

JRYM 408: FOREMAN DEVELOPMENT: INTERMEDIATE LEVEL

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

- Distinguish between management and leadership duties in a production environment
- Utilize MS Project to create and maintain a master schedule using the CEI template
- Implement QA/QC and cost control measures on active projects
- Solve complex field scenarios using critical thinking and strategic planning tools

Description

This course is a seven class series that covers the duties of the general foreman at CEI. The course explores the top six focus areas that a production leader must prioritize to be successful at CEI.

Course Objectives

The student will be able to:

1. Demonstrate the difference between a manager and a leader, as well as techniques to make them better leaders.
2. Define the role of the supervisor for both production and safety, and the tools they need to be proficient.
3. Create a CEI master schedule using the CEI template on Livewire.
4. Maintain the schedule, run reports, and resource load the schedule.
5. Identify the roles and responsibilities for QA/QC and cost control on their project, as well as steps that they can put into practice.
6. Use critical thinking skills to discuss "what if" scenarios and come up with solutions to the outcomes.
7. Walk through the different electronic tools needed to be an effective leader in the field.

Course Content

1. Manager vs. leader
 - a. Key distinctions between managers and leaders
 - b. Identifying personal leadership styles
 - c. Practical tips for becoming a more effective leader
 - d. Self-assessment exercises
2. Safety and production scenarios
 - a. Real-world scenarios in safety and production
 - i. Common field challenges and how to navigate them
 - ii. Scenario-based role-playing and decision-making exercises
 - iii. Balancing safety with production demands
3. Intermediate scheduling and Microsoft Project
 - a. Practical MS Project techniques for intermediate-level users
 - b. Building realistic and achievable schedules
 - c. Managing schedule updates and changes effectively
4. Roles in QA/QC and cost control
 - a. Supervisors' roles in QA/QC
 - b. Techniques for effective cost control
 - c. Integrating QA/QC and cost management into daily site leadership
5. Team strategy and communication
 - a. Elements of successful team strategies
 - b. Tools for clear and effective communication
 - c. Addressing conflicts and fostering collaboration
 - d. Building trust and accountability within the team
6. Digital tools for effective leadership
 - a. Overview of essential digital tools for field leaders
 - b. Integrating technology into daily site management

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

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

Although this text is older than five years, it remains relevant in the field.

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

No assignments.

Discipline(s)

Electricity