



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

AHS 113

Head and Neck Anatomy

Effective Term

Fall 2026

Part I: Course Information

Effective Term: Fall 2026

COURSE PREFIX: AHS 113

COURSE TITLE: Head and Neck Anatomy

CONTACT HOURS: 1

CREDIT HOURS: 1

RATIONALE FOR THE COURSE:

At the completion of this course, the student will be able to:

1. Identify and name the bones of the human skull.
2. Identify major landmarks of the skull.
3. Identify the muscles of mastication and describe their origin, insertion, and function.
4. Identify the components of the temporomandibular joint and their function.
5. Identify and name the muscles of the tongue.
6. Identify the muscles of facial expression.
7. Identify the cranial nerves.
8. Identify the arteries and veins that supply the head and neck.
9. Describe the location and ducts of the major salivary glands.

COURSE DESCRIPTION:

This course provides a detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

PREREQUISITES/CO-REQUISITES:

Admittance into the Dental Hygiene Program

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly

IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor's Course Information Sheet for information regarding this requirement.

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

***Refer to the HGTC Dental Sciences Program Manual for additional policies on classroom etiquette.**

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Module 1

Materials Covered: *Brand/Isselhard*, Chapt. 26 Osteology of the Skull

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To name the bones of the cranium

2. To identify the various bones and suture of the skull
3. To name the openings, foramina, canals of the skull
4. To describe the boundaries of the three cranial fossae
5. To describe the pterygoid processes of the sphenoid bone
6. To describe the various parts and landmarks of the maxilla and mandible
7. To describe where growth takes place in the maxillae and mandible to allow for increase in arch length.

Module 2

Materials Covered: *Brand/Isselhard*, Ch. 27 Nose, Nasal Cavity, and Paranasal Sinuses

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To define the terms nose, nasal cavity, and paranasal sinuses
2. To understand the anatomy of the nose, nasal cavity, and paranasal sinuses
3. To describe the function of the nose, nasal cavity, and paranasal sinuses
4. To discuss the anatomic relationship between the maxillary sinus and maxillary teeth
5. To describe the relationship between maxillary teeth and the maxillary sinus in infection of either one

Module 3

Materials Covered: *Brand/Isselhard*, Ch. 28, Muscles of Mastication, Hyoid Muscles, and Sternocleidomastoid and Trapezius Muscles

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To describe the origin, insertion, action, nerve and blood supply of the muscles of mastication
2. To categorize the muscles according to their roles in elevation, depression, protrusion, retrusion, and lateral excursion of the mandible
3. To describe the functions of the sternocleidomastoid and trapezius muscles and their roles in referred pain to various areas, including the temporomandibular joint
4. To name the suprahyoid and infrahyoid muscles and their roles in mandibular movement, swallowing, and phonation.

Module 4

Materials Covered: *Brand/Isselhard*, Ch. 29 Temporomandibular Joint

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To diagram and label a sagittal section of the temporomandibular joint (TMJ)
2. To define the role of a synovial cavity
3. To describe the two movements of the TMJ as the mouth opens and know where these movements take place
4. To describe the role of the superior posterior elastic lamina, the inferior posterior collagenous lamina, and the superior and inferior heads of the lateral pterygoid muscle as the jaw goes through its various functional movements
5. To define disc derangement, subluxation, bruxism, and TMJ sounds
6. To discuss probable cause of TMJ pain

Module 5

Materials Covered: *Brand/Isselhard*, Ch. 30 Muscles of Facial Expression

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To name the various groupings or locations of the muscles of facial expression and their nerve innervations
2. To describe the muscles of facial expression and their origins, insertions, and actions
3. To name all the muscles surrounding the mouth and their origins, insertion, and actions
4. To discuss the role of the buccinator muscle in mastication

Module 6

Materials Covered: *Brand/Isselhard*, Ch. 31 Soft Palate and Pharynx

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To describe the origins, insertions, actions and nerve supplies of the muscles of the soft palate and pharynx
2. To describe the interrelationship of all of these muscles in chewing, swallowing, and speech

Module 7

Materials Covered: *Brand/Isselhard*, Ch. 32 Arterial Supply and Venous Drainage

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To trace blood from the time it returns from the vena cava to their heart, out, and back until it returns from their entire body
2. To trace blood supply from the heart to all areas of the oral cavity, including

teeth

3. To trace venous drainage from teeth and oral cavity back to the heart
4. To define hematoma
5. To discuss the possible problems associated with a posterior superior alveolar injection

Module 8

Materials Covered: *Brand/Isselhard*, Ch. 33 Salivary Glands

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To describe the differences between the major and minor salivary glands
2. To name and locate each of the major and minor glands
3. To classify each of the glands according to its type of secretion
4. To describe the function of saliva
5. To describe the development of the ducts and the ductless glands

Module 9

Materials Covered: *Brand/Isselhard*, Ch. 34 Nervous System

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To name the basic components of the nervous system
2. To describe the general makeup of a spinal nerve
3. To describe how a sensory impulse causes a motor response
4. To name the 12 cranial nerves and their general function
5. To describe the components and general function of the autonomic nervous system
6. To name the specific branch of the trigeminal nerve and which areas of the face, teeth, and oral cavity each branch supplies
7. To describe the nerves and areas involved in general and special sensation of the tongue
8. To discuss the nerves and pathways involved in parasympathetic innervation to major salivary glands

Module 10

Materials Covered: *Brand/Isselhard*, Ch. 35 Lymphatics and Spread of Dental Infection

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To briefly discuss the function of the lymphatic system
2. To diagram and label the major groups of lymph nodes that drain teeth and their oral cavity
3. To define the terms primary, secondary, and tertiary nodes of the involvement as they relate to lymph drainage
4. To name the primary lymph drainage of all teeth
5. To discuss briefly the concept to facial space infection
6. To explain how a fascial space infection may spread from the oral cavity to the thorax
7. To define Ludwig's angina

Module 11

Materials Covered: *Brand/Isselhard*, Ch. 36 Anatomic Consideration of Local Anesthesia

Assessments: Quizzes, Tests, Final Exam

Objectives:

1. To understand the anatomy of the maxillary nerve as it relates to administration of local anesthesia
2. To understand the anatomy associated with mandibular blocks
3. To understand the different areas anesthetized by the maxillary and mandibular nerve blocks
4. To understand the major concerns associated with different local anesthetic nerve blocks
5. To understand the anatomic considerations during administration of local anesthesia
6. To understand the anatomy involved in infiltration, suprapariosteal, and nerve block injections

****Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests-4	60%(15%each)
Quizzes-7	18% (2.57% each)
Professionalism	2%
Final Exam	20%
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

A=90-100

B=80-89

C=77-79

D=70-76

F=69 and below

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, and Is also negatively impact academic progression and financial aid status.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

***Refer to the HGTC Dental Sciences Program Manual for additional attendance policies.**

For online and hybrid courses, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to

(843) 375-8552. Visit the [Tech Central website](#) for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual

the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence,

sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).