in nicotine (constricts blood vessels)
 - b. Tar
 - c. Carbon monoxide gas
 - d. Aldehydes, ketones, phenol, acids, and hydrocarbons
 - e. Facts
 - (1) 420,000 deaths per year in USA
 - (2) 100 times more likely to try other drugs
 - (3) Causes many health risks
 - (4) Makes a person smell bad
 - (5) Very, very addicting

- f. Effects of smoking
 - (1) Stains teeth, gums, fingers
 - (2) Wrinkles skin faster than sun or wind
 - (3) Odors
 - (4) DIRECTLY linked to cancer—mouth larynx, pharynx, esophagus, lungs, pancreas, uterus, and bladder
 - (5) Increases chances of bronchitis and emphysema
 - (6) Second hand smoke affects others
 - (7) One of the leading causes of fire
 - (8) Diminished sense of taste and smell
 - (9) Frequent colds
 - (10) Ulcers
 - (11) Increased heart rate and blood pressure
 - (12) Heart disease
 - (13) Stroke
 - g. Withdrawal symptoms
 - (1) Change in body temperature
 - (2) Change in heart rate
 - (3) Digestion
 - (4) Muscle tone
 - (5) Appetite
 - (6) Irritability
 - (7) Anxiety
 - (8) Sleep disorder
 - (9) Nervousness
 - (10) Headaches
 - (11) Fatigue
 - (12) Nausea
 - (13) Cravings for nicotine that can last for a lifetime
 - (14) Very expensive
2. Smokeless tobacco (chew, dip, pinch, or snuff)
- a. Highly addictive
 - b. Not a safe alternative to cigarettes
 - c. Does not improve work or athletic performance
 - d. Contains harmful ingredients (one pinch)
 - (1) Nicotine
 - (2) Polonium 210 (nuclear waste)
 - (3) Formaldehyde (embalming fluid)
 - (4) 28 cancer causing elements
 - (5) Radioactive elements

- e. Effects
 - (1) Gums pull away from teeth
 - (2) Chemicals cause wrinkled skin patches in mouth
 - (3) Very expensive
 - (4) Sand and grit wear down gums and teeth
 - (5) Discoloring of teeth
 - (6) Hot and cold food and drinks affect teeth/gums
 - f. Cancer signs
 - (1) Skin irritation like tenderness or burning
 - (2) Develops sores
 - (3) Leathery, wrinkled, or bumpy patches in mouth
 - (4) White or grayish patches in mouth
 - g. How to quit
 - (1) Consult a doctor
 - (2) Consult a dentist
 - (3) Decide to quit
 - (4) Set a date
 - (5) Cut back before your quit date
 - (6) Build a support team
 - (7) On quit day
 - (a) Make it a special day
 - (b) Celebrate
 - (c) Get your teeth cleaned
 - (8) Fight withdrawal symptoms
 - (a) Wait it out
 - (b) Run
 - (c) Deep breathing
 - (d) Nicotine patches or gum
 - (e) Drink lots of fluids
 - (f) Use chewing gum, seeds, or non-tobacco mint
 - (g) After two weeks—you have it beat
 - (h) Celebrate
3. Alcohol
- a. Central nervous system depressant which depresses body functions
 - b. Illegal under 21 in all states
 - c. Beer is as potent as wine or liquor
 - d. Impairs the brain

- e. Know the risks
 - (1) Health
 - (2) Social
 - (3) Psychological
 - (4) Personal injury (falls, burns, drowning)
 - (5) Auto accidents
 - (6) Suicide
 - (7) Alcohol overdose= death
 - (8) Family tie
- f. Effects
 - (1) Death
 - (2) Cirrhosis of the liver (hardens liver)
 - (3) Hepatitis
 - (4) Gastritis
 - (5) Nutritional deficiencies (drink rather than eat)
 - (6) Very expensive
 - (a) Lost wages
 - (b) Crime
 - (c) Accidents
 - (d) Hospital and medical costs
 - (7) Abusive behavior
 - (8) DWI (Driving While Impaired)
 - (9) Alcoholism
 - (10) Goes directly into bloodstream
 - (11) Cancer of liver
 - (12) Short term impotence (lower testosterone)
 - (13) Homicides
 - (14) Drownings
 - (15) Long term
 - (a) Loss of appetite
 - (b) Vitamin deficiencies
 - (c) Stomach ailments
 - (d) Sexual impotence
 - (e) Memory loss
 - (16) Recognize the problem
 - (a) Inability to control drinking
 - (b) Use alcohol to escape problems
 - (c) Character changes
 - (d) Personality changes
 - (e) High tolerance level
 - (f) Problems at work, school, and home

- (17) Seeking help
 - (a) Doctor
 - (b) AA (Alcoholics Anonymous)
 - (c) School counselor
 - (d) Trusted friend
 - (e) Parent
 - (f) Priest
 - (g) Alateen (AA for teens)
- g. Drugs
 - (1) Affects functions of body and mind
 - (2) Drug misuse (not what intended for)
 - (3) Drug abuse
 - (4) Drug dependence
 - (5) Hallucinogenics (LSD, mescaline)
 - (a) Distort reality
 - (b) Exhibit violent behavior
 - (c) Increased heart rate
 - (d) Lack of coordination
 - (e) Incoherent speech
 - (f) Convulsions
 - (g) Coma
 - (h) Heart and lung failure
 - (i) Sleeplessness
 - (j) Depression, anxiety, and paranoia
 - (k) Confusion
 - (l) Flashbacks
- h. Stimulants (uppers, amphetamines, nicotine, and diet pills)
 - (1) Diarrhea
 - (2) Stomach cramps
 - (3) Jitteriness
 - (4) Irritability
 - (5) Increased heart rate and blood pressure
 - (6) Insomnia
 - (7) Anxiety
 - (8) Suicides and homicides
 - (9) Hepatitis
- i. Sedatives (downers, valium, and dramimine)
 - (1) Inability to control mental and physical abilities
 - (2) Apathy
 - (3) Physical collapse
 - (4) Addiction

- j. Opiates (narcotics)
 - (1) Pain killers
 - (2) Heroin
 - (3) Morphine
 - (4) Demorol
 - (5) Codeine
 - (6) Letdown
 - (7) Nausea
 - (8) Weight loss
 - (9) Constipation
 - (10) Personality change
 - (11) Addiction/death
- k. Marijuana (grass, weed, pot)
 - (1) Light headedness
 - (2) Increased sensory awareness
 - (3) Dryness of mouth
 - (4) Lessens coordination
 - (5) Memory
 - (6) Gateway drug
 - (7) Sleepiness
 - (8) Increased hunger
 - (9) Short-term memory loss
 - (10) Potential heart dangers
 - (11) Bloodshot eyes
 - (12) Anxiety
 - (13) Hallucinations
 - (14) Cancer
 - (15) Decreased testosterone
 - (16) Low sperm count
 - (17) Infertility in women
 - (18) Diminished sexual pleasure
 - (19) Psychological dependence
- l. Other lesser substances used
 - (1) Glues
 - (2) Paints
 - (3) paint thinner
 - (4) camphor
 - (5) herbal medicines
- m. Anabolic steroids
 - (1) Synthetic version of testosterone
 - (2) Developed in the 1960's
 - (3) First used by Russians and East Germans in athletics

- (4) Too much testosterone is dangerous
 - (a) Death
 - (b) Cancer
 - (c) Acne
 - (d) Fetal damage
 - (e) Heart disease
 - (f) Liver disease
 - (g) Baldness (men and women)
 - (h) Sexual effects (men and women)
 - (i) Diarrhea
 - (j) Bone pain
 - (k) Fark colored urine
 - (l) Depression
 - (m) Persistent headaches
 - (n) Impotence
 - (o) Insomnia
 - (p) Kidney disease
 - (q) Menstrual irregularities
 - (r) Unusual bleeding
 - (s) Weight gain
 - (t) Vomit blood

n. Ergonomics

- (1) Defined: application of scientific information concerning humans to the design of objects, systems, and environment for human use
- (2) First used in WW II – was 50 years old in 1999
- (3) Reduces repetitive work injuries
- (4) Design ensures that a product is a fit for use by the user
- (5) Application to the workplace
 - (a) Designing equipment and systems to everyday situations
 - (b) Designing tasks and jobs that consider human needs such as rest breaks and shift patterns
 - (c) Designing equipment and work arrangements to improve working posture and ease the workload on the body
 - (d) Designing work environment including lighting and heating/cooling to suit users
- (6) Ergonomic uses
 - (a) Vision
 - (b) Sound
 - (c) Design jobs to fit workers
 - (d) Design work area to fit workers
 - (e) Designed to reduce human error

- o. Examples of basic lessons
 - (1) Adjust chair
 - (2) Computer monitor at eye level
 - (3) Desk two inches lower than elbow
 - (4) Elbows at 90-100 degree angle
 - (5) Support for hands and forearms when using computer
 - (6) Don't hit keys too hard
 - (7) Neck straight, shoulders relaxed
 - (8) Take breaks
 - (9) Avoid same position for long periods of time
- p. Ergonomic checklist
 - (1) Do you know how to adjust your chair
 - (2) Adjusted chair so that feet are on floor or footrest
 - (3) Adjusted chair so that hips are slightly above knees
 - (4) Adjusted chair so that lumbar support is possible
 - (5) Is there 1-3 inches between the edge of your seat and the back of your knees
 - (6) Mouse and keyboard at or slightly lower than elbow
 - (7) Are your wrists comfortably straight while operating keyboard and mouse
 - (8) Are you able to relax your shoulders
 - (9) Monitor adjusted so top _ is at or slightly below eye level
 - (10) Monitor directly in front of you
 - (11) Is the document holder adjacent or directly in front of the monitor
 - (12) Does the monitor have glare
 - (13) Clean your screen at least one time per week
 - (14) Do you alter your job tasks throughout the day
 - (15) Do you incorporate stretching into your daily work routine