

JRYM 401D: SOUND & COMMUNICATION FOREMAN DEVELOPMENT

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	0
Hours:	21 lecture per quarter (21 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

- Review an electrical estimate and use it for scheduling and task planning
- Understand the roles of different departments in contributing to project success
- Create a short-duration schedule

Description

This course is a basic seven (7) class series that focuses on the Sound & Communication classification and what is needed to be successful.

Course Objectives

The student will be able to:

1. Identify and apply effective priority-setting and communication strategies.
2. Follow workplace safety procedures and demonstrate knowledge of the correct response when an injury occurs.
3. Develop and compare short-duration schedules.
4. Demonstrate how to successfully fill out short-duration schedules, timecards, dailies, task plans, and labor tracking.
5. Leverage different departments within the company that can help support their project.

Course Content

1. Priority setting and personality traits
 - a. Communicating job priorities to a crew and supervisor
 - b. Understanding personal work styles and traits that influence productivity
2. Workplace safety
 - a. Common electrical workplace hazards and how to prevent them
 - b. Emergency response and reporting injuries
3. Job start process
 - a. Step-by-step walk-through of a CEI job start
 - b. Review an electrical estimate and use it for scheduling and task planning
4. Short-duration scheduling (3-week look-ahead)
 - a. Creating a short-duration schedule and comparing it for a 3-week process
 - b. Comparing planned vs. actual progress, and adjusting accordingly

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. When taught in-person, clean classroom with monitor and printed material for students to take as reference materials.
2. When taught online, this course requires access to CEI's Learning Management System (Amplify), ongoing access to a computer with the necessary software and hardware to view video content, and a reliable intranet connection.

Method(s) of Evaluation

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

Results of class participation
Results of hands-on projects

Method(s) of Instruction

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

Lectures
Group discussion

Representative Text(s) and Other Materials

Cupertino Electric's Best Practices Handouts.

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

No assignments.

Discipline(s)

Electricity or Telecommunication Technology