

SOUTHEAST COMMUNITY COLLEGE
ADVANCED TECHNOLOGIES AND SKILLED TRADES DIVISION
Utility Line Worker Program
Revision Date: November 2025

I. CATALOG DESCRIPTION

Course Number: UTIL 2240
Course Title: Utility Occupational Procedures
Prerequisite(s): UTIL 1901

Catalog Description: Safety of personnel, record keeping procedures, and conducting safety meetings for a safe and efficient operation of an electric utility will be implemented.

Credit Hours: 1.0
Class Hours: 15
Lab Hours: 0
Total Contact Hours: 15

II. COURSE OBJECTIVES: *Course will:*

- A. Emphasize the importance of personal and crew safety in daily utility operations.
- B. Introduce standard utility recordkeeping procedures for documenting safety, training, and job activities.
- C. Develop students' understanding of how to plan and conduct effective safety meetings.
- D. Promote awareness of company and regulatory safety policies that ensure efficient and compliant operations.
- E. Reinforce professional conduct, communication, and responsibility in maintaining a safe work environment.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

A. Student Learning Outcomes: *Student will be able to:*

- 1. Explain the importance of safety procedures and their role in utility operations.
- 2. Identify key elements of an effective safety program within an electric utility.
- 3. Complete basic safety and job documentation forms accurately and clearly.
- 4. Describe procedures for reporting incidents, hazards, and near misses.
- 5. Plan and conduct a brief safety meeting that addresses a relevant job-site concern.
- 6. Demonstrate professional communication and teamwork in promoting a safe work culture.
- 7. Recognize the relationship between safety practices, efficiency, and regulatory compliance in utility work.

B. General Education Learning Outcomes

- 1. GELO #6: Career and Life Skills
 - a. Outcome: Employ effective interpersonal and intrapersonal communication skills.
 - b. Outcome: Use digital technology effectively to access, manage, integrate, evaluate, and present information.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)

- A. TBD
1.

V. INSTRUCTIONAL MATERIALS

- A. **Required Text(s):** TBD
B. **Other Resources:**
1.

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Methods of presentation typically include a combination of the following:
1.

VII. METHODS OF EVALUATION

- A. Methods of evaluation typically include a combination of the following:
1. Participation
2. Daily Assignments
3. Written exams/quizzes
4. Lab performance

C. SCC STANDARD GRADING SCALE POLICY:

A+	95-100	C+	75-79	F	59 or less
A	90-94	C	70-74		
B+	85-89	D+	65-69		
B	80-84	D	60-64		

VIII. SPECIFIC COURSE REQUIREMENTS