



PHCC Academy[®] Workforce Readiness Syllabus

Course Contact for Registration and Non-LMS Questions

State Chapter Partner

Refer to <http://foundation.phccweb.org> and search for PHCC Academy[®] page for listing
If your state is not listed – PHCC Academy[®] staff – AcademySupport@naphcc.org

Course Contact for Technical Problems in Absorb LMS

PHCC Academy[®] Staff

AcademySupport@naphcc.org

Welcome to the PHCC Academy[®] Online Workforce Readiness Course!

Course Description

A free online educational course that gives prospective plumbing and HVAC industry workers an opportunity to learn about the p-h-c trade before choosing a career path. The course offers an introduction to the trades, soft skills, basic math, tools, safety, and an introduction to construction drawings for both plumbing and HVAC.

Module 1: Introduction to the Trades

- Demand for Workers
- Average salaries (based on Bureau of Labor Statistics web data)
- Career Ladder
- What Plumbing and HVAC Technicians Do
- Work Environment
- Educational Requirements for Entering the Trades
- Licenses and Certifications
- Essential skills
 - Business Skills
 - Customers Service Skills
 - Mechanical Skills
 - Physical Strength
 - Troubleshooting Skills
 - Time Management Skills
- Job Outlook
- History of the Trades

Module 2: Soft Skills

- Appearance
- Communication Skills
- Teamwork Skills
- Time management Skills
- Problem-solving/Troubleshooting Skills
- Negotiation Skills
- Work Ethic
- Employer Expectations

Module 3: Basic Math for Plumbing and HVAC

- Integers
- Labeling
- Fractions
- Mixed Numbers
- Decimals
- Changing Feet and Inches to Decimals
- Scale Rulers

Module 4: Tools

- Hand tools used in plumbing and HVAC
- Common power tools

Module 5: Safety

- Hand and Power Tool Safety
- General Jobsite Safety
- Fire Prevention
- Personal Protective Equipment (PPE)
- Material Handling
- Excavation Safety
- Electrical Safety
- Lockout/Tagout
- Ladder Safety
- Scaffolding Safety
- Motor Vehicles and Heavy Equipment Safety

Module 6: Introduction to Construction Drawings (Plumbing)

- Scale Rulers
- CAD Drawing
- Product (Mechanical) Drawings
- Construction (architectural) Plans
- Plumbing Symbols
- Drawing Projections

Module 6: Introduction to Construction Drawings (HVAC)

- Scale Rulers
- CAD Drawing
- Electrical Symbols
- Schematic Diagrams
- Pictorial Diagrams
- Point-to-Point Diagrams