

JRYM 406B: SCHEDULING - INTERMEDIATE (ILT)

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	0
Hours:	3 lecture, 3 laboratory per quarter (6 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

- Use the basic functions available in the MS Project application
- Create MS Project schedules

Description

This course builds on the foundational scheduling course and introduces students to the use of Microsoft Project.

Course Objectives

The student will be able to:

1. Gain familiarity with the basic navigation and functionality of the Microsoft Project application.
2. Create a CEI MS Project schedule using the CEI template.

Course Content

1. Microsoft Project application
 - a. Navigation
 - b. Functionality
2. Instructions for creating a master schedule using the CEI template available on Livewire
3. The use of resource loading and multiple schedule views to support effective schedule management by the foreman

Lab Content

1. Exercises that walk through the step-by-step process of creating a master schedule using a standardized template available on Livewire.
2. Hands-on exercises that guide students through the essential functions of MS Project.

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.

3. Access to Microsoft Project application.

Method(s) of Evaluation

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

Results of class participation

Results of hands-on demonstration

Method(s) of Instruction

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

Lectures

Group discussion

Classroom demonstration

Representative Text(s) and Other Materials

Cupertino Electric provides scheduling templates.

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

No assignments.

Discipline(s)

Electricity