

JRYM 410: COMPUTER SKILLS & RELATED FORMS (ILT)

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	0
Hours:	3 lecture per quarter (3 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 Microsoft Word, Project, Excel, and Teams, Bluebeam, and PlanGrid
- Understand the use and purpose of Procore Workforce Planning

Description

This course covers the basics of the main computer programs used in the field for CEI, including the Microsoft suite, PlanGrid, BIM 360, SmartTagIt, Bluebeam, and Procore Workforce Planning. Students will gain a basic understanding of what each program is and what its used for.

Course Objectives

The student will be able to:

1. Navigate Microsoft Word, Microsoft Project, Microsoft Excel, Microsoft Teams, Bluebeam, and PlanGrid applications, and JDE business system.

Course Content

1. Software applications
 - a. Microsoft Word, Microsoft Project, Microsoft Excel, Microsoft Teams, Bluebeam, and PlanGrid applications, and JDE business system.

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. When taught in person, a clean classroom with internet access, and the necessary hardware and software must be provided for this training.
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

Method(s) of Instruction

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

Lectures

Classroom demonstration

Representative Text(s) and Other Materials

Hardware and software applications provided by Cupertino Electric.

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

No assignments.

Discipline(s)

Electricity