



TENTATIVE—SUBJECT TO CHANGE
RADT 2520 Mammographic Anatomy, Physics and Positioning
COURSE SYLLABUS
Online
Fall Semester 2020

COURSE INFORMATION

Credit Hours/Minutes: 6/4500

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/ Blackboard

Class Meets: Via Internet/15 weeks

Course Reference Number (CRN): 20255

Preferred Method of Contact: [Tara Powell \(tpowell@southeasterntech.edu\)](mailto:tpowell@southeasterntech.edu) or MS TEAMS

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tara W. Powell, MBA, R.T. (R)(M)(CT), RDMS

Office Location: 714

Office Hours: 1:00 – 5:00 pm Tuesday, Wednesday, Thursday

Email Address: [Tara Powell \(tpowell@southeasterntech.edu\)](mailto:tpowell@southeasterntech.edu)

Phone: 912-538-3152

Fax Number: 912-538-3106

Tutoring Hours: By appointment

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Mammography & Breast Imaging PREP, 2nd Edition. ISBN: 978-1-259-85945-8

Mammography Examination, Fourth Edition. ISBN: 978-1-259-85943-4

REQUIRED SUPPLIES & SOFTWARE

Pen, pencil, notebook, paper, markers, highlighters, notecards, laptop or desktop computer.

Online courses should utilize a laptop or desktop computer and the following computer specifications are recommended:

Processor i5 or i7

Memory 8GB or higher

Hard drive 250GB or larger

DVD Drive either internal or external

Webcam with microphone

Internet speed of 5 Mbps is required (10 Mbps or more is recommended) Test your internet speed using [speed test \(http://www.speedtest.net/\)](http://www.speedtest.net/)

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

The student should have a pre-existing knowledge and skills gained during and entry-level radiography educational experience and reinforced through professional practice. The content in this course is intended to aid technologists in preparing for post primary practice of mammography.

MAJOR COURSE COMPETENCIES

The course provides the student with an overview of the following topics:

1. Breast anatomy and mammography correlation
2. Breast viability and pathology
3. Correlative physical breast assessment
4. Department organization and regulation
5. Equipment
6. Interventional procedures
7. mammography quality management
8. Positioning
9. Sonomammography
10. Technical applications

PREREQUISITE(S)

Applicants must be registered with the ARRT as a radiographer.

COURSE OUTLINE

1. Breast Anatomy and Mammographic Correlation

	Description	Learning Domain	Level of Learning
1.1	Identify and label anatomical structures of the breast	Cognitive	Knowledge
1.2	Identify and label the breakdown of the single lobe.	Cognitive	Knowledge
1.3	Identify the three arterial branches supplying the breast and the three venous drainage	Cognitive	Knowledge
1.4	Describe the lymphatic system and lymphatic drainage	Cognitive	Comprehension
1.5	Correlate breast anatomical structures to mammographic anatomical structures.	Cognitive	Analysis
1.6	Identify and label mammographic anatomical structures when presented with a mammographic image.	Cognitive	knowledge

2. Breast Viability and Pathology

	Description	Learning Domain	Level of Learning
2.1	Discuss and understand the changes the breast undergoes due to hormonal influences during puberty, menses, pregnancy and the postmenopausal life cycles	Cognitive	Comprehension
2.2	Describe the physiologic changes caused by estrogen, progesterone and prolactin.	Cognitive	Comprehension
2.3	Describe breast augmentation and identify the types of implants, common implant locations and the anatomical changes to the augmented breast.	Cognitive	Comprehension
2.4	Describe the anomalies of development that can occur in the breast.	Cognitive	Comprehension
2.5	Recognize clinical breast changes.	Cognitive	Analysis
2.6	List the physical changes of the breast related to pathology.	Cognitive	Knowledge
2.7	List the mammographic changes of the breast related to pathology and, given mammographic images, identify the common mammographic appearance of breast pathology.	Cognitive	Knowledge
2.8	Identify risk factors limited to breast cancer.	Cognitive	Knowledge
2.9	State the recommendations for asymptomatic women regarding mammography.	Cognitive	Knowledge
2.10	Provide information on the importance of manual and visual breast self-examination.	Cognitive	Application
2.11	Define treatment options for breast cancer.	Cognitive	Knowledge
2.12	Describe the generally accepted (postulated) progression of breast cancers from the ductal epithelium and nonepithelial tissues.	Cognitive	Comprehension
2.13	Describe changes seen after breast reduction surgery or following lumpectomy and surgical	Cognitive	Comprehension

3. Correlative Physical Breast Assessment

	Description	Learning Domain	Level of Learning
3.1	Identify current epidemiology and risk factors of breast cancer.	Cognitive	Knowledge
3.2	Describe elements of breast cancer screening protocols.	Cognitive	Comprehension
3.3	Demonstrate an understanding of breast anatomy and topographical orientation.	Psychomotor	Guided Response
3.4	Detail a breast assessment.	Cognitive	Analysis
3.5	Implement proper techniques and procedures for conducting a breast assessment.	Psychomotor	Mechanism
3.6	Use nondiagnostic descriptors to record findings and document observations arising from the breast exam.	Psychomotor	Mechanism
3.7	Participate in patient education regarding breast self-examination.	Affective	Organization
3.8	Modify procedures to assist patients with special needs.	Affective	Organization

4. Department Organization and Regulation

	Description	Learning Domain	Level of Learning
4.1	Identify key personnel and discuss regulations of the Mammography Quality Standards Act of 1992.	Cognitive	Knowledge
4.2	Define a mammography facility.	Cognitive	Knowledge
4.3	Explain patient services in the mammography department.	Cognitive	Comprehension

	Description	Learning Domain	Level of Learning
4.4	Discuss MQSA, American College of Radiology and Food and Drug Administration (FDA) guidelines and accreditations.	Cognitive	Comprehension

5. Equipment

	Description	Learning Domain	Level of Learning
5.1	Label the components of the mammographic unit.	Cognitive	Knowledge
5.2	and properly operate mammography equipment and demonstrate the correct use of compression devices, filtration devices, the magnification setup, use of grids and automatic exposure controls.	Psychomotor	Guided Response
5.3	State the specifications of the various components in a mammography unit (half-value layer, focal spot size, source-to-image distance and the minimum requirements based on MQSA guidelines).	Cognitive	Knowledge
5.4	Define heel effect.	Cognitive	Knowledge
5.5	Define reciprocity law failure.	Cognitive	Knowledge
5.6	Differentiate between the various types of x-ray generators used in mammography.	Cognitive	Analysis
5.7	Discuss and define digital mammography	Cognitive	Comprehension
5.8	Explain the additional functions available with digital imaging – measuring the area of interest, filtration of image, magnification, contrast, density, subtraction of image.	Cognitive	Comprehension
5.9	Define compression, its usefulness and minimum and maximum requirements, based on MQSA guidelines.	Cognitive	Knowledge
5.10	State the purpose of magnification.	Cognitive	Knowledge
5.11	State the procedure used when magnifying breast tissue.	Cognitive	Knowledge
5.12	Accessorize equipment according to the procedure being performed.	Psychomotor	Complex Response
5.13	Set appropriate kVp, mA and time or automatic exposure control (AEC) and the Correct position of the photosensor.	Psychomotor	Mechanism
5.14	Process film and reload cassettes with mammography film.	Psychomotor	Mechanism
5.15	Produce hard copy images of digital images.	Psychomotor	Complex Response

6. Interventional Procedures

	Description	Learning Domain	Level of Learning
6.1	Illustrate the sterile technique.	Cognitive	Analysis
6.2	Describe standard needle lesion localization.	Cognitive	Comprehension
6.3	Describe stereotactic lesion localization.	Cognitive	Comprehension
6.4	Describe fine-needle aspiration biopsy.	Cognitive	Comprehension
6.5	Delineate Galactography.	Cognitive	Analysis
6.6	Explain pneumocystography	Cognitive	Comprehension
6.7	Describe a stereotactic or core biopsy.	Cognitive	Comprehension

7. Mammography Quality Management

	Description	Learning Domain	Level of Learning
7.1	Perform quality control test procedures according to ACR and MQSA guidelines	Psychomotor	Guided Response
7.2	Document control test results.	Psychomotor	Mechanism
7.3	Determine and implement appropriate corrective measures when established quality control standards are out of tolerance.	Cognitive	Application
7.4	Perform safety checks on radiographic equipment and accessories.	Psychomotor	Guided Response

8. Positioning

9. Sonomammography

	Description	Learning Domain	Level of Learning
9.1	Identify the basic principles of ultrasonographic imaging to include sound wave characteristics, attenuation and echoes.	Cognitive	Knowledge
9.2	Describe how transducer selection affects image resolution.	Cognitive	Comprehension
9.3	Describe the presentation of images using color-Doppler	Cognitive	Comprehension
9.4	Identify basic bioeffects and patient safety concerns associated with sonography.	Cognitive	Knowledge
9.5	Identify how select ultrasonographic images complement breast imaging studies	Cognitive	Knowledge
9.6	Delineate normal breast tissue and indicators of common pathology seen on ultrasound.	Cognitive	Analysis

10. Technical Applications

	Description	Learning Domain	Level of Learning
10.1	Perceive the purpose for automatic exposure control (AEC) and relate it to an automatic kVp system.	Cognitive	Analysis
10.2	Describe how kVp, mA, time and compression affect the mammographic image.	Cognitive	Comprehension
10.3	Identify the maximum permissible dose per mammography exam based on MQSA standards.	Cognitive	Knowledge
10.4	Identify the average dose per mammographic exposure.	Cognitive	Knowledge
10.5	Describe how kVp, mA, time and compression affect the radiation dose to the patient.	Cognitive	Comprehension
10.6	Select the correct technical variable based on variations in breast anatomy.	Cognitive	Analysis
10.7	Identify imaging artifacts on mammography film.	Cognitive	Knowledge
10.8	Understand different film-screen combinations, their functions within the imaging System and their effect on the mammographic image.	Cognitive	Comprehension
10.9	Describe different types of processing and their importance in the mammographic imaging	Cognitive	Comprehension
10.10	Identify processing artifacts on the mammography film.	Cognitive	Knowledge

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Students are responsible for working on course material individually and are responsible for communicating questions of concern to the instructor in a timely manner. Students are expected to complete all assignments by the due dates.

Students are responsible for reading the syllabus/lesson plan and policies/procedures in the STC E-Catalog as well as the Online Course Orientation. All online students must post a pledge that they have read and understand the syllabus and STC Online Orientation policy within the first three days of class.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Tuesday of each week.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 90 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course. Additionally, there will be weekly Discussion Boards to which the student must post.

LockDown Browser Requirement

This course requires the use of LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=492358809>

Before you can take an exam for this course, you will need to install the Respondus Lockdown Browser with Monitor. You will go to your MySTC, click the Respondus Lockdown Browser with Monitor. Click to download and then install. Takes less than 5 min. If you are at a high school, this has already been installed on your machine.

Accessing the LockDown Browser with Monitor Using non-STC Computers

Students using laptops or not on campus who are taking an online exam using the Respondus LockDown Browser with Monitor can still access the browser icon on the desktop if they log in to mySTC. Follow these steps to access mySTC:

1. Access the STC website.
2. Click mySTC at the top of the screen.
3. Double click the Respondus LockDown Browser with Monitor icon to download the product to their pc/laptop. Once downloaded, double click to install the Respondus LockDown Browser with Monitor

and following the onscreen prompts: **Note:** this link is unique to STC and should be used to access the lockdown browser install screen. You only need to install one time per computer.

4. On the install screen, click the *Do you need the Mac version?* link if you are using a Mac computer.
5. Click the Install Now button and follow the onscreen prompts.
6. Once installed, double click the Lockdown browser icon on the desktop of your PC/laptop to begin the test in Blackboard.
7. Key Blackboard username and password as usual.
8. Access course as usual by clicking the course title. Access exam from the Exam Folder on the left menu.
 - a. Students - click the test link and begin the exam.
 - b. The Browser security will be enabled, you will not be able to print, move away from the test, copy the test, or print screen.
9. To resume operations using a standard browser (Chrome, Firefox, etc.), students should click the X on the Respondus LockDown Browser tab.

<http://lms.southeasterntech.edu/How%20to%20Documents%20-%20Instructors/Respondus%20Lockdown%20Browser%20-%20Student%20Instructions.pdf>

Accessing the LockDown Browser Using Southeastern Technical College (STC) Computers

1. Login to the STC computer.
2. Double click the Respondus LockDown Browser icon (see picture above for example) on the desktop. (This icon appears on the student side only.) The lockdown browser will automatically connect to Blackboard.
3. Key Blackboard username and password as usual.
4. Access course as usual.
5. Access exam from content area as usual. Students can then take the exam as usual but with the Respondus LockDown Browser security enabled.
6. To resume operations using a standard browser (Chrome, Firefox, etc.), students should click the X on the Respondus LockDown Browser tab.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish

COVID-19 Key Symptoms
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 pm on Tuesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay](#), (mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](#), (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the

course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to make up/reschedule the missed event. The penalty and make up instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Wednesday November 4, 2020 at 2:00 PM, room 743 and Swainsboro Campus, Thursday, November 5, 2020 at 2:00 PM, room TBA.

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Students will be allowed to make up one test. Any further missed test will result in a grade zero. All make up exams will be given at the discretion of the instructor.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify

the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Exams	50%
Final Exam	15%
Proctored Exam	20%
Discussion Board	10%
Work Ethics	5%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

RADT 2520 Mammographic Anatomy, Physics, and Positioning Fall Semester 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 August 17 - 23		Chapter 1 & 2 Complete Discussion Board	Assignments available at 8:00 am on August 17 th . All assignments are due by 11:55 pm every Sunday.	
Week 2 August 24 - 30		Chapter 1 & 2 Complete Discussion Board	Exam 1 (Ch. 1 & 2) Due by 11:55 pm Sunday	
Week 3 August 31 – Sept 6		Chapter 3 Complete Discussion Board	Exam 2 (Ch. 3) Due by 11:55 pm Sunday	
Week 4 Sept. 7 - 13		Chapter 4 Complete Discussion Board	Exam 3 (Ch.4) Due by 11:55 pm Sunday	
Week 5 Sept. 14 - 20		Chapter 5 Complete Discussion Board	Exam 4 (Ch. 5) Due by 11:55 pm Sunday	
Week 6 Sept. 21 - 27		Chapter 6 Complete Discussion Board	Exam 5 (Ch.6) Due by 11:55 pm Sunday	
Week 7 Sept. 28 – Oct 4		Chapter 7 Complete Discussion Board	Exam 6 (Ch. 7) Due by 11:55 pm Sunday	
Week 8 Oct. 5 - 11		Chapter 8 Complete Discussion Board	Exam 7 (Ch. 8) Due by 11:55 pm Sunday	
Week 9 Oct. 12 - 18		Chapter 9 Complete Discussion Board	Exam 8 (Ch. 9) Due by 11:55 pm Sunday	
Week 10 Oct 19 - 25		Chapter 10 Complete Discussion Board	Exam 9 (Ch.10) Due by 11:55 pm Sunday	
Week 11 Oct 26 – Nov. 1		Chapter 11 Complete Discussion Board	Exam 10 (Ch. 11) Due by 11:55 pm Sunday	
Week 12 Nov. 2 - 8		Chapter 12 Complete Discussion Board	Exam 11 (Ch. 12) Due by 11:55 pm Sunday	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 13 Nov. 9 - 15		Proctored Exam Wednesday, November 4 th @ 2:00 PM (Vidalia Campus) Thursday, November 5 th @ 2:00 PM (Swainsboro Campus)	Proctored Exam	
Week 14 Nov. 16 - 22		Review all materials for Final Exam Complete Discussion Board		
Week 15 Nov. 23 - 29		Final Exam Complete Discussion Board	Final Exam due by Sunday November 29 by 11:55 PM	

*The lesson plan is subject to change at the discretion of the instructor.

COMPETENCY AREAS:

PATIENT COMMUNICATION

1. Patient Assessment
2. Treatment Options
3. Design Characteristics of Mammography Units
4. Acquisition and Display

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.