



# **ADDENDUM TO THE 2026 SCHOOL CATALOG**

Effective: September 2026

***Addendum to the School Catalog 2026***  
***Effective May 2026***

**PROGRAM SPECIFIC ADMISSION/EXTERNSHIP/CLINICAL REQUIREMENTS**

Beyond the standard admission requirements, applicants to the following programs must adhere to additional program-specific admission and/or externship/clinical criteria.

***Commercial Driver's License Admission Requirements***

To be considered for admission to the CDL program, applications must include the following: valid driver's license; PA Department of Transportation Motor Vehicle Record (MVR); DOT physical examination (meeting physician standards); negative drug test results; and agreement to random drug testing throughout the program. NOTE: A commercial learner's permit is not a prerequisite for admission. The program curriculum includes preparation for the commercial learner's permit exam.

## COMPUTER AIDED DRAFTING AND DESIGN ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE

|                              |                  |
|------------------------------|------------------|
| <b>Program Length</b>        | <b>18 Months</b> |
| <b>Total Quarter Credits</b> | <b>110.5</b>     |
| <b>Total Hours</b>           | <b>1850</b>      |

**Program Objective:** The Computer Aided Drafting and Design program is designed to prepare students for entry-level positions in engineering drafting fields. Graduates are prepared to pursue careers as mechanical, architectural, piping, structural, machine, or civil drafters.

**Class Schedule:** Classes can be scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well.

| QUARTER #                                                               | COURSE # | COURSE NAME                | INSTRUCTIONAL HOURS | QUARTER CREDITS* |
|-------------------------------------------------------------------------|----------|----------------------------|---------------------|------------------|
| <b>Core Courses - Students must earn a grade of C or better to pass</b> |          |                            |                     |                  |
| 1                                                                       | CAD102N  | AutoCAD                    | 100                 | 7.5              |
| 1                                                                       | CAD110   | Commercial Drafting        | 80                  | 5.0              |
| 2                                                                       | CAD115N  | Architectural Drafting     | 80                  | 5.0              |
| 2                                                                       | CAD111   | Building and Life Safety   | 80                  | 5.0              |
| 2                                                                       | CAD117N  | Geometric Dimensioning     | 80                  | 5.0              |
| 3                                                                       | CAD103N  | MEP Drafting               | 80                  | 5.0              |
| 3                                                                       | CAD206N  | Pipe Drafting              | 80                  | 5.0              |
| 3                                                                       | CAD121   | Building Materials         | 80                  | 5.0              |
| 4                                                                       | CAD104N  | Machine Drafting           | 80                  | 5.0              |
| 4                                                                       | CAD205N  | Structural Drafting        | 80                  | 5.0              |
| 4                                                                       | CAD204N  | Civil Drafting             | 80                  | 5.0              |
| 5                                                                       | CAD101N  | Print Reading and Analysis | 80                  | 5.0              |
| 5                                                                       | CAD212N  | Final Project              | 190                 | 12.0             |
| 6                                                                       | CAD215N  | CADD Externship            | 360                 | 12.0             |
| <b>Total</b>                                                            |          |                            | <b>1530</b>         | <b>86.5</b>      |
| <b>General Education Courses</b>                                        |          |                            |                     |                  |
| 1                                                                       | GEN107   | Human Relations            | 50                  | 3.0              |
| 1                                                                       | GEN101   | Technical Math I           | 50                  | 4.0              |
| 2                                                                       | GEN105   | Technical Communication    | 50                  | 3.0              |
| 2                                                                       | GEN102   | Technical Math II          | 50                  | 4.0              |
| 3                                                                       | GEN103   | Technical Math III         | 50                  | 4.0              |
| 4                                                                       | GEN106   | Ethics in the Workplace    | 50                  | 4.0              |
| 5                                                                       | GEN110B  | Career Development B       | 20                  | 2.0              |
| <b>Total</b>                                                            |          |                            | <b>320</b>          | <b>24.0</b>      |

\*the listing of quarter credit hours is not meant to imply that credits can be transferred into other college or private career school programs. Determination of transfer credits are at the sole discretion of the receiving school.

### Software Included in Curriculum

- AutoCAD
- Autodesk Revit
- Autodesk Civil 3D
- Autodesk Inventor
- Autodesk Plant 3D
- SolidWorks

## **COURSE DESCRIPTIONS (COMPUTER AIDED DRAFTING AND DESIGN)**

### **CORE COURSES:**

#### **CAD101N Print Reading and Analysis**

5.0 Credits – 80 Hours – 12 Weeks

This course introduces students to the interpretation and analysis of residential and commercial construction drawings and related documents used in the building industry. Students will develop the skills necessary to read and interpret floor plans, foundation plans, elevations, sections, framing plans, mechanical system drawings, schedules, and construction details. Emphasis is placed on construction terminology, graphic communication, symbols, annotations, and industry-standard drafting practices. Through textbook activities, print interpretation exercises, and practical applications, students will gain the foundational knowledge required to understand and communicate construction information effectively.

Prerequisite: CAD102N – Co-Requisite: None

#### **CAD102N AutoCAD**

7.5 Credits – 100 Hours – 12 Weeks

This course provides an introduction to computer-aided drafting using AutoCAD design software. Students will learn fundamental drafting techniques, including drawing setup, file creation, and creating and modifying geometry. Additional topics include adding text and dimensions, working with layers and coordinate systems, and plotting/printing drawings to scale. Building on foundational CAD practices and techniques, students will develop prototype drawings, construction drawings, isometric drawings, and introductory 3D designs within the AutoCAD software platform.

Prerequisite: None – Co-Requisite: None

#### **CAD103N MEP Drafting**

5.0 Credits – 80 Hours – 12 Weeks

This course introduces students to MEP (Mechanical, Electrical, and Plumbing) building systems using Autodesk Revit. Students will develop coordinated commercial building models that incorporate HVAC, electrical, plumbing, and fire protection systems. Emphasis is placed on Building Information Modeling (BIM), system coordination, industry-standard drafting practices, and the creation of construction documents used in commercial building design.

Prerequisite: CAD111 and CAD115N – Co-Requisite: None

#### **CAD104N Machine Drafting**

5.0 Credits – 80 Hours – 12 Weeks

This course builds upon foundational drafting skills by introducing students to machine drafting principles and parametric solid modeling using Autodesk Inventor. Students will create and modify mechanical parts, assemblies, and production drawings while applying ANSI drafting standards and accepted manufacturing practices. Topics include dimensioning, geometric dimensioning and tolerancing (GD&T), fits and tolerances, threaded fasteners, gears, cams, working drawings, surface texture symbols, welding symbols, and assembly documentation. Through lecture, demonstrations, and hands-on laboratory exercises, students will develop the technical skills necessary to produce accurate engineering drawings used in manufacturing and mechanical design.

Prerequisite: CAD102N, CAD117N – Co-Requisite: None

#### **CAD110 Commercial Drafting**

5.0 Credits – 80 Hours – 12 Weeks

This course provides an introduction to the principles of architectural drafting and building materials as they apply to commercial structures. Students will learn proper drafting standards and construction material applications while developing architectural drawings, including floor plans, elevations, building sections, wall sections, details, and schedules. Emphasis is placed on accuracy, industry standards, and the interpretation and creation of commercial construction documents.

Prerequisite: None – Co-Requisite: None

#### **CAD111 Building and Life Safety**

5.0 Credits – 80 Hours – 12 Weeks

This course provides students with an introduction to the design and drafting of building systems used in commercial construction. Emphasis is placed on the layout, coordination, and documentation of HVAC, electrical, fire protection, and safety/security systems using industry-standard drafting practices and CAD software. Students will apply technical calculations, code requirements, and system design principles to create coordinated construction drawings and equipment layouts.

Prerequisite: CAD102N – Co-Requisite: None

#### **CAD115N Architectural Drafting**

5.0 Credits – 80 Hours – 12 Weeks

The student will learn architectural drafting procedures, practices, terms and symbols including the preparation of detailed working drawings for a commercial structure with emphasis on commercial construction methods. This course introduces

students to architectural industry design-specific software. Students learn advanced modeling techniques to create 3-dimensional architectural models and construction documents as they apply to the commercial drafting industry.

Prerequisite: CAD102N – Co-Requisite: None

### **CAD117N Geometric Dimensioning**

5.0 Credits – 80 Hours – 12 Weeks

This course introduces students to advanced mechanical design using SOLIDWORKS and the principles of Geometric Dimensioning and Tolerancing (GD&T). Students will develop parametric 3D part models, assemblies, and engineering drawings while applying ASME dimensioning and tolerancing standards used in modern manufacturing. Emphasis is placed on interpreting and creating production drawings, applying GD&T symbols and feature control frames, understanding engineering drawing standards, and communicating design intent through accurate technical documentation. Through lecture, demonstrations, and hands-on laboratory exercises, students will develop the skills necessary to produce manufacturing-ready engineering drawings and mechanical designs.

Prerequisite: CAD102N – Co-Requisite: None

### **CAD121 Building Materials**

5.0 Credits – 80 Hours – 12 Weeks

This course introduces students to the principles of building materials and commercial construction. Topics include construction methods, material selection, advantages and limitations of common building materials, cost considerations, building codes, zoning requirements, and industry-standard construction practices.

Prerequisite: CAD102N – Co-Requisite: None

### **CAD204N Civil Drafting**

5.0 Credits – 80 Hours – 12 Weeks

A course in commercial site drafting with emphasis in location of buildings, parking, sidewalks, and landscaping. Utilizing AutoCAD/AutoCAD Civil 3D software platforms, the student will create new or use an existing site and modify existing contours to meet building codes, zoning ordinances and accessibility requirements. Standard site details will be developed.

Prerequisite: CAD102N – Co-Requisite: None

### **CAD205N Structural Drafting**

5.0 Credits – 80 Hours – 12 Weeks

This course introduces students to structural drafting using Autodesk Revit. Students develop drawings and models of concrete foundations and framing systems, wood framing and trusses, and structural steel systems. Emphasis is placed on producing accurate structural drawings and details that conform to current industry standards, including those established by the American Institute of Steel Construction (AISC) and the American Concrete Institute (ACI).

Prerequisite: CAD115N – Co-Requisite: None

### **CAD206N Pipe Drafting**

5.0 Credits – 80 Hours – 12 Weeks

This course provides students with an introduction to process pipe drafting using AutoCAD and AutoCAD Plant 3D. Students will develop the knowledge and technical skills necessary to create and interpret process piping drawings used in industrial and manufacturing facilities. Emphasis is placed on piping symbols, fittings, valves, equipment layouts, process flow diagrams (PFDs), piping and instrumentation diagrams (P&IDs), piping plans, elevations, isometric drawings, bills of materials, and applicable industry standards. Through lecture, demonstrations, and hands-on drafting projects, students will apply drafting principles to produce accurate piping documentation used in engineering, construction, and process plant operations.

Prerequisite: CAD102N – Co-Requisite: None

### **CAD212N Final Project**

12 Credits – 190 Hours – 12 Weeks

This drafting course provides students with the opportunity to complete a comprehensive project from concept to final presentation. Students will apply the knowledge and skills developed throughout the program while working within selected project parameters related to their chosen discipline. Emphasis is placed on project planning, design development, problem-solving, and professional presentation techniques. Students will determine the subject matter and select the appropriate software platform to create and complete their project from conception to conclusion.

Prerequisite: Successful completion of all CAD course codes in quarters 1-4

### **CAD215N CADD Externship**

12 Credits – 360 Hours – 12 Weeks

This course provides students with the opportunity to integrate classroom instruction with supervised, career-related work experience in a professional Computer-Aided Drafting and Design (CADD) environment during the final quarter of the program. Under the guidance of an approved externship site supervisor, students will apply the knowledge and technical skills developed throughout the curriculum while gaining practical experience performing industry-related drafting and design tasks. Emphasis is placed on professional conduct, technical competency, workplace communication, problem-solving, and the successful application of CADD principles in a real-world setting.

Prerequisite: Successful completion of all CAD course codes in quarters 1-5

## **GENERAL EDUCATION COURSES:**

### **GEN101 Technical Math I**

4.0 Credits – 50 Hours – 12 Weeks

This course presents basic mathematical topics as they are applied in a technical program. Students will study basic math fundamentals, such as addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percentages, of units of measure and to use signed numbers, conversion of units of measure and use signed numbers.

Prerequisite: None – Co-Requisite: None

### **GEN102 Technical Math II**

4.0 Credits – 50 Hours – 12 Weeks

This course builds upon foundational math skills learned in GEN 101 with a focus on practical applications in technical and vocational fields. Students will develop a better understanding of linear equations and inequalities. They will learn to solve and graph linear equations. Students will also learn basic geometry and right triangle trig functions.

Prerequisite: GEN101 – Co-Requisite: None

### **GEN103 Technical Math III**

4.0 Credits – 50 Hours – 12 Weeks

This course will build on what students learned in Technical Math I and II. Students will develop a better understanding of equations and different types of functions. In the course, they will use their knowledge of algebra topics and geometry to solve trigonometric functions and triangles and how to apply them into their field of study.

Prerequisite: GEN102 – Co-Requisite: None

### **GEN105 Technical Communication**

3.0 Credits – 50 Hours – 12 Weeks

This course is designed to empower students to communicate with confidence and precision in a professional environment. Focused on practical application, the curriculum emphasizes the composition of workplace documents (such as memos, reports, emails, and proposals) directly related to students' chosen professional interests. Students will work collaboratively to develop communication strategies and will actively refine their writing skills to eliminate basic mechanical errors that often undermine clarity. By the end of this course, students will possess the essential skills necessary to become a more efficient communicator in any professional setting.

Prerequisite: None – Co-Requisite: None

### **GEN106 Ethics in The Workplace**

4.0 Credits – 50 Hours – 12 Weeks

This course focuses on ethical principles in decision making applied to the business and industry workplace. It includes ethical issues in decision making, ethical frameworks for decisions, personal values and ethical priorities, ethics in business and industry, ethical standards in the workplace, ethical choices, application of ethical principles, social and cultural values applied to decisions, and workplace culture.

Prerequisite: None – Co-Requisite: None

### **GEN107 Human Relations**

3.0 Credits – 50 Hours – 12 Weeks

This course is a study of practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. The course is designed to help students understand themselves and improve efficiency on the job, to gain knowledge of human relations and motivation theory, to learn the supervisor's role in building good human relations, and to develop leadership qualities and techniques.

Prerequisite: None – Co-Requisite: None

### **GEN 110-B Career Development B**

2.0 Credits – 20 Hours – 12 Weeks

This course prepares students for a seamless transition from the classroom to a professional career. The curriculum focuses on four strategic areas: Career Portfolio Development, Strategic Job Search, Professional Interviewing, and Externship Coordination. Students will develop a comprehensive professional portfolio, including a tailored resume, cover letter, and work samples, and master the job search life cycle. Instruction emphasizes skills marketing, effective networking, and the use of core platforms like LinkedIn and Indeed. The course provides in-depth training on securing and conducting a successful interview. Students will work directly with Career Services and their Lead Instructor to coordinate a relevant externship experience, ensuring the immediate application of professional competencies to achieve defined career objectives.

Prerequisite: None – Co-Requisite: None

**ELECTRICIAN  
DIPLOMA**

|                               |                  |
|-------------------------------|------------------|
| <b>Program Length Day</b>     | <b>9 Months</b>  |
| <b>Program Length Evening</b> | <b>15 Months</b> |
| <b>Total Quarter Credits</b>  | <b>59.0</b>      |
| <b>Total Hours</b>            | <b>930</b>       |

**Program Objective:** The Electrician program prepare individuals for employment in residential, commercial or industrial settings. Instruction focuses on installing, maintaining, and repairing electrical power, communications, lighting, and control systems. Graduates will be prepared for entry-level employment as an electrician or electrician helper.

**Class Schedule:** Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Students are scheduled for CPR during their first quarter of classes.

| QUARTER #                                                               | COURSE # | COURSE NAME                               | INSTRUCTIONAL<br>HOURS | QUARTER<br>CREDITS* |
|-------------------------------------------------------------------------|----------|-------------------------------------------|------------------------|---------------------|
| <b>Core Courses - Students must earn a grade of C or better to pass</b> |          |                                           |                        |                     |
| 1                                                                       | EL101    | Fundamentals of Electricity               | 100                    | 6.0                 |
| 1                                                                       | EL103-N  | Print Reading for Electrical Systems      | 100                    | 6.0                 |
| 2                                                                       | EL104    | National Electrical Code                  | 50                     | 4.0                 |
| 2                                                                       | EL201    | Residential Wiring                        | 100                    | 6.0                 |
| 2                                                                       | EL202    | Motor Control Systems                     | 100                    | 6.0                 |
| 3                                                                       | EL204    | Equipment Maintenance and Troubleshooting | 50                     | 3.0                 |
| 3                                                                       | EL205    | Commercial Wiring                         | 100                    | 6.0                 |
| 3                                                                       | EL206    | Programmable Logic Controllers            | 50                     | 3.0                 |
| 3                                                                       | EL208    | Motor Maintenance and Troubleshooting     | 50                     | 3.0                 |
| 3                                                                       | EL210    | Alternative Energy                        | 70                     | 5.0                 |
| <b>Total</b>                                                            |          |                                           | <b>770</b>             | <b>48.0</b>         |
| <b>Other Courses</b>                                                    |          |                                           |                        |                     |
| 1                                                                       | GEN107   | Human Relations                           | 50                     | 3.0                 |
| 1                                                                       | GEN101   | Technical Math I                          | 50                     | 4.0                 |
| 2                                                                       | GEN105   | Technical Communication                   | 50                     | 3.0                 |
| 3                                                                       | GEN110-A | Career Development A                      | 10                     | 1.0                 |
| <b>Total</b>                                                            |          |                                           | <b>160</b>             | <b>11.0</b>         |

\*the listing of quarter credit hours is not meant to imply that credits can be transferred into other college or private career school programs. Determination of transfer credits are at the sole discretion of the receiving school.

**Industry Certifications:** There are no required industry certifications associated with program; however, electricians can become registered with their local municipality and are encouraged to do so.

## ***Addendum to School Catalog 2026***

***Effective Fall 2026***

### **COURSE DESCRIPTIONS**

No change in course descriptions for Technical Math I and Technical Communication.

#### ***GEN101 Technical Math I***

This course presents basic mathematical topics as they are applied in a technical program. Students will study basic math fundamentals, such as addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percentages, of units of measure and to use signed numbers, conversion of units of measure and use signed numbers.

#### ***GEN105 Technical Communication***

This course is designed to empower students to communicate with confidence and precision in a professional environment. Focused on practical application, the curriculum emphasizes the composition of workplace documents (such as memos, reports, emails, and proposals) directly related to students' chosen professional interests. Students will work collaboratively to develop communication strategies and will actively refine their writing skills to eliminate basic mechanical errors that often undermine clarity. By the end of this course, students will possess the essential skills necessary to become a more efficient communicator in any professional setting.

#### ***GEN107 Human Relations***

This course is a study of practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. The course is designed to help students understand themselves and improve efficiency on the job, to gain knowledge of human relations and motivation theory, to learn the supervisor's role in building good human relations, and to develop leadership qualities and techniques.

#### ***GEN110-A Career Development A***

This course prepares students for a seamless transition from the classroom to a professional career. The curriculum focuses on four strategic areas: Career Portfolio Development, Strategic Job Search, and Professional Interviewing. Students will develop a comprehensive professional portfolio, including a tailored resume, cover letter, and work samples, and master the job search life cycle. Instruction emphasizes skills marketing, effective networking, and the use of core platforms like LinkedIn and Indeed. The course provides in-depth training on securing and conducting a successful interview.

**Addendum to the School Catalog**  
**Effective August 2026**

**ESTHETICS  
DIPLOMA**

|                               |                 |
|-------------------------------|-----------------|
| <b>Program Length Day</b>     | <b>3 Months</b> |
| <b>Program Length Evening</b> | <b>9 Months</b> |
| <b>Total Clock Hours</b>      | <b>400</b>      |

**Program Objective:** Graduates of the Esthetics program will be trained for entry-level positions in the skin care industry. Students will learn skin care treatments, skin analyses, various types of facials, make-up applications, eyelash extensions, eyelash and eyebrow tinting, eyebrow lamination, and temporary hair removal.

**Class Schedule and Makeup Work:** Theory and practical instruction is scheduled as follows:

- **Day** – Monday through Friday 8:30am To 4:00pm
- **Evening** - Tuesday and Thursday 5:30pm To 9:30pm; Every other Saturday 8:30am to 1:30pm

This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

| <b>COURSE #</b>                                                         | <b>COURSE NAME</b>                  | <b>INSTRUCTIONAL<br/>HOURS</b> |
|-------------------------------------------------------------------------|-------------------------------------|--------------------------------|
| <b>Core Courses – Students must earn a grade of C or better to pass</b> |                                     |                                |
| EST110                                                                  | Scientific Concepts                 | 110                            |
| EST111                                                                  | Fundamental Facial Treatments       | 50                             |
| EST112                                                                  | Hair Removal Techniques             | 35                             |
| EST113                                                                  | Makeup, Lash and Brow Artistry      | 50                             |
| EST210                                                                  | Advanced Facial and Body Treatments | 50                             |
| EST211                                                                  | Professional Business Practices     | 70                             |
| EST212                                                                  | State Board Preparation             | 35                             |
| <b>Total</b>                                                            |                                     | <b>400</b>                     |

**Pennsylvania Licensure:** Graduates of the Esthetics program are eligible to take the Pennsylvania Esthetician exam; this is a computer-based theory/procedural skills exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this exam. The fees for application, PA background check, and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

**Specialized Certificates:** The Esthetics program includes the following specialized certificates/trainings within the curriculum

- DMK Skincare Fundamentals
- Microdermabrasion
- Eyelash Extensions
- Eyelash and Eyebrow Tinting
- Eyebrow Lamination
- Chemical Peels

## HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC-R) ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE

|                              |                  |
|------------------------------|------------------|
| <b>Program Length</b>        | <b>18 Months</b> |
| <b>Total Quarter Credits</b> | <b>106.0</b>     |
| <b>Total Hours</b>           | <b>1855</b>      |

**Program Objective:** Graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration program will be trained for entry-level positions in the air conditioning, heating, ventilation fields as an installer, service technician or salesperson.

**Class Schedule:** Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well. Students are scheduled for CPR during their first quarter of classes.

| QUARTER #                                                               | COURSE # | COURSE NAME                                       | INSTRUCTIONAL HOURS | QUARTER CREDITS* |
|-------------------------------------------------------------------------|----------|---------------------------------------------------|---------------------|------------------|
| <b>Core Courses - Students must earn a grade of C or better to pass</b> |          |                                                   |                     |                  |
| 1                                                                       | EL101    | Fundamentals of Electricity                       | 100                 | 6.0              |
| 1                                                                       | EL103-N  | Print Reading for Electrical Systems              | 100                 | 6.0              |
| 2                                                                       | HT105    | Tools and Equipment Overview                      | 50                  | 3.0              |
| 2                                                                       | HT110    | Residential Refrigeration                         | 100                 | 6.0              |
| 2                                                                       | HT112    | Gas Heating and Add On Air Conditioning Equipment | 100                 | 6.0              |
| 3                                                                       | HT111    | Oil Heating, Installation and Service             | 75                  | 5.0              |
| 3                                                                       | HT205    | HVAC Controls and Diagrams                        | 50                  | 3.0              |
| 3                                                                       | HT206    | Heat Pump/Electric Air Handler                    | 100                 | 6.0              |
| 4                                                                       | HT114    | Psychometrics, Load Calculations/Air Distribution | 75                  | 5.0              |
| 4                                                                       | HT201    | Commercial Refrigeration                          | 100                 | 6.0              |
| 4                                                                       | HT214    | Hydronics and Chillers                            | 100                 | 5.0              |
| 5                                                                       | HT215    | HVAC Credentialing and Mini Split Applications    | 50                  | 3.0              |
| 5                                                                       | HT210    | Sheet Metal Fabrication                           | 50                  | 3.0              |
| 5                                                                       | HT212    | HVAC Equipment Troubleshooting/Basic Plumbing     | 125                 | 7.0              |
| 6                                                                       | HT250-N  | HVAC Externship                                   | 360                 | 12.0             |
| <b>Total</b>                                                            |          |                                                   | <b>1535</b>         | <b>82.0</b>      |
| <b>General Education Courses</b>                                        |          |                                                   |                     |                  |
| 1                                                                       | GEN107   | Human Relations                                   | 50                  | 3.0              |
| 1                                                                       | GEN101   | Technical Math I                                  | 50                  | 4.0              |
| 2                                                                       | GEN105   | Technical Communication                           | 50                  | 3.0              |
| 2                                                                       | GEN102   | Technical Math II                                 | 50                  | 4.0              |
| 3                                                                       | GEN103   | Technical Math III                                | 50                  | 4.0              |
| 4                                                                       | GEN106   | Ethics in the Workplace                           | 50                  | 4.0              |
| 5                                                                       | GEN110-B | Career Development B                              | 20                  | 2.0              |
| <b>Total</b>                                                            |          |                                                   | <b>320</b>          | <b>24.0</b>      |

\*the listing of quarter credit hours is not meant to imply that credits can be transferred into other college or private career school programs. Determination of transfer credits are at the sole discretion of the receiving school.

**Industry Certifications:** Students in the HVAC-R program will be tested in two areas throughout the curriculum. All testing will be completed on campus. Penn Commercial does not guarantee that a student will pass these examinations. The fees for one attempt at the exams are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

- Environmental Protection Agency (EPA) Section 608 Technician
- A2L GWP – Low
- OSHA-10

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**Effective Fall 2026**

### **COURSE DESCRIPTIONS**

#### **HT215 HVAC Credentialing and Mini Split Applications**

This course prepares HVAC students to successfully obtain the essential certifications required for employment in the industry while also building competence in customer communication and modern HVAC technologies. Students will develop the knowledge and skills necessary to pass the EPA 608, A2L Low-GWP refrigerant safety, and OSHA-10 certifications. In addition, the course introduces foundational mini-split (ductless heat pump) technologies, focusing on system components, installation considerations, refrigerant management, commissioning, maintenance, troubleshooting, and customer education.

#### **GEN101 Technical Math I**

This course presents basic mathematical topics as they are applied in a technical program. Students will study basic math fundamentals, such as addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percentages, of units of measure and to use signed numbers, conversion of units of measure and use signed numbers.

#### **GEN102 Technical Math II**

This course builds upon foundational math skills learned in GEN 101 with a focus on practical applications in technical and vocational fields. Students will develop a better understanding of linear equations and inequalities. They will learn to solve and graph linear equations. Students will also learn basic geometry and right triangle trig functions.

#### **GEN103 Technical Math III**

This course will build on what students learned in Technical Math I and II. Students will develop a better understanding of equations and different types of functions. In the course, they will use their knowledge of algebra topics and geometry to solve trigonometric functions and triangles and how to apply them into their field of study.

#### **GEN105 Technical Communication**

This course is designed to empower students to communicate with confidence and precision in a professional environment. Focused on practical application, the curriculum emphasizes the composition of workplace documents (such as memos, reports, emails, and proposals) directly related to students' chosen professional interests. Students will work collaboratively to develop communication strategies and will actively refine their writing skills to eliminate basic mechanical errors that often undermine clarity. By the end of this course, students will possess the essential skills necessary to become a more efficient communicator in any professional setting.

#### **GEN 106 Ethics in the Workplace**

This course focuses on ethical principles in decision making applied to the business and industry workplace. It includes ethical issues in decision making, ethical frameworks for decisions, personal values and ethical priorities, ethics in business and industry, ethical standards in the workplace, ethical choices, application of ethical principles, social and cultural values applied to decisions, and workplace culture.

#### **GEN107 Human Relations**

This course is a study of practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. The course is designed to help students understand themselves and improve efficiency on the job, to gain knowledge of human relations and motivation theory, to learn the supervisor's role in building good human relations, and to develop leadership qualities and techniques.

#### **GEN110-B Career Development B**

This course prepares students for a seamless transition from the classroom to a professional career. The curriculum focuses on four strategic areas: Career Portfolio Development, Strategic Job Search, Professional Interviewing, and Externship Coordination. Students will develop a comprehensive professional portfolio, including a tailored resume, cover letter, and work samples, and master the job search life cycle. Instruction emphasizes skills marketing, effective networking, and the use of core platforms like LinkedIn and Indeed. The course provides in-depth training on securing and conducting a successful interview. Students will work directly with Career Services and their Lead Instructor to coordinate a relevant externship experience, ensuring the immediate application of professional competencies to achieve defined career objectives.

**NAIL TECHNICIAN  
DIPLOMA**

|                               |                 |
|-------------------------------|-----------------|
| <b>Program Length Day</b>     | <b>3 Months</b> |
| <b>Program Length Evening</b> | <b>6 Months</b> |
| <b>Total Clock Hours</b>      | <b>250</b>      |

**Program Objective:** The Nail Technician program is designed to train students in the fundamentals of manicuring, pedicuring and professional nail application of enhancements and nail art. Instruction consists of classroom training and practical experience in a clinical setting using relevant and artistic approaches, techniques, and trends. The program is designed to prepare students for the Pennsylvania licensing examination and for entry-level employment in the professional nail industry.

**Class Schedule and Makeup Work:** Theory and practical instruction is scheduled as follows:

- **Day** - Tuesday Through Thursday 8:30am To 4:00pm
- **Evening** - Tuesday and Thursday 5:30pm To 9:30pm; Every other Saturday 8:30am to 1:30pm

This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

| <b>COURSE #</b>                                                         | <b>COURSE NAME</b>                                 | <b>INSTRUCTIONAL<br/>HOURS</b> |
|-------------------------------------------------------------------------|----------------------------------------------------|--------------------------------|
| <b>Core Courses – Students must earn a grade of C or better to pass</b> |                                                    |                                |
| <b>NT101</b>                                                            | Science for the Nail Technician                    | 84                             |
| <b>NT102</b>                                                            | Natural and Artificial Nail Services               | 110                            |
| <b>NT103</b>                                                            | Specialty/Advanced Nail Services                   | 28                             |
| <b>NT104</b>                                                            | Professional Practices and State Board Preparation | 28                             |
| <b>Total</b>                                                            |                                                    | <b>250</b>                     |

**Pennsylvania Licensure:** Graduates of the Nail Technician program are eligible to take the Pennsylvania Manicuring exam; this is a computer-based theory/procedural skills exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this exam. The fees for application, PA background check, and one attempt at the exam are included in the cost of the program. If a student should fail the exam, they are responsible for the associated cost for retesting.

## **Addendum to School Catalog 2026**

**Effective February 2026**

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

As a student-centered school, Penn Commercial strives to achieve high student satisfaction with its services and creating environment where students are offered friendly customer service, accurate information, and empowerment.

To this end, the following principles will guide these procedures:

- Wherever possible student complaints will be resolved through an informal process and at the lowest appropriate level of management.
- Student complaints will be handled with procedural fairness. All parties to a complaint will be informed of the specific allegations being made will be given the opportunity to respond to any allegations made.
- Student complaints will be handled in a timely and confidential manner.
- Students will be notified of the outcome of their complaint.

At times, students may wish to voice a concern, complaint or problem. General student concerns, problems, and complaints should first be addressed by the Lead Instructor or Director of Student Services, as appropriate. If these situations remain unresolved the student may submit their complaint, in writing, by completing Penn Commercial's Student Complaint Form. This form can be provided by the Director of Student Services. Specific completion and submission instructions are provided on the form.

#### **Procedures:**

- The completed Penn Commercial Student Complaint Form and all accompanying documentation will be submitted to the Director of Student Services.
- The Director of Student Services will verify the receipt of the student complaint and forward the form and all accompanying documentation to the Campus Director and Director of Education for review, investigation, and resolution.
- Upon resolution with the student, the Director of Student Services will confirm the resolution with the student, in writing. Signatures of receipt are required.
- Upon resolution with the student, the Director of Student Services will complete the staff portion of the form and it will be maintained in the school's master student complaint file.
- While a student is in any phase of the grievance process, he/she should participate fully in all coursework until a determination of the grievance is made.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission or any agency listed below. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

Phone: 703-247-4212

<http://www.accsc.org/complaints@accsc.org>

A copy of the ACCSC complaint form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

PENNSYLVANIA DEPARTMENT OF EDUCATION

State Board of Private Licensed Schools, Bureau of Postsecondary and Adult Education

607 South Drive, Floor 3E

Harrisburg, PA 17120

Phone: (717) 783-8228

<https://www.education.pa.gov/Pages/default.aspx>

PENNSYLVANIA STATE BOARD OF COSMETOLOGY

PO Box 2649

Harrisburg, PA 17105-2649

Phone: (717) 783-7130

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx>

PENNSYLVANIA STATE BOARD OF NURSING

***Addendum to School Catalog 2026***  
***Effective February 2026***

PO Box 2649  
Harrisburg, PA 17105-2649  
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<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx>