



# INSTRUCTIONAL PACKAGE

DAT 183

Specialty Functions

201920  
Spring/2020

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 201920

COURSE PREFIX: DAT 183

CONTACT HOURS: 5

COURSE TITLE: Specialty functions

CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

In dentistry, many patient care procedures are delegated to the Expanded Duty Dental Assistant (EDDA). DAT 183 teaches the Expanded Duty Dental Assisting student job skills that are governed by SC Labor Law and are classified as Expanded Duties. These skills are built on those that have learned in the previous fall semester. The student also learns about the specialty practices of dentistry which enables the graduate to be employed as an entry level Expanded Duty Dental Assistant in specialty dental practices as well as general practice dental offices. The EDDA in any dental office allows patient flow to run smoothly and efficiently.

### **COURSE DESCRIPTION:**

This course is an introduction to dental specialties, the refinement, and the roles served by assistants in the dental specialties, and the expanded legal functions for qualified assistants.

### **PREREQUISITES:**

DAT 113 Dental Materials

DAT 118 Dental Morphology

DAT 127 Dental Radiology

DAT 154 Clinical Procedures I

DAT 174 Office Rotations

### **CO-REQUISITES:**

DAT 115 Ethics Professionalism

DAT 121 Dental Health Education

DAT 122 Dental Office Management

DAT 123 Oral Medicine/Oral Biology

DAT 177 Dental Office Experience

### **REQUIRED MATERIALS:**

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

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 student portal for course materials.  
WaveNet and D2L email access.

### **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins.

\*Please refer to the HGTC Dental Sciences Policies and Procedure's Manual for additional information.

## **Part II: Student Learning Outcomes**

Upon completion of DAT 183, the Expanded Duty Dental Assisting student will be competent to perform the following:

1. Recognized specialties in dentistry.
2. Describe and demonstrate the functions of a dental assistant in each of the specialties.
3. Demonstrate the following to clinical competencies:
  - a. Polishing of coronal surfaces of teeth
  - b. Application of fluoride varnish and fluoride trays
  - c. Taking impressions for study casts
  - d. Taking occlusal registrations for study casts
  - e. Apply pit & fissure sealant
  - f. Place and remove a rubber dam and matrix band
  - g. Place gingival retraction cord
  - h. Suture removal
  - i. Place & remove periodontal dressings
  - j. Secure orthodontic archwire
  - k. Place and remove socket dressing
  - l. Fabricate and cement temporary crowns
  - m. Polish restorations and supra-gingival tooth structure
  - n. Identify various instruments relating to specialty practices
  - o. Clean removable dental appliance

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

#### **Lecture Learning Outcomes:**

## **Module 1**

**Material Covered:** Ch. 24 Endodontics

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Define endodontics and describe what an endodontist does.
2. Describe pulpal and periodontal disease.
3. Identify instruments used in endodontic procedures and describe their function.
4. Identify materials used in endodontics and describe their functions.
5. Describe endodontic procedures and the responsibilities of the dental assistant.
6. Describe endodontic retreatment.
7. Explain surgical endodontic procedures and the instruments used.

## **Module 2**

**Material Covered:** Ch. 25 Oral Maxillofacial Surgery

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Describe the scope of oral and maxillofacial surgery.
2. Identify the surgical instruments used in various types of surgery and describe their functions
3. Explain the aseptic procedures followed in the oral surgeon's office.
4. Describe how to prepare the patients for surgical treatment.
5. Explain surgical procedures, including tray setups and assisting responsibilities.
6. List and describe cancer and oral abnormalities detection.
7. List the postoperative instructions given to patients.
8. Explain postsurgical complications.
9. Describe temporomandibular joint (TMJ) disease.
10. Explain the function of sutures and when they are placed.
11. List the equipment and supplies needed for suture removal.
12. Determine and identify the location and number of sutures and how to evaluate the healing process.
13. Identify the following suture patterns: simple, continuous simple, ling, continuous sling, horizontal, and vertical mattress.
14. List the basic criteria for suture removal

## **Module 3**

**Material Covered:** Ch. 28 Orthodontics

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Define orthodontics and describe the orthodontic setting.
2. Define the role of the dental assistant in an orthodontic setting

3. Define and describe occlusion and malocclusion.
4. Identify the causes of malocclusion.
5. Describe preventive, interceptive, and corrective orthodontics.
6. Explain the process of tooth movement.
7. Describe the pre-orthodontic appointment for diagnostic records.
8. Describe the consultation appointment and the roles of the assistant, patient, and orthodontist.
9. Differentiate between fixed and removable appliances.
10. Identify and describe the function of basic orthodontic instruments.
11. Describe the stages of orthodontic treatment.
12. Explain procedure for removing orthodontic appliances and how the teeth are kept in position after appliance removal.

#### **Module 4**

**Material Covered:** Ch. 30 Enamel Sealants

**Assessments:** Quizzes, Test, Final Exam, & Competencies

#### **Objectives:**

1. Explain the purpose of using dental sealants and where they are placed.
2. List the indications and contraindications of placing sealants.
3. Explain how the dentist decides where and when to place the dental sealant.
4. Discuss the role of the dental assistant in the placement of dental sealants.
5. Describe the process of dental decay and how the sealants work.
6. Describe the types of sealant materials, including composite, glass ionomer, and filled and unfilled sealants.
7. Explain the two methods of polymerization.
8. Discuss the problems with placement of dental sealants.
9. List and describe the steps of the application procedure.

#### **Module 5**

**Material Covered:** Ch. 29 Pediatric Dentistry

**Assessments:** Quizzes, Test, Final Exam, & Competencies

#### **Objectives:**

1. Define pediatric dentistry as a specialty
2. Describe the pediatric office and team members
3. Explain the common behavioral characteristics of children of various ages
4. Describe child behavior management techniques
5. Explain the role of the parent or guardian in pediatric dentistry
6. Identify common procedures in pediatric dentistry, including preventive procedures, diet, restorative procedures, preventive and interceptive orthodontic treatment, and restorative procedures.
7. Identify the equipment unique to pediatric dentistry
8. Explain common emergencies in pediatric dentistry and the treatment for these emergencies

9. Identify the signs of child abuse and the procedure for reporting suspected child abuse cases

## **Module 6**

**Material Covered:** Ch. 31 (pg. 733-753) Periodontics

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Discuss the scope of periodontics
2. Identify members of the periodontal team and their roles
3. Describe the stages of periodontal disease
4. Explain the diagnostic procedures involved in the patient's first visit to the periodontal office
5. Identify and describe periodontal instruments and their uses
6. Describe the use and the benefits of lasers in dentistry.
7. Explain the safety precautions when using dental lasers.
8. Describe nonsurgical procedures and the dental assistant's role in each procedure
9. Explain surgical procedures and dental assisting responsibilities.
10. Describe plastic (esthetic) periodontal surgery and list the types of surgeries.
11. Explain the purpose of periodontal dressing
12. Identify the types of periodontal dressing and how they are prepared, placed, and removed
13. Describe periodontal maintenance procedures and the patient's role relating to each

## **Module 7**

**Material Covered:** Ch. 33 Fixed Prosthodontics and Gingival Retraction

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Define the scope of fixed prosthodontics.
2. Describe the role of the dental assistant in all phases of fixed prosthodontic treatment.
3. Explain the dentist's considerations when recommending various prostheses to a patient.
4. Describe various types of fixed prostheses and their functions.
5. Describe dental materials used in fixed prostheses.
6. Identify the general steps for the procedure for fixed prostheses.
7. Explain the involvement of the laboratory technician in the fabrication of fixed prostheses.
8. Explain the techniques for retaining the prosthesis when there is little or no crown on the tooth, including core buildups, pins, and posts.
9. Explain the techniques for maintaining fixed prostheses.
10. Explain the function of gingival retractions. Describe the different types of gingival retraction
11. Explain the steps for placing and removing the gingival retraction cord.

## **Module 8**

**Material Covered:** Ch. 35 Cosmetic Dentistry

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Define cosmetic dentistry & described what is involved in cosmetic dentistry
2. Describe who performs cosmetic dentistry and education requirements.
3. Explain the role of the dental assistant in cosmetic dentistry.
4. Explain the scope of cosmetic dentistry.
5. Describe fundamental principles that the cosmetic dentist must learn when creating the perfect smile.
6. Discuss the basic elements of psychology and sociology that are considered for cosmetic treatment.
7. Explain what the patient should consider when selecting a dentist for cosmetic treatment.
8. Identify and describe specific procedures performed in cosmetic dentistry, including diagnosis and treatment planning, legal forms, and documentation.
9. Describe the role that oral photography has in cosmetic dentistry, the equipment needed, and how the patient is set up for the photographs to be taken.
10. Describe why soft tissue surgery may be needed in cosmetic dentistry, how it is performed red, and how lasers and electro surgery are involved.
11. Explain why the dental team needs to know about occlusion in cosmetic dentistry.
12. Describe the types of restorations that are placed and materials used for cosmetic restorations.
13. Describe the marketing techniques for cosmetic dentistry.

## **Module 9**

**Material Covered:** Ch. 36 Removable Prosthodontics

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Discuss removable Prosthodontics, the difference between removable and fixed Prosthodontics and the advantages and disadvantages of each.
2. Define removable prostheses and list the reasons for using them.
3. Describe considerations about the patient related to removable prosthetic treatment.
4. Explain the dental assistant role in removable prosthetic treatment
5. Outline the steps of the diagnostic appointment and list the materials needed.
6. Describe the consultation appointment and the materials required for case presentation.
7. Describe the advantage and disadvantages of the partial denture, its components, and the appointment schedule.
8. List the home care instructions for a partial denture.
9. Describe the complete denture, considerations about the patient, and the appointment schedule.

10. Discuss the appointment sequence, the advantages & disadvantages, and the construction of an immediate denture.
11. List the home care instructions for a complete denture.
12. Explain the types and steps of denture relining procedures.
13. Describe the procedure for a denture repair.
14. List the steps to polish a removable prosthesis appliance.
15. Explain the overdenture and the advantages and disadvantages related to it.
16. Explain the overdenture and the advantages and disadvantages related to a removable prosthetic device

### **Module 10:**

**Materials Covered:** Ch. 11 Infection Control & Ch. 13 Preparation for Patient Care

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Describe how pathogens travel from person to person in the dental office.
2. Discuss the principles of infection control, including medical history, handwashing, personal protective equipment, barriers, chemical disinfectants, ultrasonic cleaners, sterilizers, and instrument storage.
3. Discuss various disinfectants and their applications as used in dentistry.
4. Explain how the patient record is developed and the importance of the personal registration form, medical and dental information, clinical evaluation, and the extraoral and intraoral examinations.
5. Describe how the patient record may be called into litigation or used in a forensic case.
6. Discuss the dental assistant's role in the extraoral and intraoral evaluation of the dental patient.
7. Explain how a diagnosis and treatment plan is developed.

### **Lab Learning Outcomes:**

#### **Module 1**

**Materials Covered:** Chart Documentation & General Office Instruments

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Preparation for chairside assisting in the HGTC Dental Clinic and office rotations.
2. Demonstrate correct protocol for documenting procedures, material, and other information as it pertains to dental procedures performed on patients.
3. General office Instrument identification
4. Demonstrate the work zone utilized during patient treatment.
5. Demonstrate the positioning of the operator and the assistant when working in various sections of the mouth.
6. Describe the procedures of one- and two-handed instrument exchange
7. Describe 5 instruments grasps



8. Place a rubber dam, matrix retainer, wedges, and matrix band.

## **Module 2**

**Materials Covered:** Ch. 24 Suture removal & Ch. 25 Endodontic and Oral Maxillofacial Instrument Identification

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Identify instruments used in endodontic treatment
2. Identify instruments used in oral maxillofacial surgery
3. Discuss the role of the dental assistant in brush biopsy and suture removal
4. Perform to lab competency the procedures of suture removal
5. Discuss role of the dental assistant in oral maxillofacial surgery
6. Place and remove dry socket dressing

## **Module 3**

**Material Covered:** Ch. 28 Orthodontics

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Identify and record occlusion and malocclusion
2. Identify preventive, interceptive and corrective orthodontic appliances
3. Simulate a pre-orthodontic appointment for diagnostic records
4. Simulate the consultation appointment and the role of the assistant, patient and orthodontist.
5. Identify and describe the function of basic orthodontic instruments
6. Identify and describe the uses of instruments used in Orthodontic procedures
7. Place and remove elastic rings on orthodontic brackets

## **Module 4**

**Materials Covered:** Ch. 30 Sealants

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Explain the purpose of using enamel sealants and where they are to be placed
2. List the indications and contraindications of placing sealants
3. Describe the types of sealant materials
4. List and describe the steps of application of dental sealants
5. Demonstrate to lab competency the application of dental sealants

## **Module 5**

**Materials Covered:** Ch. 32 Coronal Polishing, Flossing and Fluoride Treatments

**Assessments:** Quizzes, Test, Final Exam, & Competencies

### **Objectives:**

1. Demonstrate disclosing technique to lab competency
2. Demonstrate coronal polishing technique to lab competency
3. Demonstrate flossing technique to lab competency

4. Demonstrate the procedure for administering a topical fluoride treatment on a patient using fluoride trays and mousse fluoride to lab competency
5. List and explain the forms of fluoride.
6. Describe how to prepare a patient fluoride application

### **Module 6**

**Material Covered:** Ch. 33 Retraction Cord

**Assessments:** Quizzes, Test, Final Exam, & Competencies

#### **Objectives:**

1. Explain the function of gingival retraction
2. Describe different types of retraction cord
3. Explain the steps of placing and removing gingival retraction
4. Describe role of dental assistant in retraction cord placement
5. Place and remove retraction cord to lab competency
6. Place and remove periodontal packs.

### **Module 7**

**Material Covered:** Ch. 36 Cleaning and polish of removable appliances

**Assessments:** Quizzes, Test, Final Exam, & Competencies

#### **Objectives:**

1. Explain and demonstrate effective and aseptic procedures for cleaning a removable dental appliance using the ultrasonic machine and a toothbrush
2. Explain and demonstrate effective and aseptic procedures for polishing a removable dental appliance using the countertop lathe and polishing agents

### **Module 8**

**Material Covered:** Ch. 39 Alginate Impressions and pour

**Assessments:** Quizzes, Test, Final Exam, & Competencies

#### **Objectives:**

1. Demonstrate the knowledge and skills necessary to prepare, take, and remove alginate impressions and wax bites
2. Demonstrate the knowledge and skills to perform a bite registration
3. Demonstrate the knowledge and skills necessary to prepare, take, and remove alginate impressions and wax bites
4. Demonstrate the knowledge and skills necessary to use gypsum products
5. Demonstrate the knowledge and skills to perform a bite registration
6. Demonstrate the knowledge and skills necessary to pour and trip a patient's alginate impression

### **Module 9**

**Material Covered:** Ch. 39 Custom tray fabrication

**Assessments:** Quizzes, Test, Final Exam, & Competencies

#### **Objectives:**

1. Demonstrate safe use of the Triad ® UV curing machine
2. Explain and demonstrate fabrication of a custom try on an edentulous model

3. Demonstrate safe use of bench engine as it is used during the trimming of a custom tray as needed for patient comfort

### **Module 10**

**Material Covered:** Ch. 39 Temporary Crown & Temporary Filling

**Assessments:** Quizzes, Test, Final Exam, & Competencies

#### **Objectives:**

1. Define provisional coverage and discuss its applications
2. Discuss the dental assistant's role in the fabrication and cementation of provisional coverage
3. Fabricate a temporary crown and remove excess temporary cement.
4. List the steps involved in the cementation of provisional coverage
5. List and mix to lab competency, the cements used when seating provisional coverage
6. Polish amalgam

### **Module 11**

**Material Covered:** Polish Amalgam and composite resin restorations

**Assessments:** Quizzes, Test, Final Exam, & Competencies

#### **Objectives:**

1. Discuss the need for polishing of amalgam and composite resin restorations
2. Identify instruments used for polishing of amalgam and composite resin restorations
3. Discuss and demonstrate steps involved in polishing of amalgam and composite resin restorations
4. Perform to lab competency the polishing of amalgam and composite resin restorations

***\*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.

<b>Lecture</b>	<b>60% of final grade</b>
Quizzes (3)	45%
Test (2)	40%
Final Exam	15%
	<b>100%</b>

<b>LAB</b>	<b>40% of final grade</b>
Competencies	90%
Final Lab Competency	10%
	<b>100%</b>

***\*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

\*The final grade is based upon your performance in the lecture and laboratory portions of the course. You will be required to pass BOTH the lecture and the laboratory portion of the course with a 77% or higher to be eligible to progress in the curriculum.

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, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of 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.

### **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 in order 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 policies on attendance.

## Part V: Student Resources



### The Student Success and Tutoring Center (SSTC)

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

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills.**
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.

### TECH Central – Student Information Center



TECH Central provides quality enrollment and collegiate guidance for students, faculty, and staff. Services include phone, walk-in, and online technical support for technology training and troubleshooting. Additionally, we offer support in Office 365, Outlook E-mail setup, and ID cards.

**Phone:** 843-349-5340

**Email:** [techcentral@hgtc.edu](mailto:techcentral@hgtc.edu)

**Text:** 843-357-8552

**TECH Talk (Live Chat):** Located on the “Home” tab in WaveNet.

**Website:** [www.hgtc.edu/techcentral](http://www.hgtc.edu/techcentral)

#### **Locations:**

Conway Building 1100, Room 132D

Grand Strand Building 200, Room 136

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L

- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

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. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

### **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

### **Title IX Requirements**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators 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).

<b>Inquiries regarding the non-discrimination policies:</b>	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.
<b>Dr. Melissa Batten, VP Student Affairs</b> <i>Title IX Coordinator</i>  Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a>	<b>Jacquelyne Snyder, VP Human Resources</b> <i>Section 504, Title II, and Title IX Coordinator</i>  Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a>