JRYM 401: FUNDAMENTAL FOREMAN DEVELOPMENT

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	0
Hours:	36 lecture per quarter (36 total per quarter)
Prerequisite:	This course is limited to students employed with Cupertino Electric.
Degree & Credit Status:	Non-Degree-Applicable Non-Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Non-Credit Course (Receives no Grade)
Repeatability:	Unlimited Repeatability

Student Learning Outcomes

- Understand the basic responsibilities and requirements of an Electrical Field Supervisor
- Demonstrate how to successfully fill out short duration schedules, timecards, dailies, Standard Work Instructions (task plans), and labor tracking
- Apply different methods for priority setting and communication styles
- Communicate and coordinate with different departments to complete projects

Description

This course is a 10-week series in Cupertino Electric Fundamental Foreman Development and provides an introduction to the roles and responsibilities of an electrical foreman. The course covers safety, production, scheduling, cost control, and QA/QC basics for a field supervisor to successfully run an electrical union project.

Course Objectives

The student will be able to:

1. Understand the basic responsibilities and requirements of an Electrical Field Supervisor for Cupertino Electric (CEI).
2. Demonstrate how to successfully fill out short duration schedules, timecards, dailies, Standard Work Instructions (task plans), and labor tracking for CEI.
3. Utilize different methods for priority setting and communication styles.
4. Understand the different departments within CEI that can help support their project.
5. Learn the safety responsibilities of a foreman at CEI.

Course Content

1. Priority setting and personality traits with communication tools.
2. Safety in the workplace; what to do and who to contact when someone gets hurt.
3. Walk through a successful job start process for CEI.
4. Review an electrical estimate and use it for scheduling and task planning.
5. Create a short duration schedule and compare it for a 3-week process.
6. Labor factors that can get in the way of a successful project.
7. Introduction to the different departments and how they can contribute to project success.
8. Blueprint reading with emphasis on the electrical drawings.
9. Internal processes and software that CEI uses on a daily basis.

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. Clean classroom with monitor and printed material for students to take as reference material.
2. When taught remotely, access to CEI's Learning Management System (Amplify), ongoing access to a computer with software and hardware capable of running video content, and intranet connection.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Results of hands-on projects and homework assignments
Results of class participation
Prior experience in the electrical industry

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lectures
Lab assignments and homework
Group discussion
Classroom demonstration and tours of facility

Representative Text(s) and Other Materials

Covey, Stephen R.. 7 Habits of Highly Effective People. 2020.

NFPA. NFPA 70E. 2023.

ELECTRI International. Factors Affecting Labor Productivity for Electrical Contractors. 2018.

Despite being older than five years, the ELECTRI International text is the latest study published on labor productivity for electrical contractors.

Pace Palette.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

No assignments.

Discipline(s)

Electricity