

***This is a SouthArk Master Syllabus. The course syllabus distributed by the instructor may include additional requirements, must be followed by the student in the given term, and is considered to supersede the Master Syllabus.***

**Course Number**

RADT1101.90

**Course Title**

Medical Terminology for Radiographers

**Course Description**

This course will provide an introduction to the language inherent in the field of Radiologic Technology. Emphasis will be placed on the techniques of medical word building, basic elements of medical words, and their pronunciation(s), meaning(s) & use(s) within the Medical Imaging profession. This course will provide the student with an overview of medical terminology. Students will be exposed to the language used in the health care profession, with an emphasis on the language used in the specific field of Radiologic Technology.

**College Mission**

South Arkansas Community College promotes excellence in learning, teaching, and service; provides lifelong educational opportunities; and serves as a cultural, intellectual, and economic resource for the community.

**College Wide Student Learner Outcomes**

Critical Thinking                      Responsibility                      Communication

**ACTS Course**                       **Program Course**  Radiologic Technology

**ACTS Outcomes**

**Program Outcomes**

1. Students will be clinically competent.
2. Students will demonstrate professionalism.
3. Students will demonstrate effective communication skills.
4. Students will use critical thinking skills.
5. The program will graduate entry-level technologists.

**Course Outcomes**

CLO #	Course Outcomes	Unit Outcomes/ Competencies	Program Outcomes	Critical Thinking	Communication	Responsibility	Assessment
CLO 1	Students will adhere to the attendance policy.		2			R5	Documented attendance record
CLO 2	Students will use a large variety of new terminology/ language by applying the word building process.	2-13	3	CT1			Graded weekly assignments/ Exams
CLO 3	Students will interpret medical abbreviations and symbols.	5,10,11	3		C1		Graded weekly assignments/ Exams

**Unit Outcomes/ Competencies**

Upon completion of this course the student should, through written test, oral or demonstration examinations, demonstrate competency in the following areas:

1. Discuss the origin of medical terminology including primary and secondary language sources.
2. Apply the word building process.
3. Define and identify the basic elements of the word building process.
4. Identify the basic parts of speech.
5. Demonstrate the ability to translate medical terms, abbreviations, and symbols into common language.
6. Exhibit the ability to correctly pronounce medical terms.
7. Define and identify root words/combining forms.

8. Define and identify suffixes.
9. Define and identify prefixes.
10. Interpret medical abbreviations and symbols.
11. Interpret common medical abbreviations and symbols used within radiography.
12. Demonstrate an understanding of radiographic procedure requests and reports, and be able to critique these documents.
13. Identify and define the following radiation science terms:
  - Radiographic/Imaging Procedures/Terms
  - Radiation Oncology and Cancer Procedures/Terms
  - Nuclear Medicine Procedures/Terms
  - Sonography Procedures/Terms
  - MRI Procedures/Terms
  - CT Procedures/Terms
14. Explain operational and management terms.

**Assessment Description(s)**

There will be a minimum of 4 major tests given during this course. These tests will be completed online and will be available for a limited period of time; this may be changed at the instructor’s discretion. Quizzes may be posted online and will be available for a limited period of time. The instructor will place an announcement on Blackboard in ample time for quiz completion. Quizzes can only be made up at the discretion of the instructor. All assignments must be completed and submitted by the assigned due date. Assignments submitted after the due date will have points deducted from them. All work must be submitted electronically as a Microsoft Word document, in a legible font, as an attachment to an email. All work should be submitted by the posted due date.

**Materials and Technological Requirements**

Medical Terminology, A Short Course, Davi-Ellen Chabner, 7th Edition  
 ISBN# 978-1-4557-5830-2  
 \*Medical Dictionary- Optional

**Class Attendance Policy**

Students are expected to attend all classes in which they are enrolled. If a student is absent from a class session, it is the student’s responsibility to make arrangements to complete or make up any work missed. No make-up work for missed classes will be allowed without the approval of the instructor. Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted toward excessive absences. Students not attending the entire class period may be counted absent for that period. An instructor may drop students with a grade of “WE” if students have been absent for an excessive number of days. Warning letters will be sent to the students advising them of the consequences of nonattendance and urging them to contact their instructors immediately. Excessive absences are defined as follows:

**Regular Semester**

- Courses which meet once a week ..... 2 absences
- Courses that meet twice per week ..... 3 absences
- Courses that meet four times per week ..... 5 absences

**Summer Session**

- Courses that meet four times per week in a five week session ..... 3 absences
- Courses which meet two evenings per week in a 10 week session ..... 3 absences

Students enrolled in special programs or individualized instruction should contact their program director/instructor regarding specific attendance requirements for the program/course. Some of the selective-admission, health-science programs have specific criteria regarding attendance. Students are encouraged to refer to program policies in these matters.

Jury Duty/Military/Official School Function

Scheduled absences are those that occur due to college-related activities or as a result of summons to jury duty or military duty. Classes missed as a result of scheduled absences will not be counted as excessive absences if the instructor is notified and provided documentation prior to the absence(s). Make-up work for scheduled absences will be at the discretion of the instructor.

In all instances, documentation must be provided to the instructor within 24 hours of receipt. Documentation should come from an appropriate party on letterhead or other official stationery with a signature and contact information. Documentation should list the corresponding dates of the leave.

### Medical leave

For medical-related absences, documentation must include written notice from the treating medical professional documenting time needed off related to medical reasons and time student may resume classes. The medical reason does not need to be listed on the documentation; the documentation must include only that there is a medical reason, the amount of time the student needs to be absent, and the time the student should be able to return to classes. Students who elect to work at home while on excused leave must meet with their instructors to make arrangements to do so. Working on coursework while on medical leave is not a requirement but can be requested by students. If students request that they be allowed to work at home while on an excused leave, the instructor will make every reasonable effort to ensure that the student is able to do so.

For students who have a medical condition necessitating time off or accommodation:

- 1) They may work at home on assignments if they choose to if on medical leave approved by a medical professional
- 2) Receive appropriate accommodations related to coursework (i.e., excused from labs with potentially harmful chemicals, have a larger desk, etc.)
- 3) Resume their studies where they left off once they return to classes
- 4) Be allowed to make up any missed work related to medical leave
- 5) Receive incompletes on their transcripts until coursework is completed, according to the incomplete grade contract.
- 6) Be given a reasonable time frame in which to complete missed coursework

### **Academic Honesty Policy**

Students enrolled at South Arkansas Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty. Academic dishonesty includes cheating and plagiarism, which are defined as follows:

- Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination.

- Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If, upon investigation, the instructor determines that the student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than a zero on the work in question.
- The instructor will submit a written report of the incident to the Vice President for Learning
- The Vice President for Learning will determine whether further disciplinary action will be taken.
- All decisions may be appealed for review through the college's Academic Appeals procedure.

### **Equal Opportunity-Affirmative Action Statement**

South Arkansas Community College does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation in making decisions regarding employment, student admission, or other functions, operations, or activities.

### **Library Services**

Library Homepage: <http://southark.libguides.com/homepage> Library Contact: LibraryStaff@southark.edu or 870.864.7115

### **Procedures to Accommodate Students with Disabilities:**

If you need reasonable accommodations because of a disability, please report this to the Vice President of Student Services with proper documentation. . VPSS Contact: 870.875.7262

### **The Early Alert System**

In an effort to ensure student retention and success, South Arkansas Community College employs an Early Alert System to identify and support at-risk students as soon as possible in a given semester. The intent of Early Alert is to provide this assistance while there is still time to address behaviors or issues that have the potential of preventing students from completing their courses and degree plans. Students referred through the Early Alert System will be required to work on a corrective action plan with their student advising coach and to include attendance accountability and mandatory academic tutoring either in the academic division or in the Testing and Learning Center (TLC).

Once the Student Advising Coach has met with the referred student, and again when the student has met the prescribed corrective actions, the coach will update the Early Alert System so that the instructor is kept informed of the progress in resolving issues.

**Behavioral Review Team**

At South Arkansas Community College (SouthArk), we are committed to proactive leadership in student wellbeing and campus safety. By focusing on prevention and early intervention with campus situations that involve any person experiencing distress or engaging in harmful or disruptive behaviors, the BRT will serve as the coordinating hub of existing resources to develop intervention and support strategies and offer case management. Students, faculty, staff, and campus guests are encouraged to report any person on campus who is a concern. BRT Contact: 870.875.7262  
BRT@southark.edu

**Date of Revision: 8/30/2016**