



# SKILL ADVANCEMENT COURSES SPRING 2012

To register by:

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\*When registering for classes, please provide the following information:

\*Full Name

\*Complete Address

\*Contact Phone Number

\*UBC ID#



# SKILL ADVANCEMENT COURSE DESCRIPTIONS

Please note dates and times of courses listed on the following description pages.

**Qualification/Certification classes run “as needed”.  
Contact the Training Center at 262-574-6995 for details.**

# HEALTH & SAFETY

**(\*Contact the Training Center for additional Qualification / Certification dates.)**

## **\* AERIAL LIFT (Jan 3, 5, 5:00pm -9:00pm)**

This course covers safe operating and inspection procedures for both self propelled elevating work platforms (scissors lifts) and boom supported elevating work platforms. OSHA and ANSI standards will also be covered. PPE and other safety equipment will be reviewed. Hands on operating skills will be evaluated. CITF Qualification cards will be issued upon satisfactory completion.

## **\* BEST PRACTICES IN HEALTH CARE CONSTRUCTION (Feb 21, 23, 28, March 1, 6, 8, 5:00pm – 9:00pm)**

A major issue in hospitals today is secondary infections that are contracted during hospital stays. This results in approximately 99,000 deaths per year. A concern is the increase in infections because of cross contamination from hospital remodels. Removing ceilings, walls, flooring, etc. releases germs, mold, or anything else that is trapped behind ceilings and walls, and under floors. If not handled properly these infectious agents are transferred through HVAC systems, drafts, tracking on the feet, etc. to other parts of the hospital where patients' compromised immune systems are very susceptible to secondary infections. As a result, hospitals are now looking for contractors and workers who have been trained to handle these situations during construction. (24 hour class)

## **\* CPR/AED Refresher (Contact the Training Center; class run on an “as needed” basis)**

This is for members whose Red Cross First Aid certificate remains current but their CPR/AED card has or is about to expire. If expired, it must be within the last twelve months. This abbreviated class will reinforce and test current CPR/AED knowledge and skills. To qualify for the CPR/AED Refresher, you will need to present to the instructor, a valid Red Cross First Aid Card and a CPR/AED card dated no more than 2 years prior to the refresher class.

## **\* CONFINED SPACE ENTRY PROGRAM (March 12, 13, 14, 15, 5:00pm – 9:00pm)**

Statistics compiled by NIOSH show that confined space accidents, more than any other type of workplace emergency, are likely to result in death. This course is designed for UBC members who work around and may be required to enter confined spaces. Utilizing a chamber mockup with several entry points, the trainee is guided through safe, step-by-step working and emergency rescue procedures.

## **\* FALL PROTECTION (Jan 10, 11, 12, 5:30pm – 8:30pm)**

Participants will learn the requirements of O.S.H.A. Subpart M, Fall Protection. This will include related terminology, fall hazard recognition, selection and implementation of fall protection systems, inspection and use of fall arrest equipment, rescue, and the importance of overhead protection.

# HEALTH & SAFETY

**(\*Contact the Training Center for additional Qualification / Certification dates.)**

## **\*FIRST AID/CPR/AED (Mar 10, 7:00am – 3:30pm)**

This course will present the knowledge and skills needed to respond to various jobsite emergencies including airway obstruction, rescue breathing cardiac emergencies and CPR. Upon completion of the course, attendees will receive a course completion card issued from the American Red Cross.

## **\*FORKLIFT OPERATOR (PITO) (Feb 6, 7, 8, 9, 5:00pm -9:00pm)**

Theory & hands-on instruction meeting OSHA's basic training requirements in warehouse and rough terrain forklift operation will be provided. CITF Qualification cards will be issued upon satisfactory completion. CITF Qualification cards are valid for 3 years. Note that additional training specific to each piece of equipment and each job site will still be required by your employer.

## **\*FORKLIFT OPERATOR (PITO) REFRESHER (Feb 6 or 7 or 8, 8:00am - 6:00pm – specific testing time will be assigned at registration)**

UBC Forklift Operator (PITO) Qualification cards are issued with expiration dates (no grace period). To renew their card members must successfully complete the road test refresher. Members not completing the refresher prior by the expiration date on their card must attend the entire Forklift Operator (PITO) class.

## **\*LEAD SAFE RENOVATION (Saturday, February 11, 7:00am – 3:30pm OR Apr 16 & 18, 5:00pm – 9:00pm)**

This course is offered to meet the State of Wisconsin requirement for training to apply for certified lead safe renovator. The course is an 8 hour class in lead safe renovation practices with approximately 6 hours of classroom instruction with 2 hours of hands-on instruction. Upon completion of the class the student will be eligible to apply to the State of Wisconsin for their certified lead safe renovator certificate. The course curriculum will follow the EPA developed curriculum as approved for use in Wisconsin.

## **\*OSHA 10-HOUR (Jan 23, 24, 25, 26, 5:00pm – 8:40pm)**

This course is designed by the U.S. Department of Labor with the purpose of making our jobsites safer and to limit jobsite accidents and injuries. The 10-hour Construction Safety Course provides an overview of the O.S.H.A. safety and health standards for the construction industry. Participants learn about the rights and responsibilities of both the employee and the employer. An O.S.H.A. Certification Card will be awarded upon completion of this course.

# HEALTH & SAFETY

**(\*Contact the Training Center for additional Qualification / Certification dates.)**

**\*OSHA 30-HOUR (Mar 19, 20, 21, 22, 26, 27, 28, 29, 5:00pm – 9:00pm)**

This course is designed by the U.S. Department of Labor with the purpose of making our jobsites safer and to limit jobsite accidents and injuries. The 30-hour Construction Safety course provides a more in depth view of the O.S.H.A. safety and health standards of the construction industry. Participants learn about the rights and responsibilities of both the employee and the employer. An O.S.H.A. Certification Card will be awarded upon completion of this course.

**\*RIGGING (Feb 13, 14, 15, 20, 21, 22, 5:00pm -9:00pm AND Feb 25, 7:00am - 3:30pm OR Apr 18, 19, 20, 23, 7:00am – 3:30pm)**

This course will cover basic rigging hardware and rigging practices. Topics to be covered will include wire rope construction, hardware inspection for serviceability, knot tying and splicing, sling configurations and calculations for sling tension. All applicable O.S.H.A. regulations will be discussed. Course session will include hands-on rigging practice with a hydraulic crane using hand signals and voice commands with a 2-way radio. UBC Rigging and Signaler Qualification cards will be issued upon successful completion of the course.

**\*RIGGING REFRESHER (Mar 5, 7, 5:00pm -9:00pm)**

This course is for members who need to renew their rigging qualification cards. The latest OSHA regulations and other applicable standards will be reviewed.

**\*SCAFFOLD ERECTOR (32-Hour Accelerated) (Mar 5, 7, 12, 14, 5:00pm – 9:00pm, AND Saturdays Mar 10, 17, 7:00am – 3:30pm)**

This course presents the OSHA regulations for scaffolding. During this course, welded frame scaffolds, mobile tower scaffolds, tube and coupler scaffolds, systems scaffolds and fall protection will also be covered. Individuals successfully completing this 32 hour course will receive from the UBC a Scaffold Qualification card valid for 4 years.

**\*SCAFFOLD REFRESHER (Apr 17, 19 5:00pm – 9:00pm)**

UBC Scaffolding Qualification cards are issued with expiration dates. To renew the card members must participate in the Scaffolding Refresher course. This update is required for scaffold workers to stay current with the latest O.S.H.A. regulations. Members not attending the Scaffolding Refresher class within one year after the date of expiration on their scaffold card must attend the entire 32-hour Scaffolding class.

# CARPENTRY

## **BRIDGES 1 (Mar 24, 7:00am – 3:30pm)**

This course is designed to introduce the carpenter to the procedures & materials necessary to construct bridges. The student will work on concrete & steel beams, installing hangers, joist & decks needed to pour the concrete deck. Cantilevers, expansion joints & shut-offs will be covered.

## **BRIDGES 2 (Mar 31, 7:00am – 3:30pm)**

This course is a continuation of Bridges 1 with more focus on the ends of the beams and putting in piers and expansion joints with safety and productivity in mind.

## **BUILDERS HARDWARE I (Jan 9, 10, 11, 16, 17, 18, 23, 24, 5:00pm – 9:00pm)**

This course will allow the student to become familiar with basic architectural hardware, including installation techniques, routine maintenance and ADA requirements of the various types of commercial hardware normally found on the project. Included will be locksets, latch sets, keying and door closers.

## **BUILDERS HARDWARE II (Feb 1, 6, 8, 13, 15, 20, 22, 27, 5:30pm – 8:30pm)**

This course is designed for the student that has previous architectural hardware experience. Fire, health & safety codes will be discussed as to how they relate to architectural hardware & their use in a building. Panic devices, specialty locks, coordinator, closers & other hardware will be discussed & installed according to the manufacturer's recommendations. **Successful completion of Hardware I is prerequisite for Hardware II.** The Ingersoll Rand certification test will be scheduled upon successful completion of this class.

## **CONCRETE FORM ICF's (Mar 12, 13, 14, 19, 20, 5:30pm -8:30pm)**

This class will introduce the student to the design, specifications and installation procedures for insulated concrete forming systems from several manufacturers.

## **CONCRETE DECK FORMING SYSTEMS (Apr 9, 10, 11, 16, 17, 5:30pm – 8:30pm)**

This class will introduce multiple concrete deck forming systems along with safe and productive methods of erecting and dismantling them.

## **CONCRETE WALL FORMING SYSTEMS (Mar 26, 27, 28, Apr 2, 3, 5:30pm – 8:30pm)**

This class will introduce multiple concrete wall forming systems along with safe and productive methods of erecting and dismantling them.

# CARPENTRY

## **DOORS (Jan 17, 19, 24, 26, 31, Feb 2, 7, 9, 5:00pm – 9:00pm)**

This class will discuss door hanging theory including Code requirements and manufacturer's instructions. Students will then learn how to hang and adjust doors with emphasis on commercial, industrial and institutional applications. Correct power and hand tool usage and safety will be stressed. Both wood and metal jambs will be set. Students will become familiar with and practice with power planes and hinge template kits.

## **\*FIRE STOP QUALIFIER (Feb 27, 28, 5:00pm – 9:00pm)**

This workshop demonstrates the correct techniques for installation of fire stop materials. A CITF Qualification card will be issued upon satisfactory completion and is valid for 4 years.

## **INTERIOR SYSTEMS (Apr 9, 11, 16, 18, 23, 25, 30, May 2, 5:00pm – 9:00pm)**

Upon completion of the course, the student will understand the background, advantages & application of metal stud & gypsum wall systems. Training will include layout, cutting & installation of metal framing & drywall. Tool use safety & types of fasteners will be emphasized.

## **INTERIOR TRIM - BASICS (Feb 14, 15, 16, 21, 22, 23, 28, 5:30pm – 8:30pm)**

This course includes types of trim & their purposes; installation tools, both hand & power; safety; cutting & installation of various trim members including base, shoe, casing, chair rail, crown, multiple member trims in various geometric configurations, using both mitered & non-mitered applications.

## **RAFTER FRAMING (Jan 9, 16, 23, 30, Feb 6, 13, 20, 27, Mar 5, 12, 5:30pm – 8:30pm)**

This class provides instruction and hands-on practice in calculating, laying out, cutting, & installing the various rafters found in equal and unequal pitch roofs. Truss installation procedures will also be discussed.

## **RESIDENTIAL ROUGH FRAMING (Mar 6, 7, 13, 14, 20, 21, 27, 28, Apr 3, 4, 10, 11, 5:30pm – 8:30pm)**

This is a "hands-on" course where participants layout & frame a residential building. This includes deck, wall & ceiling framing, deck sheathing, framing rough openings, & more.

## **STAIR LAYOUT & CONSTRUCTION (Jan 5, 12, 19, 26, Feb 2, 9, 16, 23, 5:30pm – 8:30pm)**

This class covers formulas used to calculate unit rise & unit run to conform to residential & commercial code requirements. Total rise, total run, & "Treads & Risers in the Open" will be discussed to calculate stairs in existing conditions. Students will construct cleated & cutout stringers for straight flight & quarter-turn with landing stairs.

# MILLWRIGHT

**(\*Contact the Training Center for additional Qualification / Certification dates.)**

**\*GE COMBUSTION TURBINE, HYTORC (Apr 10, 12, 17, 19, 24, 26, 5:00pm – 9:00pm)**

This course is designed to help the student become familiar with GE Gas Turbine power generation units. Emphasis will be on GE frame 5 units as well as frame 7 units. Also included is Hytorc Bolting Technician training which covers hydraulic bolt tensioning and the safe use of this type of equipment. This course is required prior to member participation in the “GE Gas Turbine Qualification” course at the UBC International Training Center.

**\*HUMAN PERFORMANCE (May 1, 3, 5:00pm – 9:00pm)**

This course is intended to build skills in the use of HP practices to safely navigate through an error-likely situation, without causing harm to yourself, others, or the equipment that you are working on.

**\*MILLWRIGHT 16-HOUR OSHA (May 8, 10, 15, 17, 5:00pm – 9:00pm)**

This course combines OSHA 10-hour Construction Safety with Smart Mark training to complete the requirements of the Combustion Turbine training card. This course will also qualify those members who have not participated in a 10-hour OSHA Construction Safety training course.

**PRECISION OPTICAL ALIGNMENT (Jan 17, 19, 24, 26, 31, 5:30pm – 8:30pm)**

Participants in this workshop learn to use jig transits to level and align machinery. Standard optical alignment procedures will be presented and participants learn how to solve specific alignment problems.

**SHAFT ALIGNMENT (Feb 28, Mar 1, 6, 8, 13, 5:00pm – 9:00pm)**

This course is designed to introduce and/or reinforce the rim and face dial indicator alignment process. Being proficient in the use of the rim and face dial indicator and knowing the calculations for this tool are integral parts of the millwright trade. As a beginning or a refresher course, this course provides up-to-date methods for calculating foot corrections. Soft foot, thermal growth, offset and angularity are some of the topics covered. The necessary precision tools to make the calculations and corrections on pump alignment will be available for use by participants.

**STEAM TURBINE (Feb 7, 9, 14, 16, 21, 23, 5:00pm – 9:00pm)**

Students will learn basic principles of how a steam turbine operates and will disassemble and reassemble a steam turbine. Students are highly encouraged to complete the Precision Measurement class prior to taking this class.

# FLOOR COVERER

## **FLASH COVE BASICS (Jan 3, 5, 10, 12 5:00pm – 8:00pm)**

This class is designed to teach the Floor coverer sheet goods, welded seam and flash cove installation procedures. Sheet vinyl installation experience is required for enrollment into this class.

## **FLOOR PATTERN LAYOUT (Feb 21, 23, 28, 5:00pm – 8:00pm)**

This class is designed to teach the Floor coverer sheet goods, welded seam and flash cove installation procedures. Sheet vinyl installation experience is required for enrollment into this class.

## **INSTALL Carpet Pre-Certification Preview and KOOL GLIDE (Jan 11 OR Feb 8, OR Apr 11, Or May 9, 5:00pm – 8:00pm)**

This is a mandatory prerequisite class to the INSTALL Carpet Certification Test. Glue Down, Stretch, Stairs, Adhesives and Installation Techniques will be covered.

## **INSTALL CARPET CERTIFICATION and KOOL GLIDE CERTIFICATION (Jan 14 OR Feb 11, OR Apr 14, OR May 12, 7:00am – 3:30pm)**

### **Maximum 6 students per certification date**

The Carpet Certification Testing includes a written assessment that covers the knowledge of Substrates, Adhesives, Fillers, Moisture, and Layout/Planning. Fitting, Bonding, Seaming and Product. Successful completion of the written assessment will be followed by a hands-on evaluation of the Installer's proficiency in the following areas: Adhesive Application, Seaming, Fitting, Tack strip, Cushion Installation, Stretching, Borders, Upholstered Steps and professionalism. Certification is valid for 4 years.

The Kool Glide class offers Floor Coverers: certification for the use of the new "state of the trade" carpet seaming system. Prior experience in carpet installation and seaming is required. Certification will require passing a written and a hands-on test.

## **INSTALL Resilient Pre-Certification Preview (Jan 18, OR Feb 22, OR Apr 18, OR May 23, 5:00pm – 8:00pm)**

This is a mandatory prerequisite class to the INSTALL Resilient Certification Test. Sheet goods, flash cove, welded seam and VCT Installation will be covered.

# FLOOR COVERER

**INSTALL RESILIENT FLOOR COVERING CERTIFICATION (Jan 21, OR Feb 25, OR Apr 21, OR May 26, 7:00am – 3:30pm)**

**Maximum 6 students per certification date**

The Resilient Certification Testing includes a written assessment that covers knowledge of substrate, adhesives, moisture, layout, fitting, bonding, seams and product. Successful completion of the written assessment is followed by a hands-on portion that will demonstrate the installer's proficiency in the following areas: Layout, Adhesive Application, Fitting, Cove Base Installation, Seaming, Welding, Templating, Scribing and Professionalism. Certification is valid for 4 years.

**SHEET VINYL BASICS (Apr 3, 5, 10, 5:00pm - 8:00pm)**

This class is intended to teach the basic installation of sheet vinyl, including proper floor prep, underlayment and adhesives for pattern goods and non-pattern goods.

**STRETCH CARPET BASICS (May 3, 8, 10, 5:00pm – 8:00pm)**

Course basics include types of carpet & their installation requirements, specialized tools, safety, installation of anchoring materials, types of padding & usage, pad & carpet layout, proper seaming techniques, proper use of kicker & power stretcher, trimming & finishing, & metal trim installation.

**VCT BASICS (Apr 17, 19, 24, 26, 5:00pm – 8:00pm)**

This class is intended to reinforce sound layout principles that include: Squaring up a room, basic pattern layout, locating perpendicular lines & basic VCT geometric patterns.

# WELDING

**\*Classes are currently being scheduled. Please call for available dates\***

**HOT WORK PERMIT (Included in the Welding I class or as needed – Call the Training Center for registration information)**

Participants learn hot work hazard awareness, how to control the hot work, emergency management and documentation of controls in place for working in areas where cutting, welding, brazing, grinding and similar heat producing work is performed. **This is a prerequisite for all who weld in the training facility.** This class is part of the welding I class or may be attended as a stand alone class. **(2.5 hour class)**

**STRUCTURAL WELDING I - STRUCTURAL SHIELDED METAL ARC WELDING (Stick)**  
**(Call the Training Center for registration information)**

**Minimum 6 students - Maximum 12 students**

The course is structured to conform to the AWS standards that mandate a welder must be able to read and follow a jobsite WPS, and have the ability to adjust and control the welding equipment. Topics covered are: welding processes, welding terminology, polarity, safety, weld joints, types of welds, welding positions, basic metallurgy, and the reading and interpretation of welding symbols. The lab projects are designed to give the student the *basic* skills necessary for future certifications. **(40 hour class)**

**STRUCTURAL WELDING II**

**(Call the Training Center for registration information)**

**Minimum 6 students - Maximum 12 students**

Prerequisite: Structural Weld I or considerable experience in basic arc welding processes and familiarity with a WPS. The course is a continuation of Welding I, focusing on skill development for heavy plate and/or light gauge sheet steel with SMAW or FCAW process. **(40 hour class)**

**STRUCTURAL WELDING CERTIFICATION (Jan 14, Feb 11, Mar 10, Apr 14, May 12, 7:00am – 3:30pm) Maximum 12 students**

**(Call the Training Center for registration information)**

Testing is done in accordance with the American Welding Society, Structural Welding Code AWS D1.1, D1.3, & D1.5. Welder must be proficient in areas in which certification is required, be able to read a WPS, and set up their equipment appropriately. Certification testing is limited to 8 hours. Testing dates are not intended for practice. Testing is generally conducted on the second Saturday of each month. Call the training center to reserve an available date.

**NOTE: Students are encouraged to call for available booth for skill refresher. ALL students must take “Hot Work Permit” training prior to lab use. Additional classes or certification testing will be done on an as needed basis. Call the Training Center to schedule time.**

# GENERAL INTEREST

**(\*Contact the Training Center for additional Qualification / Certification dates.)**

## **BLUEPRINT READING (Feb 13, 14, 15, 20, 21, 22, 27, 28, 5:30pm – 8:30pm)**

This class includes residential & light commercial types of plans, specifications, abbreviations & symbols. Specific building materials & trade coordination, reflecting current materials & code standards based on actual jobs will be presented.

## **CONSTRUCTION MASTER CALCULATORS (Jan 17, 18, 5:30pm – 8:30pm)**

This class will provide hands-on instruction in the use of the Construction Master Calculator for simplifying jobsite calculations. It is designed to provide an overview of many of the computations available with these calculators.

## **\*GREEN BUILDING AWARENESS (Mar 5, 6, 5:00pm – 8:00pm)**

As we become more aware of our environment and the effect we have had on it, the idea of “Green Building” is becoming more attractive to building owners, developers and building users. What was once thought of as an expensive alternative is now seen as a benefit, providing a competitive edge and an enhanced public image to builders that choose to build green. The purpose of this workshop is to give a broad understanding of all that is involved in “Green Building”, including the challenges, advantages and disadvantages.

## **MATH FOR THE TRADES (Jan 5, 12, 19, 26, Feb 2, 9, 16, 23, Mar 1, 8, 15, 5:30pm – 8:30pm)**

This course is designed to refresh basic arithmetic skills related to the trade of carpentry. Practice exercises include calculating areas, perimeter and volume, used in all jobsite situations. When applicable, carpenter layout tools such as the framing square, will be included in the training.

## **LEVEL TRANSIT (Apr 2, 4, 9, 11, 5:00pm – 9:00pm)**

Students learn typed of instruments & uses, types of rods, math conversions, establishing a benchmark, differential leveling, setting up over a point, projecting lines, reading transit verniers, turning and measuring angles, building layouts, using a leaser level, laser safety & creating & keeping a logbook.

# GENERAL INTEREST

## **TOTAL STATION I (Jan 9, 10, 11, 16, 17, 18, 23, 24, 5:00pm – 9:00pm)**

This course will introduce the carpenter to Total Station technology and equipment. Included are terminology, equipment setup and introduction to coordinate geometry. Building layout (stakeout) is achieved using X, Y, and Z axes, as Northings, Eastings, and Elevations. Information will be processed and entered into a data recorder for later retrieval using the Total Station instrument for actual layout/stakeout of the building. A TI-30 or other scientific calculator should be brought along to this class.

## **TOTAL STATION II (Apr 23, 24, 25, 30, May 1, 2, 7, 8, 5:00pm – 9:00pm)**

Many of the finer points of managing the layout tasks on a project are incorporated into this class. More time is included for computer interaction to expedite the conversion and transfer of the point listings into the data collector, which is taken to the field for layout application. Combining computer interactions with hands-on Data Recorder and Total Station Instrument training will round out the layout experience. **Successful completion of Total Station I is prerequisite for Total Station II.**

# LEADERSHIP

**Minimum 6 students - Maximum 12 students per class**

## **SUPERVISOR TRAINING PROGRAM (STP)**

**Minimum 6 students - Maximum 12 students per class**

STP – The Supervisory Training Program is highly recommended to those members who are planning to, or may have already, moved into a supervisory role. The program is designed to provide knowledge of the industry and insight into the skills necessary for effective supervision in construction. Ten separate classes are included in the program; each providing instruction in a specific skill area. The units being offered this semester are:

**Unit 6 – Understanding & Managing Project Costs (Jan 3, 4, 9, 10, 11, 16, 5:00pm – 9:00pm)**

**Unit 8 – Managing the Project: The Supervisor’s Role (Feb 13, 14, 15, 20, 21, 22, 5:00pm – 9:00pm)**

# COMPUTERS

**Maximum 10 students per class**

**COMPUTER BASICS (Mar 3, 10, 7:00am -3:30pm)**

This “hands-on” course is designed for beginners. General computer skills will be taught including, but not limited to, the Windows Operating System, tool bars, file storage, and basics of the Microsoft WORD software.

This course is perfect for those with little or no experience with computer knowledge.

**EXCEL BASICS (Apr 14, 7:00am -3:30pm)**

This “hands-on” course is designed to familiarize the student with EXCEL software. Students will learn how to navigate through a spreadsheet, enter, format and sort data within cells, use basic formulas and functions, and develop charts and graphs.

Although there is not a prerequisite for this class, it is recommended that the student has basic computer knowledge (i.e. navigating through toolbars, opening, closing, saving documents etc.).

**POWERPOINT BASICS (May 5, 7:00am -3:30pm)**

This “hands-on” course is designed to familiarize the student with POWERPOINT software. Students will create a presentation from start to finish using unique design templates and techniques. Presentations will be customized to include text, graphics, backgrounds, and slide transitions.

Although there is not a prerequisite for this class, it is recommended that the student has basic computer knowledge (i.e. navigating through toolbars, opening, closing, saving documents).