

JRYM 410A: MICROSOFT TEAMS (ILT)

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	0
Hours:	1.5 lecture per quarter (1.5 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

- Demonstrate proficiency in using the Microsoft Teams platform
- Use basic shortcuts available in MS Teams for an effective experience

Description

This course covers the Microsoft Teams platform, including how to use the software, as well as understand its limitations and short cuts for an effective experience.

Course Objectives

The student will be able to:

1. Understand and use Microsoft Teams on a desktop or mobile device regularly as it relates to their scope of work.

Course Content

1. Microsoft Teams
 - a. Best practices and short cuts

Lab Content

Not applicable.

Special Facilities and/or Equipment

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

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

Hands on demonstrations

Representative Text(s) and Other Materials

Course materials provided by Cupertino Electric.

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

No assignments.

Discipline(s)

Electricity