



Utah System of Higher Education
Construction Technology
FY2025 / 21 Credits (630 Clock-Hours)

Foundational Courses

TECO 1010 Introduction to Carpentry

2 Credits / 60 Clock-Hours

The Introduction to Carpentry teaches site safety, construction math, proper material handling, hand and power tool identification and use, workplace habits and attitudes. This course describes construction drawings and builds communication and employability skills needed in the workplace.

Objectives:

- Demonstrate proper workplace and job site safety.
- Demonstrate proper use of hand and power tools.
- Demonstrate proper equipment and hazardous material handling.
- Describe various types of construction drawings.
- Use whole numbers, fractions, and decimals in mathematical equations as they pertain to job site tasks.
- Demonstrate positive workplace behaviors and communication skills to promote a successful construction team.

TECO 1020 Carpentry Concepts

4 Credits / 120 Clock-Hours

The Carpentry Concepts course teaches the uses of various fasteners, proper use of carpentry tools, interpretation of blueprints, material take-offs, and basic carpentry concepts.

Objectives:

- Describe building materials used in construction work.
- Identify hand tools and power tools operations, with care and maintenance.
- Define techniques for reading and using construction drawings and specifications.
- Demonstrate procedures for framing and layout of a residential building.
- Define the concept of the building envelope and its components.

TECO 1030 Construction Print Reading

3 Credits / 90 Clock-Hours

The Construction Print Reading course familiarizes students with construction prints, design, symbols, specifications, measurements, as well as the importance of plot plan, foundation plan, floor plan, elevations, and section views.

Objectives:

- Demonstrate knowledge of current blueprint application in residential construction.
- Identify the different types of lines on blueprints.
- Identify the different parts of a blueprint.
- Identify the different symbols used on blueprints.
- Explain abbreviations used on blueprints.
- Use the proper sequence in reading blueprints.
- Extract pertinent construction information from blueprints.



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TECO 1040 Advanced Carpentry Concepts

4 Credits / 120 Clock-Hours

This course teaches layout of the construction site for the excavation for footings and foundation. Training will be offered in cement work, floor units, walls, windows and door openings, construction roof systems, and stair layout according to building plans.

Objectives:

- Demonstrate how to setup and use builder's levels and establish grades on jobsite.
- Demonstrate squaring and leveling a building site.
- Explain concepts of structural concrete and flatwork.
- Demonstrate proper use of tools used to form, place, and finish concrete.
- Demonstrate procedures for framing floor, wall, roof, and stair systems and proper installation of doors and windows.

TECO 1050 Interior Finishes

4 Credits / 120 Clock-Hours

This course introduces the materials and methods for interior wall, floor, and ceiling finishes, installing handrail/guardrails, finish flooring, (e.g., ceramic tile, wood flooring, or laminate flooring), installing shelving, decorative moldings, and hardware.

Objectives:

- Demonstrate proper installation techniques of multiple interior finishes (may include but are not limited to):
- Drywall.
- Pre-hung interior doors.
- Trim out doors with door casing.
- Baseboard molding and/or chair rail.
- Trim out windows with window seals and casing.
- Guard and hand railing according to code.
- Ceramic tile or wood or laminate flooring.
- Shelving, decorative moldings, and hardware.

TECO 1060 Exterior Finishes

4 Credits / 120 Clock-Hours

The Exterior Finishes course provides the student an introduction to the application of exterior finishes. Subjects taught may include proper installation of roofing, siding, masonry, cornice finishes, weather barriers, and flashing.

Objectives:

- Identify and demonstrate how to apply typical roofing materials and demonstrate proper application.
- Identify and demonstrate how to apply exterior finishes and their proper weather barrier.
- Identify styles of cornice and install soffit and fascia onsite.
- Identify and demonstrate how to install exterior doors and windows with proper flashing.



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Supplemental Courses Varies by Institution

Bridgerland

TECO 1070 General Safety & Computer Essentials

2 Credits / 60 Clock-Hours

The General Safety and Computer Essentials course covers safety and computer essentials in construction. Students receive three safety certifications: a) Forklift Operation Certification b) OSHA 10-Hour Certification, and c) First Aid / CPR / AED Certification. Students who successfully complete each of these training courses will receive appropriate certification cards. Additionally, students use spreadsheet applications to complete construction tasks.

Objectives:

- Complete the hybrid portion of the Forklift Operator Certification.
- Pass the Forklift Operator Driving Test for Class 1, 4, 5, and 7 Forklift and receive certification as a result.
- Complete OSHA 10-Hour Training and receive certification as a result.
- Complete the training covering Basic First Aid, CPR, and AED towards certification.
- Pass the scheduled Basic First Aid, CPR, and AED Pass off Exam to receive certification as a result.
- Use spreadsheet applications to complete construction tasks (e.g., quotes, cost estimates, cut lists, etc.).

TECO 1100 Construction Estimating

3 Credits / 90 Clock-Hours

The Construction Estimating course teaches estimation concepts that include take-offs, labor costs, equipment costs, markups and overhead expenses. Using computer applications, students will learn how to compile a proposal from a set of plans.

Objectives:

- Demonstrate calculation of construction related estimating.
- Identify key principles in profitability within construction projects.
- Explain and demonstrate feasibility, quantities, and time completions for construction projects.
- Use computer applications to organize a bid proposal or estimate.

TECO 1200 Cabinet Technology

4 Credits / 120 Clock-Hours

The Cabinet Technology course provides the opportunity for students to build and install cabinets in a residential home. Another component of the Cabinet Technology course involves millwork, which includes faceframe and door stile milling, panel glue-up, finish work millwork.

Objectives:

- Create a cut list or a sheet cutting plan using a blueprint.
- Identify, lay out, join, and assemble carcasses.
- Cut, lay out, finish, and install cabinet faceframes.
- Apply cabinet finishes (e.g. stain, glaze, paint, lacquer, or conversion varnish).
- Install cabinet hardware (e.g. drawer slides, hinges, lazy susans, pullout hardware, and pulls or knobs).
- Build a specialty millwork project such as interior molding, stair parts, or mantles.



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Salt Lake

TECO 1080 OSHA 30 for Construction

2 Credits / 60 Clock-Hours

This course provides an in-depth study of OSHA safety practices and its role in the construction industry. Review workers safety procedures and practices used in the construction industry. Attendance is required to be eligible for OSHA 30 completion card.

Objectives:

- Understand OSHA's training, record keeping, maintenance, and mandatory procedures, including inspection, compliance, and penalties.
- Identify jobsite safety hazards and understand how to correct them.
- Properly identify, inspect, fit, and don personal protective equipment.
- Understand fall hazards and fall arrest systems.
- Create a comprehensive company safety plan.
- Earn OSHA 30 completion card.

TECO 1210 Cabinetmaking & Renewable Materials I

4 Credits / 120 Clock-Hours

This course explores the basics of kitchen design and cabinet construction. Includes the materials & methods that promote the responsible and sustainable use of renewable resources. Theory & hands-on instruction are designed to take students step by step through the cabinetmaking process. Safety will be discussed in depth.

Objectives:

- Explain methods of cabinetmaking.
- Safely operate power equipment.
- Make cabinetmaking joinery.
- Make cabinet doors, drawers, drawer boxes.
- Discuss introductory wood finishing techniques.

TECO 1220 Cabinetmaking & Renewable Materials II

4 Credits / 120 Clock-Hours

In this course, students continue to explore the principles of kitchen design utilizing a variety of cabinet design software packages. The course covers the various cabinet construction methods that promote the responsible and sustainable use of renewable resources. The course also covers cabinet installation techniques.

Objectives:

- Explain advanced kitchen design using cabinet design software.
- Safely operate power equipment.
- Discuss introductory architectural woodwork in building custom fireplaces.
- Properly install complete kitchen & bathroom cabinetry.
- Perform advanced wood finishing techniques.
- Identify available for decorative trim work in cabinetmaking.



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TECO 1230 Cabinet Installation

1 Credit / 30 Clock-Hours

The Cabinet Installation course details the methods and processes commonly used in installing residential cabinetry.

Objectives:

- Execute the leveling of cabinets. Describe the difference between cabinets with integrated toe kicks and those with separate base assemblies. Identify other available leveling hardware.
- Compare methods of attaching cabinets to each other as well as attaching end panels and fillers.
- Scribe End panels to walls and floors.
- Cut and install base moulding, crown moulding and associated sub mouldings.
- Adjust hardware including both glides, hinges, and other hardware assemblies.
- Identify areas where touch-ups are needed and perform minor touch-ups.
- Clean up installation site and discuss customer sign-off.

TECO 1300 Furniture Design and Construction I

3 Credits / 90 Clock-Hours

This course includes the construction of an assigned skill building project that utilizes a variety of joinery relative to case construction. Safety will be discussed in depth. Includes topics such as sustainability in lumber selection, proper procedures, layout and design, hardware selection and glazing. Traditional wood finishes will be discussed.

Objectives:

- Safely operate power equipment.
- Complete a uniform class project.
- Produce dovetail and mortise and tenon joinery using hand and power tools.
- Perform tasks for furniture making such as hinge installation, drawer slide methods, clasps.

TECO 1305 Furniture Design and Construction II

3 Credits / 90 Clock-Hours

This course builds upon previous joinery knowledge to construct an assigned skill building project that includes advanced features such as curved components & bent laminations. Conservation of resources will be emphasized as advanced veneering techniques & hand tool use are taught. Project costs vary as the options to build an approved personal design are available.

Objectives:

- Demonstrate the safe operation of equipment and hand tools.
- Demonstrate different methods of bending wood to create custom furniture parts.
- Apply joinery to complex parts that include curved parts and angled parts.
- Create models and mock-ups of original designs to ensure proper size and functionality.
- Complete an original design and construction for a personal project.



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TECO 1400 Introduction to Woodworking

2 Credits / 60 Clock-Hours

The Introduction to Woodworking course provides students with an introduction to woodworking joinery and nomenclature.

Objectives:

- Define case joints, frame joints, rails joints, and housed joints.
- Identify common joints used and/or referred to in woodworking such as dovetails, mortise and tenon, finger joints, butt joints, dado, tongue and groove, miters.
- Determine where each joint could be utilized in a typical project.
- Compare advantages and disadvantages of each joinery method.
- Demonstrate ability to create typical joinery by building a small project

TECO 1410 Woodworking Shop Safety

1 Credit / 30 Clock-Hours

The Woodworking Shop Safety course is an introduction to the safe use of the equipment typically found in woodworking shops. Proper use and function of machinery will be taught.

Objectives:

- Demonstrate safe use of woodworking equipment such as the table saw, miter saw, shaper, sander, jointer, planer, edge bander, and portable power equipment.
- Identify hazard points on each piece of equipment.
- Identify common safety mistakes and discuss procedures utilized to prevent injury to persons.
- Explain the operation of equipment in order to understand why and how accidents occur.
- Discuss safety including the appropriate use of auxiliary tools such as miter gauges, finger boards, push sticks, automatic feed rollers, etc.
- Explain the proper procedures to take in an emergency situation due to a shop accident.

TECO 1415 Print Reading for Woodworking

1 Credit / 30 Clock-Hours

The Print Reading for Woodworking course is an introduction to reading blueprints as typically used in the woodworking and millwork industry.

Objectives:

- Identify parts of shop drawings including legends, views, detail drawings, callouts, etc.
- Read and interpret notes related to drawings.
- Generate appropriate cut-lists using information given on drawings.
- Identify scale of drawings.
- Interpret symbols and locate details given by them.
- Identify cross-hatching and determine materials based on them.



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TECO 1420 Woodworking and Millwork I

4 Credits / 120 Clock-Hours

This course explores the basic principles of woodworking. Safety will be discussed in depth. Topics include the theory & hands-on application of joinery, design, cut-lists, stock preparation & assembly. An assigned skill building project utilizing techniques such as frame & panel construction. Includes an introduction to use wood veneers as a sustainable practice.

Objectives:

- Safely operate power equipment.
- Use design principles used in a controlled classroom project.
- Identify common hardware options used in woodworking and describe the methods used to research proper applications and use of desired hardware.
- Explain joinery methods and cut-listing skills for the controlled classroom project.
- Demonstrate proper procedures for cut-out and assembly of the controlled classroom project.
- Perform basic wood finishing techniques including sanding, basic coloring, and top coating.
- Develop a design plan for a personal future project.

TECO 1425 Woodworking and Millwork II

4 Credits / 120 Clock-Hours

Students continue with their skills in the construction of a skill building project that will include more advanced joinery than included in CMGT 1220. Students are taught how to create and use veneer as an inclusion of sustainable practices in woodworking. Skills such as bent laminations, tapered legs, mortise & tenon & blind dovetails are discussed.

Objectives:

- Safely operate and set up power equipment.
- Demonstrate design principles related to solid wood construction on the skill building project.
- Design and develop jigs, templates, and other custom set-ups.
- Perform procedures for cut-out and assembly of the assigned skill building project.
- Perform intermediate wood finishing techniques including sanding, scraping, coloring and top coating.
- Continue the design plan to build a personal project.

TECO 1430 Wood Characteristics

1 Credit / 30 Clock-Hours

The Wood Characteristics course provides students with an introduction to wood as a medium. Topics include demonstrations on wood movement and strategies for accommodating such movement and the study of wood types, figure, and defects.

Objectives:

- Explain the movement of wood and discuss strategies for working with the material.
- Identify common lumber species and their characteristics.
- Describe lumber grading and their potential uses in industry. Identify differences in allowable defects between grades.
- Distinguish between hardwood and softwood and identify typical use.
- Identify warpage of lumber and assign the appropriate nomenclature.
- Demonstrate understanding of typical shop math – board footage calculation, net vs gross tally in the shop, etc.
- Compare the three most common cuts of lumber and their characteristics.



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TECO 1500 Edgebander Operator

1 Credit / 30 Clock-Hours

The edgebander Operator course provides an overview of edgebander setup and operations as typically seen in the cabinetmaking industry.

Objectives:

- Identify the stations in a typical edgebander and describe their purpose and function.
- Locate Adjustment Points for each station and demonstrate appropriate adjustments.
- Describe Quality Control Metrics for each station.
- Create a program for new materials or processes on operating system.
- Identify typical problem spots and troubleshoot solutions.
- Utilize manual to problem solve issues and locate maintenance schedule.
- Describe the importance of keeping the equipment clean and maintained.

TECO 1510 CNC Operator

1 Credit / 30 Clock-Hours

The CNC Operator course provides students with an overview of CNC setup and operations as typically seen in the cabinetmaking industry.

Objectives:

- Power on machine and set safety locks to appropriate setting.
- Load material onto equipment and locate against correct stops.
- Utilize software to open programs and prepare them to run on the machine.
- Load new tooling, program rough measurements and fine tune and program detailed measurement.
- Identify typical problems and troubleshoot solutions.
- Perform daily maintenance tasks, locate in physical manual or software manual detailed instructions on how to perform maintenance tasks.
- Describe the importance of keeping the equipment clean and maintained.

TECO 1520 Moulder Operator/Inline Rip Saw Operation

2 Credits / 60 Clock-Hours

The Moulder Operator/Inline Rig Saw Operation course provides students with an overview of moulder theory, operations, and setup as typically seen in the cabinetmaking industry. This course will include time spent preparing materials for processing utilizing the in-line rip saw.

Objectives:

- Operate in-line rip saw – utilize laser to create a straight edge, use fence and feed conveyor to create sized parts.
- Identify location of cutterheads in moulder, general purpose of each head and the control panel/remote on equipment.
- Locate adjustment points for each head and demonstrate appropriate adjustments.
- Discuss impact of dull cutters, feed rate, material defects, and heat on the quality of the finished product.
- Set-up equipment. Prepare heads, take measurements, install on the machine, and make appropriate adjustments.
- Align cutters to match previous runs of material.
- Discuss preventative maintenance and troubleshooting.



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TECO 1530 Knife Grinder Operator

1 Credit / 30 Clock-Hours

The Knife Grinder Operator course is designed to teach students the concepts needed to understand knife grinding as well as allow time on equipment grinding and balancing knives.

Objectives:

- Identify parts and functions of parts on a knife grinding machine.
- Discuss template design and creation.
- Compare grinding wheels and their advantages and disadvantages.
- Set-up equipment and follow template.
- Identify appropriate location of moulder head in machine and correlation to its location on the grinding arbor.
- Determine the size of steel needed to produce desired profile.
- Practice grinding and balancing knives.

Snow

TECO 1205 Cabinet Making

3 Credits / 90 Clock-Hours

This course is designed to provide students with a solid base of knowledge and skills relative to the woodworking, & cabinetmaking fields. It is an introduction to materials and processes that promote the responsible use of natural resources and sustainability in producing cabinets for industry skilled labor needs. Skills in traditional woodworking tools along with the safe operation of power equipment will be taught. Advanced instruction with sophisticated computer software and computer operated CNC equipment are included.

Objectives:

- Properly use tools, equipment, and materials necessary for cabinet making.
- Demonstrate team working skills, including safety, needed to produce cabinets.
- Demonstrate critical thinking skills in choosing quality layouts, and production pathways.
- Use CNC processes in building cabinets.

TECO 1405 Introduction to Woodworking

3 Credits / 90 Clock-Hours

This course is intended for students to learn and improve their knowledge and skill using basic woodworking tools. Instruction will include wood and tool terminology, layout techniques, joinery, and finishes. Instructor will cover sharpening, proper tool selection and use, and project layout. The skills learned in this course will transfer between carpentry and fine woodworking.

Objectives:

- Demonstrate basic woodworking skills including safety.
- Perform proper layout of wood and projects.
- Accurately cut of precise measurements on wood.
- Describe different types of joinery.
- Demonstrate basic wood finishing techniques.



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TECO 1440 Fundamentals of Fine Woodworking

3 Credits / 90 Clock-Hours

This course is designed to instruct students with basic woodworking skills and hone those skills for industry skilled woodworking needs. This course will combine the best/most efficient use of hand tools and woodworking equipment in producing projects, helping to develop critical thinking skills. This course will discuss wood qualities of movement, grain orientation, density, durability, and other fundamental characteristics. The course will involve layout, design and building of an instructor approved project.

Objectives:

- Demonstrate multiple sturdy wood joints.
- Explain wood qualities and characteristics.
- Demonstrate the use of hand tools and machine tools and explain when to use each.
- Make tight joints, square cuts, and use proper proportions.
- Demonstrate sanding preparation and finishing techniques.

USU - Eastern

TECO 1100 Construction Estimating

3 Credits / 90 Clock-Hours

The Construction Estimating course teaches estimation concepts that include take-offs, labor costs, equipment costs, markups and overhead expenses. Using computer applications, students will learn how to compile a proposal from a set of plans.

Objectives:

- Demonstrate calculation of construction related estimating.
- Identify key principles in profitability within construction projects.
- Explain and demonstrate feasibility, quantities, and time completions for construction projects.
- Use computer applications to organize a bid proposal or estimate.

TECO 1500 Edgebander Operator

1 Credit / 30 Clock-Hours

The edgebander Operator course provides an overview of edgebander setup and operations as typically seen in the cabinetmaking industry.

Objectives:

- Identify the stations in a typical edgebander and describe their purpose and function.
- Locate Adjustment Points for each station and demonstrate appropriate adjustments.
- Describe Quality Control Metrics for each station.
- Create a program for new materials or processes on operating system.
- Identify typical problem spots and troubleshoot solutions.
- Utilize manual to problem solve issues and locate maintenance schedule.
- Describe the importance of keeping the equipment clean and maintained.



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TECO 1600 Building Site Layout

2 Credits / 60 Clock-Hours

This course covers site selection, building placement, using a builder's level, establishing grades, setback requirements and squaring a foundation. Students learn about material types for foundations. Types of foundations studied include basements, crawl spaces, and slab on grade.

Objectives:

- Demonstrate proper workplace communication and job site safety.
- Demonstrate proper use of layout process.
- Identify and implement code related to building set back.
- Demonstrate knowledge of various foundation types.
- Demonstrate mathematics related to squaring and site layout.

TECO 1610 Specialty Construction Lab

2 Credits / 60 Clock-Hours

This course allows students additional application of methods they have learned. It is project based and students will utilize construction materials in interior and/or exterior construction.

Objectives:

- Demonstrate proper workplace communication and job site safety.
- Demonstrate proper use of tools and construction methods.
- Demonstrate advanced competency with construction applications.

TECO 1700 HVAC Maintenance

2 Credits / 60 Clock-Hours

This course allows students additional application of methods they have learned. It is project based and students will utilize construction materials in interior and/or exterior construction.

Objectives:

- Demonstrate proper workplace communication and job site safety.
- Demonstrate proper use of tools and construction methods.
- Demonstrate advanced competency with construction applications.

TECO 1710 Plumbing Maintenance

2 Credits / 60 Clock-Hours

This is an introductory course to plumbing in residential and commercial buildings. It is focused on maintenance and troubleshooting, proper tools and use, safety and overview of plumbing systems.

Objectives:

- Demonstrate proper terminology related to plumbing.
- Demonstrate proper tools and use for plumbing maintenance.
- Demonstrate proper troubleshooting methods.
- Explain functionality of plumbing systems, fixtures and components.
- Demonstrate basic maintenance and common part and fixture replacement.



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TECO 1720 Electrical Maintenance

2 Credits / 60 Clock-Hours

This is an introductory course to electrical systems in residential and commercial buildings. It is focused on terminology, maintenance and troubleshooting, proper tools and use, safety and overview of electrical circuits.

Objectives:

- Demonstrate proper terminology related to electrical maintenance.
- Demonstrate proper tools for and use for electrical maintenance.
- Demonstrate proper troubleshooting methods.
- Explain functionality of electrical circuits, fixtures and components.
- Demonstrate basic maintenance and common electrical related part and fixture replacement

TECO 1730 Electronic and Technical Maintenance for Buildings

3 Credits / 90 Clock-Hours

This course focuses on the technical problems associated with commercial, industrial and governmental buildings where everyday use results in high maintenance of technical aspects of the building. Doors, locks, sensors, electronic, mechanical and office technology are addressed in this course.

Objectives:

- Demonstrate proper safety, attitude and communication relating to everyday technical problems.
- Demonstrate proper use of tools and terminology related to the issue.
- Explain basic troubleshooting processes related to electronics, mechanical items, appliances and/or office equipment.
- Demonstrate ability to utilize troubleshooting manuals or item specific manuals.
- Demonstrate basic computer literacy and ability to successfully utilize online resources for fixing technical problems.

TECO 1740 Interior and Exterior Building Maintenance

2 Credits / 60 Clock-Hours

This course involves identification and implementation of preventative and ongoing maintenance for interior and exterior finishes on buildings. Topics addressed may include safety, roofs, windows, doors, exterior finishes, trim, weather related issues, caulking, sealing, patching and painting of surfaces.

Objectives:

- Demonstrate ability to use online and manual resources to solve interior and exterior related maintenance problems.
- Demonstrate proper use of tools and the ability to order parts and supplies.
- Explain what preventative maintenance is and why it is important.
- Demonstrate scheduled preventative maintenance processes and schedules.

TECO 1750 Pool and Spa Maintenance

1 Credit / 30 Clock-Hours

This course teaches Pool and Spa maintenance and prepares individuals for certification of Pool and Spa Maintenance Operator.

Objectives:

- Demonstrate and explain pool and spa health and safety regulations.
- Demonstrate competency with Pool Water Chemistry.
- Explain the Virginia Graeme Baker (VGB) Codes.
- Explain the SARA Title III.



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TEHE 1050 Skid Steer/Compact Loader Operation

2 Credits / 60 Clock-Hours

This course will cover the fundamentals of skid steer and compact loader operation.

Objectives:

- Demonstrate safe start procedures for the equipment.
- Properly conduct a pre-operation inspection and related maintenance.
- Identify and explain the proper use of the machine and associated control devices.
- Demonstrate basic operating techniques.

TEHE 1100 Hydraulic Excavator Operation

2 Credits / 60 Clock-Hours

This course will cover safety related to and the fundamental operation of hydraulic excavators.

Objectives:

- Demonstrate safe start procedures for the equipment.
- Properly conduct a pre-operation inspection and related maintenance.
- Identify and explain the proper use of the machine and associated control devices.
- Demonstrate basic operating techniques.

TEHE 1400 Forklift Operation

1 Credit / 30 Clock-Hours

This course will cover safety related to and the fundamental operation of forklifts.

Objectives:

- Demonstrate safe start procedures for the equipment.
- Properly conduct a pre-operation inspection and related maintenance.
- Identify and explain the proper use of the machine and associated control devices.
- Demonstrate basic operating techniques.

TEHE 1600 Aerial Boom Lift/Scissor Lift Operation

2 Credits / 60 Clock-Hours

This course will cover safety related to and the fundamental operation of aerial boom lifts and scissor lifts.

Objectives:

- Demonstrate safe start procedures for the equipment.
- Properly conduct a pre-operation inspection and related maintenance.
- Identify and explain the proper use of the machine and associated control devices.
- Demonstrate basic operating techniques.