



ADDENDUM TO THE 2022 SCHOOL CATALOG

September 2022

**Catalog Addendum – About Penn Commercial – School Calendar
Effective 8.2022**

2022 START DATES AND ESTIMATED GRADUATION DATES

21 Month Program

Surgical Technology		
Start Date	Orientation Date	Graduation Date
10/03/2022	Thursday, 09/29/2022	6/21/2024

18 Month Programs

Medical Assistant; CADD; HVAC-R; Information Technology and Security		
Start Date	Orientation Date	Graduation Date
01/03/2022	Wednesday, 12/29/2021	06/23/2023
04/04/2022	Thursday, 03/31/2022	09/29/2023
07/11/2022	Thursday, 07/07/2022	12/22/2023
10/03/2022	Thursday, 09/29/2022	03/29/2024

15 Month Program

Electrician Evening		
Start Date	Orientation Date	Graduation Date
01/03/2022	Wednesday, 12/29/2021	03/31/2023
04/04/2022	Thursday, 03/31/2022	06/23/2023
07/11/2022	Thursday, 07/07/2022	09/29/2023
10/03/2022	Thursday, 09/29/2022	12/22/2023

12 Month Programs

Practical Nursing; Welding Technology		
Start Date	Orientation Date	Graduation Date
01/03/2022	Wednesday, 12/29/2021	12/23/2022
04/04/2022	Thursday, 03/31/2022	03/31/2023
07/11/2022	Thursday, 07/07/2022	06/23/2023
10/03/2022	Thursday, 09/29/2022	09/29/2023

9 Month Programs

Electrician		
Start Date	Orientation Date	Graduation Date
01/03/2022	Wednesday, 12/29/2021	09/30/2022
04/04/2022	Thursday, 03/31/2022	12/23/2022
07/11/2022	Thursday, 07/07/2022	03/31/2023
10/03/2022	Thursday, 09/29/2022	06/23/2023

Cosmetology		
Start Date	Orientation Date	Graduation Date
01/03/2022	Wednesday, 12/29/2021	09/30/2022
01/31/2022	Friday, 01/28/2022	10/28/2022
02/28/2022	Friday, 02/25/2022	11/25/2022
04/04/2022	Friday, 04/01/2022	12/23/2022
05/02/2022	Friday 04/29/2022	02/03/2023
05/31/2022	Friday, 05/27/2022	03/03/2023
07/11/2022	Friday, 07/08/2022	03/31/2023
08/08/2022	Friday 08/05/2022	04/28/2023
09/06/2022	Friday 09/02/2022	05/26/2023
10/03/2022	Friday 09/30/2022	06/23/2023
10/31/2022	Friday, 10/28/2022	08/04/2023
11/28/2022	Wednesday 11/23/2022	09/01/2023

5 Month Program

Cosmetology Instructor/Salon Manager start date will align with the Cosmetology start dates listed above

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3 Month Programs

Phlebotomy Technician		
Start Date	Orientation Date	Graduation Date
01/03/2022	Wednesday, 12/29/2021	03/25/2022
04/04/2022	Thursday, 03/31/2022	06/24/2022
07/11/2022	Thursday, 07/07/2022	09/30/2022
10/03/2022	Thursday, 09/29/2022	12/23/2022

Esthetics; Nail Technician		
Start Date	Orientation Date	Graduation Date
03/07/2022	Friday, 03/04/2022	06/03/2022
06/06/2022	Friday, 06/03/2022	09/09/2022
09/12/2022	Friday, 09/09/2022	EST -12/05/2022; NT - 11/30/22
12/12/2022	Friday, 12/9/2022	03/17/2023; NT – 03/15/2023

Catalog Addendum – Admission Requirements
Effective 4.2022

Penn Commercial welcomes prospective applicants who are seeking education in one of our training programs. All prospective students review this School Catalog and consumer disclosure information prior to signing an enrollment agreement. Penn Commercial reserves the right to deny acceptance and/or rescind eligibility for an applicant to begin classes if all General, Entrance Assessment, and Program Specific Admission and/or Externship Requirements (listed below) are not completed and submitted within the required timeframe. Any student who is denied/rescinded admission to Penn Commercial will be notified in writing.

ADMISSION REQUIREMENTS

General

The following items must be completed and submitted prior to the final approval of a student’s enrollment agreement.

- Personal interview and campus tour
- Application for admission and a \$25 application fee. The \$85 registration fee is due by orientation. Application fee refund policies are outlined in the Cancellation and Refund Policy within the Financial Aid section of this school catalog.
- High School diploma, transcript, GED, or other acceptable proof of graduation from an institution providing secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. *
- Entrance assessment (benchmark scores listed below); The Cosmetology Instructor/Salon Manager program does not require an entrance assessment.
- Completion of all required admission documentation
- Acknowledgement of receipt of all consumer information
- A parent/guardian must co-sign the enrollment agreement and all FERPA documents for applicants under the age of 18
- Must meet the technical standards for the applicant’s program of choice
- Meet with Financial Aid to determine grant and loan eligibility and finalize the financial plan/spreadsheet

*If Penn Commercial has reason to question the validity of proof of high school graduation or equivalent, the US Department of Education’s website is utilized for verification purposes. <https://www.ed.gov/accreditation>.
 If an applicant is found to have invalid proof of high school graduation, he/she will be denied admission.

Entrance Assessment

Perspective students applying for admission must meet the minimum benchmark assessment scores as follows. Applicants may attempt the Wonderlic a total of three (3) times. If the benchmark score is not met, the applicant must wait one (1) year to retest.

PROGRAM	WONDERLIC SLE	WONDERLIC WBST
Commercial Driver’s License	10	N/A
Computer Aided Drafting and Design	10	N/A
Cosmetology	10	N/A
Cosmetology Instructor/Salon Manager	N/A	N/A
Electrician	10	N/A
Esthetics	10	N/A
Heating, Ventilation, Air Condition and Refrigeration	10	N/A
Information Technology and Security	10	N/A
Medical Assistant	14	N/A
Nail Technician	10	N/A
Phlebotomy Technician	14	N/A
Practical Nursing	N/A	281 math; 285 reading
Surgical Technology	N/A	281 math; 285 reading
Welding Technology	14	N/A

ENROLLMENT AGREEMENT PROCESS

The applicant may sign the enrollment agreement and can be conditionally/provisionally accepted prior to receipt of documentation verifying that all admission requirements have been met. However, an applicant not fully enrolled and may not start classes without completing/submitted all admission requirements, including proof of high school graduation or equivalency. Once the applicant’s admission documentation has been reviewed for validity, completeness and compliance, the enrollment agreement is signed by the school official. A letter of acceptance is then sent to the applicant along with a copy of his/her fully executed enrollment agreement. High school seniors who submit an application for admission prior to

Catalog Addendum – Admission Requirements Effective 4.2022

graduation and who meet all other admissions requirements will be conditionally accepted pending submission of their proof of graduation.

FOREIGN STUDENTS/ FOREIGN TRANSCRIPTS

Foreign students are required to submit government issued documentation verifying citizenship status. The Financial Aid Department can then determine eligibility for federal aid. Foreign transcripts must be translated AND evaluated from an agency approved by the National Association of Credential Evaluation Services (NACES). A listing of the approved agencies can be found at <https://www.naces.org/members>. All associated fees for foreign translation and evaluation are the responsibility of the applicant.

ORIENTATION FOR NEW AND RETURNING STUDENTS

Prior to beginning classes, new students and students who are returning to Penn Commercial after an absence of six months or more are required to attend orientation. The purpose of orientation is to facilitate a successful transition to Penn Commercial, to get acquainted with the campus, to meet administrative staff, instructors, and peers, and to familiarize new students with policies and procedures. If a student is unable to attend scheduled orientation, alternative arrangements will be made prior to the commencement of classes.

TECHNOLOGY REQUIREMENTS – COSMETOLOGY INSTRUCTOR – SALON MANAGER

As part of the Admissions process to Penn Commercial, students enrolling in online or hybrid programs are required to attest to certain competencies in the use of technology. Basic internet and computing skills are required to take online courses. These skills may include but are not limited to:

- Using a browser
- Accessing, creating, saving, and uploading documents and files on a computer
- Composing and sending emails to administrators, instructors, and/or peers
- Entering responses in a web-form, such as an online quiz
- Posting to a discussion board
- Running various applications, such as video or media players or anti-virus applications Software and Hardware

Penn Commercial utilizes the following publishers' platforms: Pivot Point, Milady, Google

To participate in courses online, a student must have access to computer or laptop with the requirements outlined below. Having access to these items is required to enroll in the course:

- Device: Must be a PC, laptop, iPad or compatible device.
- Screen Resolution: 1024x768 minimum, 1280x800 or greater preferred
- Operating Systems: Microsoft Windows 7 or greater, Windows 10 preferred, Mac OSX and Linux based computers limited support on these platforms. Operating system Must be kept up-to-date.
- CPU: AMD Zen or Intel Core i3, 2 GHz with dual-core or greater. Avoid low-end CPUs such as Intel Atom, Intel Celeron, and AMD 3-series, or AMD A4.
- High-Speed Internet Connections: FiOs, Cable or 8Mb/s or greater preferred, Cellular, DSL and Satellite may work, but the user will likely experience degraded quality, intermittent connectivity, and poor results with video conferencing. 8 Mb/s is the Google/YouTube "standard" for streaming 1080 HD video.

As many providers have 'caps' or 'average charges', Penn Commercial is not responsible for data usage/overage charges.

PROGRAM SPECIFIC ADMISSION/EXTERNSHIP/CLINICAL REQUIREMENTS AND INFORMATION

In addition to the general admission requirements listed above, applicants for the following programs must also meet the admission and/or externship criteria listed:

Cosmetology Instructor/Salon Manager

A student applying for the Cosmetology Instructor/Salon Manager Program must have successfully graduated from an approved Cosmetology program, have a current cosmetology license, and three (3) years of documented practical work experience as a licensed cosmetologist. All documentation showing this information must be submitted by the applicant and approved by Penn Commercial before an application is accepted.

Surgical Technology Admission and Externship Requirements

The Surgical Technology Program Director will ensure equitable consideration of all applicants, assist the applicant in determining if this is the right field for him/her, and ensure the best possible chance of success for each student selected to

Catalog Addendum – Admission Requirements
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enter the program. Students applying for the Surgical Technology program are required to submit the following and will be reviewed by the Program Director for compliance and consideration.

1. Drivers' license and dependable transportation for travel to externship locations.
2. Participate in a second interview with the Program Director and the Director of Student Services.
3. Submit the following background checks. The cost associated with the background checks are at the student's expense. Applicants with a criminal background will not be accepted. This includes misdemeanors and felonies.
 - Pennsylvania Access to Criminal History - epatch (for PA residents) OR West Virginia Criminal Background Check (CIB) (for WV residents) OR other current state of residency background check (**admission requirement – due prior to acceptance; also due again at least 1 quarter before externship**).
 - Pennsylvania Child Abuse History Clearance (**externship requirement – due at least 1 quarter before externship**)
 - FBI Criminal Background Clearance (**externship requirement – due at least 1 quarter before externship**)
4. While Penn Commercial does not require students to provide proof of vaccination prior to enrollment and the start of their program of study, medical programs offered do require a Health Clearance/Physical Form, blood titers, and possible vaccinations. For the Surgical Technology program, the Health Clearance/Physical Form, blood titers, and any required vaccinations based on the titer results are due at least 1 quarter before externship. Furthermore, students are also required to submit a current tspot, flu vaccine (if externship falls between October and April), and covid testing and/or vaccine if applicable. The cost associated with these medical services are at the student's expense.
5. Drug testing must be completed on campus by Penn Commercial's contracted service provider. Please note that drug testing can be done at random at any time during enrollment. Cost for the first scheduled drug testing is included in the student's financial aid package. Random drug testing will be paid for by the school. A positive drug test will result in immediate termination from the program. NOTE: a medical marijuana card DOES NOT make anyone exempt from a positive drug test. A student who has a positive drug test may reapply for admission after one year.

Catalog Addendum – Tuition and Fees

Effective 9.21.2022

TUITION AND FEES SCHEDULE 2022

PROGRAM	AWARD	PROGRAM LENGTH	QUARTER CREDITS/HOUR	PROGRAM TUITION	APP/REG FEES	BOOKS AND FEES*	PROGRAM TOTAL
Commercial Driver's License	Certificate	6/7/12 weeks	220 hours	\$6,795.00	\$100	\$300.00	\$7,195.00
Computer Aided Drafting and Design	AST	18 months	110.5 quarter credits	\$23,978.00	\$110	\$5,484.00	\$29,572.00
Cosmetology	Diploma	9 months	1250 hours	\$15,425.00	\$110	\$5,164.00	\$20,699.00
Cosmetology Instructor/Salon Manager	Diploma	5 months	600 hours	\$6,750.00	\$110	\$1084.00	\$7,944.00
Electrician	Diploma	9 months	59.0 quarter credits	\$12,213.00	\$110	\$4,671.00	\$16,994.00
Electrician Evening	Diploma	15 months	59.0 quarter credits	\$12,213.00	\$110	\$4,971.00	\$17,294.00
Esthetics	Diploma	3 months	400 hours	\$4,000.00	\$110	\$2,451.00	\$6,561.00
HVAC-R	AST	18 months	106.0 quarter credits	\$21,730.00	\$110	\$5,920.00	\$27,760.00
Information Technology and Security	ASB	18 months	104.0 quarter credits	\$23,088.00	\$110	\$6801.00	\$29,999.00
Medical Assistant	ASB	18 months	107.0 quarter credits	\$23,219.00	\$110	\$6,951.00	\$30,280.00
Nail Technician	Diploma	3 months	250 hours	\$3,400.00	\$110	\$2,384.00	\$5,894.00
Phlebotomy Technician	Diploma	3 months	12.0 quarter credits	\$2,484.00	\$110	\$1,116.00	\$3,710.00
Practical Nursing	Diploma	12 months	1500 hours	\$20,760.00	\$110	\$4,601.00	\$25,471.00
Surgical Technology	AST	21 months	105.0 quarter credits	\$32,970.00	\$110	\$4,427.00	\$37,507.00
Welding Technology	Diploma	12 months	78 .0 credits	\$16,926.00	\$110	\$6,255.00	\$23,291.00

**The cost of the Certification/Licensure fee is included in the "Books and Fees" section above. If a student does not pass the exam on the first attempt, he/she is financially responsible for paying the repeat fee. These fees vary by program.*

Catalog Addendum – Satisfactory Academic Progress (SAP)

Effective 4.2022

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that all institutions monitor the academic progress of each student and to certify that each student is making satisfactory academic progress toward a degree, diploma, or certificate. SAP standards apply to all students, regardless of enrollment status, program, or receipt of federal financial aid. In accordance with those regulations, Penn Commercial has established standards of Satisfactory Academic Progress (SAP) that include quantitative and qualitative measures of progress. Students bear primary responsibility for their own academic progress and for seeking assistance with experiencing academic difficulty. Advising and tutoring are available for all students.

2. Maximum Time Frame – All students are expected to complete their program within an acceptable period of time. The maximum time frame allowed is 150% of the published length of the program. For credit hour programs, the maximum time frame is based on 150% of the required credits for graduation as published in the School Catalog. For clock hour programs, the maximum time frame is calculated at 150% of the calendar length as published in the School Catalog.

Program	CGPA	Quarter Credits	Maximum Credits Attempted	Maximum Length
Commercial Driver's License	2.0	N/A	N/A	9/10.5/18 weeks
Computer Aided Drafting and Design	2.0	110.5	165.75	N/A
Cosmetology	2.0	N/A	N/A	13.5 months
Cosmetology Instructor/Salon Manager	2.0	N/A	N/A	7.5 months
Electrician	2.0	59.0	88.5	N/A
Esthetics	2.0	N/A	N/A	4.5 months
HVAC-R	2.0	106.0	159.0	N/A
Information Technology and Security	2.0	106.0	159.0	N/A
Medical Assistant	2.0	107.0	160.5	N/A
Nail Technician	2.0	N/A	N/A	4.5 months
Pharmacy Technician	2.0	82.0	123.0	N/A
Practical Nursing	2.0	N/A	N/A	18 months
Surgical Technology	2.0	105.0	157.5	N/A
Welding Technology	2.0	78.0	117.0	N/A

Catalog Addendum – Graduation Requirements

Effective 4.2022

GRADUATION REQUIREMENTS

Formal graduation ceremonies are held during the fall and spring quarters. Students must meet the following requirements to graduate from Penn Commercial:

- The student has completed all required courses with a passing grade.
- The student has accumulated the total number of credits or clock hours required for graduation from his/her program of study.
- The student has achieved a cumulative grade point average of 2.0.
- The student has completed 100% of externship or clinical hours, if applicable.
- The student has met all financial obligations to the school.
- The student has completed the exit interview process, if applicable.
- The student has met the attendance requirements of his/her program.
- CDL students must pass Class “A” CDL exam.
- Surgical Technology students must sit for the NBSTSA certification exam.

**COSMETOLOGY INSTRUCTOR/SALON MANAGER
DIPLOMA
DISTANCE EDUCATION - HYBRID PROGRAM**

Program Length	5 Months
Total Clock Hours	600

Program Objective: The objective of the Cosmetology Instructor/Salon Manager program is to prepare licensed professionals to become well-rounded and well-trained professional educators and/or managers of a salon/spa. Students will be prepared to successfully teach cosmetology courses in an educational setting using Pivot Point based curriculum. The focus of the program includes preparing daily lesson plans, writing course syllabi, developing lectures and classroom demonstrations, and utilizing various teaching styles, as well as proper student skills assessment. The program will provide the experience of teaching cosmetology classes while under the direct supervision of a licensed cosmetology instructor. Other topics to be studied are: the importance of professionalism in the classroom, classroom management, how to operate a successful salon, Pennsylvania rules and regulations, as well as preparation to sit for the Pennsylvania Cosmetology Instructor licensing exam after program completion.

Class Schedule and Makeup Work: This program uses the hybrid model as outlined below.

SCHEDULE: MONDAY THROUGH FRIDAY (WEEKS 1-18)

On Campus:

Monday, Tuesday, Wednesday - 8:30 AM to 4:00 PM

Hybrid/Asynchronous:

Thursday, Friday - 4.5 hours each day = 9 hours/week

SCHEDULE: MONDAY THROUGH FRIDAY (WEEKS 19-20)

On Campus:

Monday, Tuesday, Wednesday - 8:30 AM to 4:00 PM

Thursday, Friday - 8:00 AM to 12:30 PM

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.

Course Requirements: Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

Delivery Method Definitions:

- **Hybrid** – The hours of the course will be a combination of both synchronous learning from home and on campus.
- **On Campus** – All hours of the course are scheduled on campus.

Quarter #	Course Code	Course Name	Delivery Method H=Hybrid C=On Campus	Instructional Hours
1	CMI 101H ▪	Teaching Techniques: Becoming an Educator	H	60
1	CMI 102H ▪	Teaching Techniques: Organizing Education	H	60
1	CMI 103H ▪	Teaching Techniques: Classroom Management	H	60
1	CMI 104H ▪	Teaching Techniques: Instructional Methods	H	60
1	CMI 105H ▪	Teaching Techniques: Student Assessment	H	60
2	CMI 201 ▪	Student Teaching	C	200
2	CMI 301H▪	Salon Management and Professional Practices	H	100

Pennsylvania Licensure: Graduates of the Cosmetology Instructor/Salon Manager program are eligible to take the Pennsylvania Cosmetology Teacher exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. Penn Commercial does not guarantee that a student will pass this exam.

Catalog Addendum – Curriculum and Course Descriptions
Effective 4.2022

ESTHETICS
DIPLOMA

Program Length	3 Months
Total Clock Hours	400

Program Objective: The Esthetics program is designed to provide students with training in the area of skin care. Students will learn skin care treatments, skin analyses, various types of facials, make-up applications and temporary hair removal.

Class Schedule and Makeup Work: Class hours are Monday through Friday from 8:30 a.m. to 4:00 p.m. 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.

Course Requirements: Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

Quarter #	Course Code	Course Name	Instructional Hours
1	EST 110 ▪	Scientific Concepts	110
1	EST 111 ▪	Fundamental Facial Treatments	50
1	EST 112 ▪	Hair Removal Techniques	35
1	EST 113 ▪	Makeup, Lash and Brow Artistry	50
1	EST 210 ▪	Advanced Facial and Body Treatments	50
1	EST 211 ▪	Professional Business Practices	70
1	EST 212 ▪	State Board Preparation	35

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.

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

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

Program Length	3 Months
Total Clock Hours	250

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 Monday through Wednesday between the hours of 8:30 am to 4:30 pm. 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.

Course Requirements: Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

Quarter #	Course Code	Course Name	Instructional Hours
1	NT 101 ▪	Science for the Nail Technician	84
1	NT 102 ▪	Natural and Artificial Nail Services	110
1	NT 103 ▪	Specialty/Advanced Nail Services	28
1	NT 104 ▪	Professional Practices and State Board Preparation	28

Pennsylvania Licensure: Graduates of the Nail Technician program are eligible to take the Pennsylvania Nail Technician exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. Penn Commercial does not guarantee that a student will pass this exam.

SURGICAL TECHNOLOGY
ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE (AST)

Program Length	21 Months
Total Hours	1650
Total Quarter Credits	105.0

Program Mission: The Surgical Technology program prepares graduates for employment as competent, entry-level surgical technologists whose role is essential to the surgical team. Students engage in multimodal learning approaches that span academic studies in the classroom, hands-on laboratory training, and clinical experiences in hospitals, surgical centers and/or clinics. Strong emphasis is placed on learning how to work quickly and effectively to anticipate the surgeon’s needs during surgical procedures. Students are closely supported and supervised as they master knowledge and skills in the practical application of aseptic technique, creating and maintaining the sterile field, safe handling of specimens, and providing pre-, intra-, and post-operative patient care according to established ethical and professional standards.

Class Schedule: Classes are scheduled any time Monday through Friday between 8:00 am to 4:30 pm. The quarterly sequence listed below is subject to change.

Externship Schedule: Externship rotations can be scheduled any time Monday through Friday from 6:30 am to 4:30 pm, depending on scheduled clinical site location and shift assignment.

Course Requirements: Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol. General education courses are designated by a ♦ symbol.

Quarter #	Course Code	Course Name	Lecture Hours	Lab Hours	Externship Hours	Total Hours	Quarter Credits
1	MD 100 ♦	Medical Terminology	30	0	0	30	3.0
1	ST 100 ▪	Surgical Technology Field Research	10	0	0	10	1.0
1	ST 101 ▪	Exploration of the Surgical Environment	40	30	0	70	5.5
1	ST 102 ▪	Instrumentation and Microbiology	40	30	0	70	5.5
2	EC 101 ♦	English Composition	30	20	0	50	4.0
2	ST 103T ▪	Practices of Aseptic Technique	40	0	0	40	4.0
2	ST 103L ▪	Practices of Aseptic Technique Lab	0	30	0	30	1.5
2	ST 104T ▪	OR Equipment and Supplies	30	0	0	30	3.0
2	ST 104L ▪	OR Equipment and Supplies Lab	0	30	0	30	1.5
2	ST 110 ▪	Surgical Anatomy & Physiology 1	30	20	0	50	4.0
3	MA 103 ♦	Tech Math II	30	20	0	50	4.0
3	PS 101 ♦	Introduction to Psychology	30	20	0	50	4.0
3	ST 105T ▪	Surgical Specialties 1	40	0	0	40	4.0
3	ST 105L ▪	Surgical Specialties 1 Lab	0	30	0	30	1.5
3	ST 111 ▪	Surgical Anatomy & Physiology 2	30	20	0	50	4.0
4	ST 125 ▪	Pharmacology for the Surgical Technologist	30	20	0	50	4.0
4	ST 200T ▪	Surgical Specialties 2	40	0	0	40	4.0
4	ST 200L ▪	Surgical Specialties 2 Lab	0	30	0	30	1.5
4	ST 201T ▪	Surgical Specialties 3	40	0	0	40	4.0
4	ST 201L ▪	Surgical Specialties 3 Lab	0	30	0	30	1.5
5	BA 110 ♦	Ethics in the Workplace	30	20	0	50	4.0
5	ST 202T ▪	Surgical Specialties 4	40	0	0	40	4.0
5	ST 202L ▪	Surgical Specialties 4 Lab	0	30	0	30	1.5
5	ST 203T ▪	Surgical Specialties 5	40	0	0	40	4.0
5	ST 203L ▪	Surgical Specialties 5 Lab	0	30	0	30	1.5
5	<i>All students are scheduled for Basic Life Support for Healthcare Providers</i>						
6	PD 105 ♦	Career Development	10	20	0	30	2.0
6	ST 205 ▪	CST Review 1	10	0	0	10	1.0
6	ST 220 ▪	ST Externship Rotation 1	0	0	285	285	9.5
7	ST 206 ▪	CST Review 2	20	10	0	30	2.5
7	ST 221 ▪	ST Externship Rotation 2	0	0	285	285	9.5
Totals			640	440	570	1650	105.0

EARLY WORK RELEASE POLICY HAS BEEN DISCONTINUED EFFECTIVE 5/16/2022

EARLY RELEASE

For the Electrician and Welding Technology programs only, a student may be granted an early release to accept employment in his/her chosen program. The following conditions must be met prior to a student's official early release:

- Employment must be a full time, permanent position directly related to program. A confirmation letter must be submitted by the employer to the Director of Career Services.
- Student must have overall 3.0 GPA minimum.
- Student must have maintained an overall attendance of at least 80%.

- Student cannot have any disciplinary action since starting school.
- Student must have completed at least 6 weeks of final quarter.
- Student will be given an assignment to complete for each class scheduled. All work must be submitted by the Friday of week 11. If the assignments are not submitted by this date, the student will not be cleared for graduation.
- Student must be cleared by financial aid, including the completion of exit counseling.

All final approvals for early release will be granted by the Director of Career Services and the Director of Financial Aid only.

Catalog Addendum – Curriculum and Course Descriptions **Effective 4.2022**

PROGRAMMATIC ACCREDITATION DISCLOSURE

Penn Commercial Business/Technical School is in the process of seeking programmatic accreditation for the Surgical Technology program from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org. The CAAHEP accreditation will allow graduates to be eligible to sit for the Certified Surgical Technologist (CST) Examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Graduates who attended Penn Commercial during the initial accreditation process will be eligible to sit for the CST examination, upon approval. Certification is required for employment in Pennsylvania.

COURSE DESCRIPTIONS AND SEQUENCING

Course sequencing is a 2/3/4-letter and 3-digit combination. The numbers range from 100 to 252 and represent a suggested sequence of when courses should be taken. For example, 100 level courses should be taken in the student's first academic year and 200 level courses should be taken in the student's second academic year. 200 level courses represent upper level courses. The letters indicate subject and/or program areas listed below:

BA	Business Administration
CAD	Computer Aided Drafting and Design
CDL	Commercial Driver's License
CM	Network Administrator
CMI	Cosmetology Instructor/Salon Manager
CS	Computer Support
CST	Cosmetology
CT	Computer Technology
EC	English and Communication
EL	Electrician
EST	Esthetics
HT	Heating, Ventilation, Air Conditioning and Refrigeration
IT	Information Technology and Security
MA	Mathematics
MD	Medical
NT	Nail Technician
OT	Office Technology
PD	Professional Development
PN	Practical Nursing
PS	Psychology
ST	Surgical Technology
WT	Welding Technology

COSMETOLOGY INSTRUCTOR/SALON MANAGER (CMI)

CMI 101H TEACHING TECHNIQUES - BECOMING AN EDUCATOR

60 hours 2 weeks

This course is designed to present prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed include personal character, teaching responsibilities, generational differences, how to reach multiple learners, performance standards, opportunities as an educator, brain compatible learning, attention, memory, retention, transfer, and the four phases of learning. Students will also observe and participate in the Fundamental I and II courses within the Toni& Guy Cosmetology Program to ensure students become proficient in the techniques and skills used for classroom instruction.

Prerequisite: None - Co-requisite: None

CMI 102H TEACHING TECHNIQUES - ORGANIZING EDUCATION

60 hours 2 weeks

This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed include: organizing the course syllabus, prioritizing content, developing learner outcomes, benefits of using a lesson plan, structure of the lesson plan, developing and evaluating the lesson plan, managing the physical space, dealing with classroom disruptions, recognizing achievement, promoting cooperation, promoting responsibility, and frequently asked questions about classroom management. Students will also observe and participate in the Fundamental I and II courses within the Toni& Guy Cosmetology Program to ensure students become proficient in the techniques and skills used for classroom instruction.

Prerequisite: None - Co-requisite: None

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CMI 103H TEACHING TECHNIQUES - CLASSROOM MANAGEMENT

60 hours 2 weeks

This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed are: checklists and planning organizers, presentation skills, student salon supervision, teaching strategies, challenging teaching scenarios, and special learning needs. Students will implement previous learned coursework and develop a lesson plan that includes a theoretical lesson, a practical demonstration, and an assessment tool.

Prerequisite: None - Co-requisite: None

CMI 104H TEACHING TECHNIQUES - INSTRUCTIONAL METHODS

60 hours 2 weeks

This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed are: fundamentals of instruction, four phases of mindful teaching, activating learner interest, connecting to prior knowledge, communicating expectations, framing content, exchanging ideas, probing with questions, affirming understanding, applying knowledge, assessing theory, introduction of a lesson, validation, lecture, discussion sessions, demonstrations, application sessions, assessing practical, questioning, and instructional support materials. Students will develop a higher level of knowledge as they determine when to utilize impactful instructional methods during the four phases of learning. Students will also be presented with information regarding the importance of engaging students in the matter to be presented, as well as the varied methods of class presentations which include lectures, demonstrations, discussions, tests and assignments.

Prerequisite: None - Co-requisite: None

CMI 105H TEACHING TECHNIQUES - STUDENT ASSESSMENT

60 hours 2 weeks

This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics of discussion are: why assessment matters, how an assessment system works, assessment methods, feedback, scoring and grading, standardized achievement tests and licensure. Students will begin to exercise these lessons by assessing theoretical and practical assignments of cosmetology students while assisting the cosmetology instructors.

Prerequisite: None - Co-requisite: None

CMI 201 STUDENT TEACHING

200 hours 10 weeks

This course is designed to develop the student's knowledge of the instructional process by working with an experienced cosmetology instructor on classroom presentations and course preparation. Student teachers will spend time in various cosmetology classrooms and the salon floor teaching and mentoring the cosmetology students to develop their teaching skills and techniques.

Prerequisite: CMI 101-105 - Co-requisite: None

CMI 301H SALON MANAGEMENT AND PROFESSIONAL PRACTICES

100 hours 10 weeks

The course aims to help students understand and apply essential skills and knowledge for effectively managing or operating a salon business, as well as gaining introductory enterprise knowledge to help analyze factors that contribute to salon business performance. Topics to be discussed include: Pennsylvania State Board of Cosmetology law requirements regarding salon and spa employment, taxpayer education, federal and state responsibilities, legal requirements for owning and operating a salon business, business management practices, public relations and career development. Students will also focus on the necessary skills to be a professional cosmetologist in appearance and attitude. Students will be taught the importance of excellent communication skills when interacting with their clients while being respectful, helpful and truthful. They will practice both written and verbal communications in order to develop proficiency. This course will also teach leadership skills, professional job preparation and the importance of knowing, understanding and following the Pennsylvania state laws that govern their profession.

Prerequisite: CMI 101-105 - Co-requisite: None

ESTHETICS (ES)

EST 110 SCIENTIFIC CONCEPTS

110 Hours

This course will focus on the science of skin care. Students will be introduced to microbiology, infection control, first aid, principles of electricity, matter, pH, cosmetic categories and types, product ingredients, the building blocks of the human body, the body systems, and skin diseases and disorders. Students will also learn how to apply this foundational material into the skin care services they will provide.

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EST 111 FUNDAMENTAL FACIAL TREATMENTS

50 Hours

This course is a combination of theory and practical application of fundamental facial treatments and introduces students to the theory, procedures, and products used in the care and treatment of the skin. Topics include: skin health and analysis, client consultation and preparation, product knowledge and proper selection, cleansing and toning the skin, exfoliation and extraction, massage techniques, facial treatments, acne treatment, and chemical exfoliation. Students will be trained using the paramedical product line, DMK.

EST 112 HAIR REMOVAL TECHNIQUES

35 Hours

This course is a combination of theory and practical application that focuses on histology, hair growth and the different methods of temporary hair removal, products, tools, supplies, and equipment. An emphasis is placed on proper preparation, tweezing, general waxing and body waxing procedures while ensuring client safety and recommending appropriate after care. Demonstration of disinfection and sanitation as it pertains to product manufacturer instructions and Pennsylvania rules and regulations will be practiced.

EST 113 MAKEUP, LASH AND BROW ARTISTRY

50 Hours

This course is a combination of theory and practical application that focuses on makeup design, eyelash extensions, and eyebrow and lash tinting, as well as a lash lifting workshop. Students will learn makeup theory, makeup products and tools, makeup design skills and how to incorporate into the client experience, skin analysis and preparation, basic daytime and evening designs and advanced bridal and avant garde makeup application techniques, corrective makeup procedures, and artificial eyelash application. Demonstration of disinfection and sanitation as it pertains to product manufacturer instructions and Pennsylvania rules and regulations will be practiced.

EST 210 ADVANCED FACIAL AND BODY TREATMENTS

50 hours

This course is a combination of theory and practical application of advanced facial treatments and also introduces the student to body treatments. Students will be trained on applicable products and equipment. Topics include: facial treatments with devices: galvanic current device, direct and indirect high frequency, rotating brush, microcurrent, vacuum, LED devices, corrective facial treatments, microdermabrasion, body scrubs, body wraps, and product application. Students will also complete the DMK Fundamentals training with Enzyme Mask One Treatment.

EST 211 PROFESSIONAL BUSINESS PRACTICES

70 Hours

This course focuses on professional business practices within the esthetics industry. Students will learn professional ethics for spa practitioners and various situations they may face, awareness and communication skills necessary to develop and maintain professional relationships with clients, and how to develop personal and professional boundaries. Students will also be instructed on various business organizations/types and operations, OSHA Standards relating to chemical use, building and maintaining a clientele, product sales, fundamentals of bookkeeping and taxes, advertising/marketing, networking and the importance of social media. Students will also explore professional development skills as they relate to employment in the industry. Developing resumes and creating an employment plan.

EST 212 STATE BOARD PREPARATION

35 Hours

This course covers state licensing requirements and regulations for the Esthetician. Students will prepare for the Pennsylvania Esthetician Theory/Procedural Skills examination through instruction, curriculum/content review, and mock exams.

NAIL TECHNICIAN (NT)

NT 101 SCIENCE FOR THE NAIL TECHNICIAN

84 hours

This course covers personal development techniques in addition to the basic science concepts essential in the beauty industry such as: regulations for health and safety; principles of infection; preventing the spread of disease; basic anatomy and physiology of cells, tissues, and body systems; nail structure and growth; diseases and disorders; and chemistry and electricity as they relate to this occupation.

NT 102 NATURAL AND ARTIFICIAL NAIL SERVICES

110 hours

This course focuses on client care and nail services to include: basic and advanced manicure and pedicure set up and procedures; massage techniques; proper use of products and instruments/equipment; acrylic applications; sculpture nails; gel nail application; nail tip application; filing techniques; and nail wraps.

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NT 103 SPECIALTY/ADVANCED NAIL SERVICES

28 hours

During this course students will apply previously learned fundamental techniques into a more advanced and creative approach to nail services. Lessons covered include: add-on services, specialty products and instruments/equipment; advanced techniques and trends; and nail art.

NT 104 PROFESSIONAL PRACTICES AND STATE BOARD PREPARATION

28 hours

This course focuses on business/professional practices in the salon industry and includes lessons on: Pennsylvania State Board of Cosmetology Regulations, business ownership, employment preparation and strategies, and licensure examination preparation.

MEDICAL (MD)

MD100 MEDICAL TERMINOLOGY

3.0 Credits – 30 Hours – 12 Weeks

This course is designed to introduce the student to the field of medical terms: origin, definition, practical use and common names. Students will examine basic word structure including suffixes and prefixes, the organization of the human body, the definition of useful diagnostic and procedural terminology, and commonly used medical abbreviation, acronyms, and symbol.

Prerequisite: None - Co-requisite: None

PROFESSIONAL DEVELOPMENT (PD)

PD 105 CAREER DEVELOPMENT

2.0 Credits – 30 Hours – 12 Weeks

This course is designed to prepare students to make a smooth transition from classroom to career. The course will focus on three areas (Career Portfolio, Job Search, and the Interview Process). Students will develop a comprehensive career portfolio. The portfolio will include a resume, cover letter, references, letters of recommendation, examples of work). Students will learn how to tailor the resume and cover letter to target a specific position or company. The students will learn about the phases in the job search cycle. They will discover ways to market their skills and understand the benefits and goals of successful networking. Students will be introduced to the most relevant job search resources (Career Link, LinkedIn, Indeed). Students will learn how to find job leads and successfully apply to relevant positions. Finally, students will learn about the interview process (securing an interview, how to conduct a successful interview, professionalism, follow-up). This class is designed to teach students the necessary skills so they can apply them directly to achieving immediate and future career goals.

Prerequisite: None - Co-requisite: None

SURGICAL TECHNOLOGY (ST)

ST 100 SURGICAL TECHNOLOGY FIELD RESEARCH

1.0 Credit – 10 Hours – 12 Weeks

This course will provide a venue for reflection and research of the surgical technology field as students complete their first quarter of study. Working in conjunction with the *Exploration of the Surgical Technology Environment* course, students will take a virtual tour of the operating room environment to observe the role of the surgical technologist, his/her interactions with the surgical team, and the steps of a standard surgical procedure. Further insight will be developed through a guest speaker appearance by a certified surgical technologist currently working in the field. To provide a sense of historical perspective, each student will research and report on a different scientific pioneer who made key contributions that impact the surgical technology field. Throughout the course, strong emphasis will be placed on cultivating a growth mindset that promotes student success in both the classroom and career.

Prerequisite: None - Co-requisite: None

ST 101 EXPLORATION OF THE SURGICAL ENVIRONMENT

5.5 Credits – 70 Hours – 12 Weeks

This course serves as an introduction to the Surgical Technology profession, starting with its evolution rooted in centuries of scientific study. Students will then examine the responsibilities of the surgical technologist, standard communication principles and practices, and the legal and ethical obligations/ implications of the operating room environment. After an exploration of the various hospital departments and the OR setting, the focus will shift to the needs of the patient, particularly those in special populations. A key focus of the course will be on the safe transfer/transport of patients and the various patient positions and their specific applications. Students will also learn basic concepts associated with diagnostic procedures, environmental hazards, and death and dying. Weekly lab sessions will provide practical application of many of the theoretical concepts, particularly in the realm of patient transfer and positioning techniques.

Prerequisite: None - Co-requisite: None

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ST 102 INSTRUMENTATION AND MICROBIOLOGY

5.5 Credits – 70 Hours – 12 Weeks

This course introduces the student to the basic instruments used for surgery, as well as the impact of microbiology principles on the practice of sterile technique and infection control in the operative environment. Course topics include: the study of microorganisms and the diseases they cause; the processes of decontamination, sterilization, and disinfection; instrument names, classification, parts, materials, and safe usage; and a close examination of the specific instruments used for general surgery and each surgical specialty. In the lab portion of this course, students will practice competencies in selecting and handling instruments as they build instrument baskets for various surgical procedures.

Prerequisite: None - Co-requisite: None

ST 103T PRACTICES OF ASEPTIC TECHNIQUE

4.0 Credits – 40 Hours – 12 Weeks

This course focuses on the principles and practices of aseptic technique, centering on a series of core competencies in the pre-, peri-, and post-operative stages. After examining the fundamentals of a sterile environment, students learn proper technique for hand washing, hand scrubbing, drying, gowning, and gloving. The course also exposes students to the steps involved in sterile case setup, patient skin prep and draping, proper wound closure, and management of the surgical specimen. This content will be applied in a corresponding lab course where students gain hands-on experience in using aseptic technique to demonstrate these competencies.

Prerequisite: None - Co-requisite: ST 103L

ST103L PRACTICES OF ASEPTIC TECHNIQUE LAB

1.5 Credits – 30 Hours – 12 Weeks

This course provides an opportunity to apply the principles learned in the corresponding *Principles of Aseptic Technique* course. In the lab setting, students gain hands-on experience in completing competencies associated with setting up and maintaining a sterile surgical environment using aseptic technique. Specific competencies include: the surgical scrub routine, gowning and gloving, back table and Mayo stand setup, opening/arranging supplies, managing surgical/closing counts, handling specimens, assisting with urinary catheterizations, and surgical skin prep for various anatomical sites.

Prerequisite: None - Co-requisite: ST 103T

ST 104T OR EQUIPMENT AND SUPPLIES

3.0 Credits – 30 Hours – 12 Weeks

This course offers a close examination of the wide range of equipment and supplies that support operating room procedures. Students will learn the proper techniques for carefully preparing and handling: tubes, drains and catheters; sutures and suture needles, general surgical supplies such as surgical sponges, wound dressings, and skin prep solutions; common equipment such as OR tables, Electro Surgical Units, and pneumatic tourniquet cuffs; lasers; and endoscopic and robotic equipment. This content will be applied in a corresponding lab course where students gain hands-on experience in using aseptic technique to demonstrate these competencies.

Prerequisite: None - Co-requisite: ST 104L

ST 104L OR EQUIPMENT AND SUPPLIES LAB

1.5 Credits – 30 Hours – 12 Weeks

This course provides an opportunity to apply the principles learned in the corresponding *OR Equipment and Supplies* course. In the lab setting, students gain hands-on experience in completing competencies associated with the setup of equipment and supplies in the operative environment. Specific competencies include: preparing active and passive drains; handling sutures, ties, and needles; setting up the Electro Surgical Unit (ESU); assembling endoscopic equipment; and connecting the video tower for operation.

Prerequisite: None - Co-requisite: ST 104T

ST 105T SURGICAL SPECIALTIES I

4.0 Credits – 40 Hours – 12 Weeks

This course focuses on General Surgery, the surgical specialty that lays the foundation for all other specialties covered in subsequent courses. Students will apply previous knowledge of anatomy and pathology related to the abdominal cavity and organs contained within the cavity to learn the detailed steps involved in a series of open and laparoscopic procedures that treat gastrointestinal, liver and biliary tract, pancreatic, breast, and thyroid pathologies. This content will be applied in a corresponding lab course where students gain hands-on experience in using aseptic technique to prepare and handle the instruments, equipment, and supplies associated with core general surgery procedures.

Prerequisite: MD 100, ST 110, ST 103T, ST 103L, - Co-requisite: ST 105L, ST 111

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ST 105L SURGICAL SPECIALTIES I LAB

1.5 Credits – 30 Hours – 12 Weeks

This lab-based course gives students the opportunity to gain hands-on experience in serving the role of the surgical technologist in general surgery procedures. Students will practice using aseptic technique to prepare and handle the instruments, equipment, and supplies associated with open and laparoscopic procedures related to the abdominal cavity and organs contained within the cavity. Each practice lab is followed by a graded competency lab for a selected procedure. Students will also demonstrate their skills in performing competencies of the circulator role.

Prerequisite: MD 100, ST 110, ST 103T, ST 103L - Co-requisite: ST 105T, ST 111

ST 110 SURGICAL ANATOMY AND PHYSIOLOGY 1

4.0 Credits – 50 Hours -12 Weeks

This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organizational structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology (abdomen; female reproductive system; the eye; ear, nose and sinuses; upper aerodigestive tract and oral cavity; face and cranium). Upon completion, the student will be able to apply knowledge of anatomy in the clinical environment.

Prerequisite: MD 100 - Co-requisite: None

ST111 SURGICAL ANATOMY AND PHYSIOLOGY 2

4.0 Credits – 50 Hours -12 Weeks

This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organizational structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology (skin, genitourinary system, musculoskeletal system, cardiovascular system, respiratory system, peripheral vascular system, and neurological system). Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.

Prerequisite: MD 100 - Co-requisite: None

ST125 PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST

4.0 Credits – 50 Hours -12 Weeks

This course provides the student with an introduction to basic pharmacology concepts. The student will examine the application of pharmacology concepts in the context of various patient care delivery settings. The course offers students the opportunity to examine and analyze medications utilized in an operating room setting. This course provides an overview of drug families and employs a series of review exercises and illustrations to enhance the students understanding of pharmacology.

Prerequisite: MD 100, MA 102, ST 110, ST 111 - Co-requisite: None

ST 200T SURGICAL SPECIALTIES 2

4.0 Credits – 40 Hours – 12 Weeks

This course encompasses two major surgical specialties: Obstetrics/Gynecology and Genitourinary. Students will apply previous knowledge of anatomy and pathology related to the male and female reproductive and urinary systems to learn the detailed steps involved in a series of diagnostic, open, and laparoscopic procedures, including those related to pregnancy and labor/delivery, external genitalia and structures, cervical, kidney/ureter/bladder, and prostate/testicular/penile procedures. This content will be applied in a corresponding lab course where students gain hands-on experience in using aseptic technique to prepare and handle the instruments, equipment, and supplies associated with obstetrics, gynecology, and genitourinary procedures.

Prerequisite: ST Quarters 1-3 - Co-requisite: ST 200L

ST 200L SURGICAL SPECIALTIES 2 LAB

1.5 Credits – 30 Hours – 12 Weeks

This lab-based course gives students the opportunity to gain hands-on experience in serving the role of the surgical technologist in obstetric, gynecologic, and genitourinary procedures. Students will practice using aseptic technique to prepare and handle the instruments, equipment, and supplies associated with open and laparoscopic procedures related to the male and female reproductive and urinary systems. Each practice lab is followed by a graded competency lab for a selected procedure. Students will also demonstrate their skills in performing competencies of the circulator role.

Prerequisite: - ST Quarters 1-3 - Co-requisite: ST 200T

ST 201T SURGICAL SPECIALTIES 3

4.0 Credits – 40 Hours – 12 Weeks

This course encompasses three major surgical specialties: Plastics and Reconstructive Surgery, Orthopedic Surgery, and Neurosurgery. Students will apply previous knowledge of anatomy and pathology related to these specialties as they learn the detailed steps involved in a series of diagnostic, open, and laparoscopic procedures. These procedures include skin grafts and plastic/reconstructive surgeries of the head, face, hand, breast, and abdomen, as well as orthopedic procedures of the shoulder, radius, hip, femur, knee, ankle, and foot. The final weeks of the course will be devoted to cranial, spinal, and

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peripheral nerve neurosurgeries. This content will be applied in a corresponding lab course where students gain hands-on experience in using aseptic technique to prepare and handle the instruments, equipment, and supplies associated with reconstructive, orthopedic, and neurological procedures.

Prerequisite: ST Quarters 1-3 - Co-requisite: ST 201L

ST 201L SURGICAL SPECIALTIES 3 LAB

1.5 Credits – 30 Hours – 12 Weeks

This lab-based course gives students the opportunity to gain hands-on experience in serving the role of the surgical technologist in plastic/reconstructive, orthopedic, and neurological procedures. Students will practice using aseptic technique to prepare and handle the instruments, equipment, and supplies associated with open and laparoscopic procedures related to these specialties. Each practice lab is followed by a graded competency lab for a selected procedure. Students will also demonstrate their skills in performing competencies of the circulator role.

Prerequisite: ST Quarters 1-3 - Co-requisite: ST 201T

ST 202T SURGICAL SPECIALTIES 4

4.0 Credits – 40 Hours – 12 Weeks

This course encompasses three major surgical specialties: Thoracic Surgery, Cardiac Surgery, and Peripheral Vascular Surgery. Students will apply previous knowledge of anatomy and pathology related to these specialties as they learn the detailed steps involved in a series of diagnostic, open, and laparoscopic procedures that address pathologies of the lung, heart (in both adult and children), and peripheral vascular system. This content will be applied in a corresponding lab course where students gain hands-on experience in using aseptic technique to prepare and handle the instruments, equipment, and supplies associated with thoracic, cardiac, and peripheral vascular procedures.

Prerequisite: ST Quarters 1-4 - Co-requisite: ST 202L

ST 202L SURGICAL SPECIALTIES 4 LAB

1.5 Credits – 30 Hours – 12 Weeks

This lab-based course gives students the opportunity to gain hands-on experience in serving the role of the surgical technologist in cardiothoracic and peripheral vascular surgery. Students will practice using aseptic technique to prepare and handle the instruments, equipment, and supplies associated with open and laparoscopic procedures related to these specialties. Each practice lab is followed by a graded competency lab for a selected procedure. Students will also demonstrate their skills in performing competencies in the circulator role.

Prerequisite: ST Quarters 1-4 - Co-requisite: ST 202T

ST 203T SURGICAL SPECIALTIES 5

4.0 Credits – 40 Hours – 12 Weeks

This course encompasses three major surgical specialties: Ophthalmic Surgery, Otorhinolaryngologic Surgery, and Oral/Maxillofacial Surgery. Students will apply previous knowledge of anatomy and pathology related to these specialties as they learn the detailed steps involved in a series of diagnostic, open, and laparoscopic procedures that address pathologies of the eye, ear, nose, throat, oral cavity, and face. This content will be applied in a corresponding lab course where students gain hands-on experience in using aseptic technique to prepare and handle the instruments, equipment, and supplies associated with ophthalmic, otorhinolaryngologic, and oral/maxillofacial procedures.

Prerequisite: ST Quarters 1-4 - Co-requisite: ST 203L

ST 203L SURGICAL SPECIALTIES 5 LAB

1.5 Credits – 30 Hours – 12 Weeks

This lab-based course gives students the opportunity to gain hands-on experience in serving the role of the surgical technologist in ophthalmic, otorhinolaryngologic, and oral/maxillofacial surgery. Students will practice using aseptic technique to prepare and handle the instruments, equipment, and supplies associated with open and laparoscopic procedures related to these specialties. Each practice lab is followed by a graded competency lab for a selected procedure. Students will also demonstrate their skills in performing competencies in the circulator role.

Prerequisite: ST Quarters 1-4 - Co-requisite: ST 203T

ST 205 CST REVIEW 1

1.0 Credit – 10 Hours – 12 Weeks

During this course students will review surgical caseloads from concurrent externship rotation to ensure compliance with the AST Surgical Rotation Case Requirements.

Prerequisite: ST Quarters 1-5 - Co-requisite: ST 220

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ST 206 CST REVIEW 2

2.5 Credits – 30 Hours - 12 Weeks

This course will offer the Surgical Technology student the opportunity to review all program content in preparation for the national certification exam. Provides systematic review of all course material with related exams similar in design to the Certified Surgical Technologist (CST) Exam offered by the National Board of Surgical Technology and Surgical Assisting.

Prerequisite: ST Quarters 1-6 - Co-requisite: ST 211

ST 220 ST EXTERNSHIP ROTATION 1

9.5 Credits – 285 Hours

This initial externship course reflects the full range of theoretical concepts and hands-on competencies from all previous quarters of study in the Surgical Technology program. Students are assigned to an affiliated clinical site where they gain direct experience in assisting the operating team with surgical procedures in both general surgery and a variety of surgical specialties. Students are required to meet a 120-case minimum, with designated case totals for general surgery and each classification of specialty surgeries. Assessments include daily evaluations by the onsite preceptor, as well as weekly evaluations by Penn Commercial's clinical instructor. Students are responsible for completing weekly assignments that reinforce experiential learning and reserve time for active reflection.

Prerequisite: ST Quarters 1-5 - Co-requisite: ST 205

ST 221 ST EXTERNSHIP ROTATION 2

9.5 Credits – 285 Hours

This second externship course provides students with further opportunity to refine the clinical skills developed during the previous *ST Externship Rotation 1* course. Students are expected to continue to demonstrate the same surgical technologist competencies that were applied in the first externship experience while elevating their level of execution and taking on added responsibilities in the operating room. Increased emphasis will be placed on achieving 100% accuracy in competencies, increasing the level of independence, participating in more complex procedures, and taking initiative to learn new skills and approaches. As with the first externship, students are required to meet a 120-case minimum, with designated case totals for general surgery and each classification of specialty surgeries. Assessments include daily evaluations by the onsite preceptor, as well as weekly evaluations by Penn Commercial's clinical instructor. Students are responsible for completing weekly assignments that reinforce experiential learning and reserve time for active reflection.

Prerequisite: ST Quarters 1-6 - Co-requisite: ST 206