



INSTRUCTIONAL PACKAGE

HIM 138

Pharmacology for Medical Records Coding

Effective Term

Fall 2018

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 201810

COURSE PREFIX: HIM 138

COURSE TITLE: Pharmacology for Medical Records
Coding

CONTACT HOURS: 2.0

CREDIT HOURS: 2.0

RATIONALE FOR THE COURSE:

This course introduces therapeutic agents in terms of their relationship with medical record coding and reimbursement concerns. The student will gain knowledge of medications, their uses, and different dosage forms available.

COURSE DESCRIPTION:

This course is a study of therapeutic drug categories appropriate for medical insurance billing and reimbursement practices.

PREREQUISITES/CO-REQUISITES:

Credit level HIM 103 Minimum Grade of C or Credit level AHS 102 Minimum Grade of C or Credit level BIO 112 Minimum Grade of C.

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.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE: NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: [Online Netiquette](#).

PART II: STUDENT LEARNING OUTCOMES

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

COURSE OUTCOMES:

Upon completion of the course, the student should be able to

1. Students will be provided with basic mathematics and dosage calculations related to the delivery of medications in a healthcare setting.
2. Students will be introduced to basic pharmacology principles and monographs of the most common medications/drugs utilized in the management and treatment of diseases and illnesses/injuries.
3. Students will be presented with the background of drug legislation and terminology.
4. Students will be provided with how the knowledge of pharmacology is related to medical coding.

Week 1- Chapter 2: Drugs in the Body

Materials Covered: Readings; Pgs: 20-32

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Identify basic principles of organic chemistry, including atomic structure (protons, neutrons, and electrons), the periodic table of the elements, and ions.
2. Relate how these basic principles of organic chemistry can influence how drug molecules behave.
3. Describe how atoms combine (bond) to form different kinds of molecules, especially those found most often in the body.
4. Define drug receptor theory and understand how this process influences drug behavior in the body.
5. Distinguish how pH affects behavior of acidic and basic drug molecules in the body.
6. Define the dose-response relationship.
7. Identify key components of the dose-response curve that represent therapeutic range, efficacy, potency, and steady state.
8. Describe the factors that influence absorption, distribution, metabolism, and excretion of drugs from the body.

Week 2- Chapter 3: Immune System and Drugs for Infectious Disease

Materials Covered: Readings; Pge, 34-57

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Identify the basic anatomy and components of the immune system.
2. Describe the normal physiology of the immune system that is responsible for nonspecific and acquired immunity.
3. Describe the characteristics of pathogens (bacteria, viruses, and fungi) that cause infection.
4. Explain the therapeutic effects of antibiotics, antiviral drugs, and antifungal agents.
5. Describe the adverse effects of prescription and nonprescription medications used to treat common infections.
6. Identify brand and generic names of prescription and nonprescription medications used to treat common infections.
7. Identify common doses of prescription and nonprescription medications used to treat common infections.
8. State common dosage forms and their routes of administration of prescription and nonprescription medications used to treat common infections.
9. State herbal and alternative therapies used to treat common infections.

Week 3- Chapter 5: The Skin and Dermatological Drug Therapy

Materials Covered: Readings; Pge, 74-93

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Identify the basic anatomy and physiology of the dermatologic system.
2. Describe common pathophysiologies of the skin including intrinsic and extrinsic aging, acne, dandruff, infection, hair loss, dermatitis, eczema, psoriasis, and burns.
3. Explain the therapeutic effects of prescription and nonprescription medications used to treat diseases of the dermatologic system.
4. Describe adverse effects of prescription and nonprescription medications used to treat diseases of the dermatologic system.
5. Identify brand and generic names of prescription and nonprescription medications used to treat diseases of the dermatologic system.
6. State common dosage forms and routes of administration for prescription and nonprescription medications used to treat diseases of the dermatologic system.
7. List herbal and alternative therapies commonly used for skin conditions.

Week 4- Chapter 6: The Skeletal System and Drug Therapy

Materials Covered: Readings; Pge, 94-108

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Describe the basic anatomy of the skeletal system and joints.
2. Describe the basic physiology of bone homeostasis.
3. Explain the pathophysiology of osteoporosis, arthritis, and gout.
4. Explain the therapeutic effects of prescription and nonprescription medications commonly used to treat osteoporosis, arthritis, and gout.
5. Describe the adverse effects of prescription and nonprescription medications commonly used to treat osteoporosis, arthritis, and gout.
6. Identify brand and generic names of prescription and nonprescription medications commonly used to treat osteoporosis, arthritis, and gout.
7. Identify common dosing ranges for prescription and nonprescription medications commonly used to treat osteoporosis, arthritis, and gout.
8. State dosage forms and routes of administration for prescription and nonprescription medications commonly used to treat osteoporosis, arthritis, and gout.
9. State herbal and alternative therapies used to treat osteoarthritis

Week 5- Chapter 7: The Nervous System and Drug Therapy

Materials Covered: Readings; Pge, 110-130

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Identify the basic anatomy of the nervous system including the brain.
2. Describe the basic physiology of neurotransmission and effects of the autonomic nervous system.
3. Describe the basic pathophysiology of seizure disorders, Parkinson's disease (PD), dementia (including Alzheimer's disease), and attention-deficit hyperactivity disorder (ADHD).
4. Explain the therapeutic effects of prescription and nonprescription medications used to treat seizures, PD, dementia, and ADHD.
5. Describe the adverse effects of prescription and nonprescription medications used to treat seizures, PD, dementia, and ADHD.
6. Identify brand and generic names of prescription and nonprescription medications used to treat seizures, PD, dementia, and ADHD.
7. Identify typical dosing ranges for prescription and nonprescription medications used to treat seizures, PD, dementia, and ADHD.
8. State dosage forms and routes of administration for prescription and nonprescription

medications used to treat seizures, PD, dementia, and ADHD.

9. Explain the therapeutic effects of adrenergic inhibitors (alpha and beta blockers) and adrenergic agonists (vasopressors and sympathomimetics).
10. Describe the adverse effects of adrenergic inhibitors (alpha and beta blockers) and adrenergic agonists (vasopressors and sympathomimetics).
11. Identify brand and generic names of adrenergic inhibitors (alpha and beta blockers) and adrenergic agonists (vasopressors and sympathomimetics).

Week 6- Chapter 8: Drugs for Psychiatric and Mood Disorders

Materials Covered: Readings; Pge, 131-146

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Describe the basic anatomy and physiology of nerve transmission as it relates to depression, anxiety, bipolar disorder, schizophrenia, and psychosis.
2. Explain the therapeutic effects of prescription and nonprescription medications commonly used to treat psychiatric and mood disorders and insomnia.
3. Describe the adverse effects of prescription and nonprescription medications commonly used to treat psychiatric and mood disorders and insomnia.
4. Identify brand and generic names of prescription and nonprescription medications commonly used to treat psychiatric and mood disorders and insomnia.
5. Identify common dosing ranges for prescription and nonprescription medications commonly used to treat psychiatric and mood disorders and insomnia.
6. State dosage forms and routes of administration for prescription and nonprescription medications commonly used to treat psychiatric and mood disorders and insomnia.
7. State herbal and alternative therapies commonly used for insomnia, anxiety, and depression.

Week 7- Chapter 9: Drugs for Pain, Headache, and Anesthesia

Materials Covered: Readings; Pge, 147-163

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Describe the basic anatomy and physiology of pain sensation including acute and chronic pain, somatic and visceral pain, neuropathic pain, and sympathetically mediated pain.
2. Describe the basic anatomy and physiology of headache pain.
3. Describe the basic anatomy and physiology of anesthesia.
4. explain the therapeutic effects of prescription and nonprescription medications commonly used to treat pain and headache.

5. Explain the therapeutic effects of medications that provide anesthesia.
6. Describe the adverse effects of prescription and nonprescription medications commonly used to treat pain and headache.
7. Describe the adverse effects of medications that provide anesthesia.
8. Identify brand and generic names of prescription and nonprescription medications commonly used to treat pain and headache.
9. Identify brand and generic names of medications that provide anesthesia.
10. Identify common dosing ranges for prescription and nonprescription medications commonly used to treat pain and headache.
11. State dosage forms and routes of administration for prescription and nonprescription medications commonly used to treat pain and headache.
12. State dosage forms and routes of administration for medications that provide anesthesia.
13. State herbal and alternative therapies commonly used for pain and headache.

Week 8- Chapter 10: The Muscular System and Drug Therapy

Materials Covered: Readings; Pge, 164-174

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Describe the basic anatomy of the muscular system.
2. Describe the basic physiology of muscle function and the neuromuscular junction.
3. Explain the basic pathophysiology of muscle spasm, muscle spasticity, and other muscle disorders such as rhabdomyolysis and fibromyalgia.
4. Explain the therapeutic effects of prescription and nonprescription medications commonly used to treat disorders of the muscular system.
5. Describe the adverse effects of prescription and nonprescription medications commonly used to treat disorders of the muscular system.
6. Identify the brand and generic names of prescription and nonprescription medications commonly used to treat disorders of the muscular system.
7. State the doses, dosage forms, and routes of administration of prescription and nonprescription medications commonly used to treat disorders of the muscular system.
8. State the role of herbal and alternative therapies in treating disorders of the muscular system.

Week 9- Chapter 11: Drugs for Eyes, Ears, Nose and Throat

Materials Covered: Readings; Pge, 175-193

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Describe the basic anatomy of the eye, ear, and upper respiratory tract.
2. Describe the basic pathophysiology of common eye, ear, and upper respiratory tract conditions.
3. Explain the therapeutic effects of prescription and nonprescription medications commonly used for glaucoma, eye and ear infections, chronic dry eye and allergies, rhinitis, seasonal allergies, and the common cold.
4. Explain how to administer ophthalmic ointment, eyedrops, and eardrops.
5. Describe the adverse effects of prescription and nonprescription medications commonly used for glaucoma, eye and ear infections, chronic dry eye and allergies, rhinitis, seasonal allergies, and the common cold.
6. Identify the brand and generic names of prescription and nonprescription medications commonly used for glaucoma, eye and ear infections, chronic dry eye and allergies, rhinitis, seasonal allergies, and the common cold.
7. State the doses, dosage forms, and routes of administration for prescription and nonprescription medications commonly used for glaucoma, eye and ear infections, chronic dry eye and allergies, rhinitis, seasonal allergies, and the common cold.
8. State herbal and alternative therapies used for the common cold and macular degeneration.

Week 10- Chapter 12: Drugs for Eyes, Ears, Nose and Throat

Materials Covered: Readings; Pge, 196-216

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Describe the basic anatomy of the heart and coronary arteries.
2. Describe the basic physiology of heart function, blood flow in the circulatory system, and maintenance of blood pressure.
3. Describe the basic pathophysiology of the heart and cardiovascular system including hypertension, cardiac arrhythmias, angina and heart attack, heart failure, and hyperlipidemia.
4. Explain the therapeutic effects of prescription and nonprescription medications commonly used to treat hypertension, cardiac arrhythmias, angina and heart attack, heart failure, and hyperlipidemia.
5. Describe the adverse effects of prescription and nonprescription medications commonly used to treat hypertension, cardiac arrhythmias, angina and heart attack, heart failure, and hyperlipidemia.
6. Identify the brand and generic names of prescription and nonprescription medications used for the cardiovascular system including angiotensin-converting enzyme (ACE) inhibitors, angiotensin receptor blockers (ARBs), calcium-channel

blockers, diuretics, alpha and beta blockers, membrane-stabilizing agents, potassium channel

blockers, digoxin, vasodilators, statins, fibrates, ezetimibe, and niacin.

7. Identify the common doses of prescription and nonprescription medications used for the cardiovascular system.
8. State dosage forms and routes of administration for prescription and nonprescription medications used for the cardiovascular system.
9. Describe herbal and alternative therapies used for hyperlipidemia and other cardiovascular system disorders.

Week 11- Chapter 13: The Blood and Drug Therapy

Materials Covered: Readings; Pge, 217-231

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Describe the cells and components that make up blood.
2. Describe the basic physiology of blood clot formation and coagulation.
3. Describe the basic pathophysiology of anemia, stroke, and clotting disorders.
4. Explain the therapeutic effects of prescription and nonprescription medications commonly used to treat anemia, stroke, and clotting disorders.
5. Describe the adverse effects of prescription and nonprescription medications commonly used to treat anemia, stroke, and clotting disorders.
6. Identify the brand and generic names of prescription and nonprescription medications commonly used to treat anemia, stroke, and clotting disorders.
7. Identify common doses for prescription and nonprescription medications commonly used to treat anemia, stroke, and clotting disorders.
8. State dosage forms and routes of administration for prescription and nonprescription medications commonly used to treat anemia, stroke, and clotting disorders.

Week 13- Chapter 15: The Gastrointestinal System and Drug Therapy

Materials Covered: Readings; Pge, 250-272

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Describe the basic anatomy and physiology of the gastrointestinal (GI) system including the pancreas and liver.
2. Describe the pathophysiology of the GI system including diarrhea, constipation, gastroesophageal reflux disease (GERD), peptic ulcer disease (PUD), nausea and vomiting, and hemorrhoids.

3. Explain the therapeutic effects of the prescription and nonprescription medications commonly used to treat diarrhea, constipation, GERD, PUD, nausea and vomiting, and hemorrhoids.
4. Describe the adverse effects of the prescription and nonprescription medications commonly used to treat diarrhea, constipation, GERD, PUD, nausea and vomiting, and hemorrhoids.
5. Identify the brand and generic names for prescription and nonprescription medications commonly used to treat diarrhea, constipation, GERD, PUD, nausea and vomiting, and hemorrhoids.
6. Identify the common doses for prescription and nonprescription medications commonly used to treat diarrhea, constipation, GERD, PUD, nausea and vomiting, and hemorrhoids.
7. State the common dosage forms and routes of administration for prescription and nonprescription medications commonly used to treat diarrhea, constipation, GERD, PUD, nausea and vomiting, and hemorrhoids.
8. List the herbal and alternative therapies commonly used for the GI system including ginger and probiotics.

Week 14- Chapter 17: The Endocrine System and Drug Therapy

Materials Covered: Readings; Pge, 288-307

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Describe the basic anatomy of the endocrine system.
2. Describe the basic physiology of the endocrine system including the circadian rhythm of cortisol and the maintenance of normal glucose metabolism and blood levels by the pancreas.
3. Describe the basic pathophysiology of the endocrine system including Type 1 diabetes, Type 2 diabetes, hyperthyroidism, hypothyroidism, Addison's disease, and Cushing's disease.
4. Explain the therapeutic effects of medications commonly used to treat diabetes including oral and injectable medications plus insulins.
5. Explain the therapeutic effects of thyroid hormone products.
6. Describe the adverse effects (including hypoglycemia) of prescription and nonprescription medications commonly used to treat diabetes and hypothyroidism.
7. Identify brand and generic names of prescription and nonprescription medications commonly used to treat diabetes and hypothyroidism.
8. Identify common doses of prescription and nonprescription medications (including oral and injectable medications plus insulins) commonly used to treat diabetes.
9. State dosage forms and routes of administration for prescription and nonprescription medications commonly used to treat diabetes and hypothyroidism.

10. Describe herbal and alternative therapies commonly used for diabetes including chromium and cinnamon.

Week 15- Chapter 18: The reproductive System and Drug Therapy

Materials Covered: Readings; Pge, 310-331

Assessment(s): Homework: Chapter Review, Discussion Question & weekly quiz

Learning Outcomes:

1. Describe the basic anatomy of the male and female reproductive systems.
2. Describe the basic physiology of the female reproductive system including the menstrual cycle and menopause.
3. Describe the basic physiology of the male reproductive system including testosterone and sperm production.
4. Describe the pathophysiology of the reproductive system including erectile dysfunction, infertility, and sexually transmitted diseases.
5. Explain the therapeutic effects of prescription and nonprescription medications used for contraception as well as home pregnancy tests and home ovulation kits.
6. Explain the therapeutic effects of prescription and nonprescription medications commonly used for hormone replacement therapy, erectile dysfunction, infertility, and sexually transmitted diseases.
7. Describe the adverse effects of prescription and nonprescription medications commonly used for contraception, hormone replacement therapy, and erectile dysfunction.
8. Identify brand and generic names of prescription and nonprescription medications commonly used for contraception, hormone replacement therapy, erectile dysfunction, and sexually transmitted diseases.
9. Identify common doses of prescription and nonprescription medications commonly used for erectile dysfunction.
10. State the dosage forms and routes of administration for prescription and nonprescription medications commonly used for contraception and erectile dysfunction.
11. Describe herbal and alternative therapies commonly used for symptoms of menopause.

General Education Outcomes

This course fulfills the following General Education Outcomes through the weekly quizzes, Final Exam and Class Assignments. Upon completion of this course, students will be able to:

- X Communicate effectively;
- X Possess problem solving skills/think critically;
- X Display ethical and professional behavior in a multicultural environment;

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*

Class Participation	10%
Homework / Assignments	20%
Tests/Quizzes	50%
Final Exam	20%

Total	100%
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****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

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 eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Online/Hybrid Attendance:

Students enrolled in distance learning courses (hybrid and online) are required to maintain contact with the instructor on a regular basis to be counted as "in attendance" for the course. All distance learning students must participate weekly in an Attendance Discussion Board in order to demonstrate course participation. Students showing no activity in the course for two weeks will be withdrawn due to lack of attendance.

Part V: Student Resources

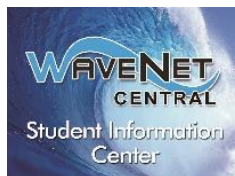


The Student Success and Tutoring Center (SSTC)

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.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

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 Jocelyn Williams, 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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*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).

Inquiries regarding the non-discrimination policies:	
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 Associate 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 Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <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 Jacquelyne.Snyder@hgtc.edu