



Figure 1: Owens Logo.

**Course Syllabus
SEMESTER
School of Nursing and Health Professions**

Course Name:	Language of Medicine
Course & Section Number:	HIT 125
Meeting Day(s) & Time(s):	
Credits:	3 Lecture
Contact Hours:	3
Text:	Comprehensive Medical Terminology for Health Professionals. 1st Edition, 2023. Cengage Learning Inc. (The eBook is found in MindTap on the Cengage website)
Instructor's Name: *	
Office Hours & Location:	
OCC Phone:	
OCC Email:**	

*Please call me **(name)**; it is my preferred name. If you have a preferred name, please let me know so I can use it. (Optional)

**Please use only Owens email for course communications.

Catalog description:

Fundamentals of the language for the medical profession. Definitions, pronunciations, spelling and abbreviations of anatomical, symptomatic diagnostic and operative terms pertaining to each anatomical system of the body. Medical terms will also include those pertaining to pharmacology, clinical laboratory, radiology and pathology. Each body system will cover the

structures and functions of that system so the student can relate these to the specialists, pathology and diagnostic and treatment procedures that follow.

Prerequisite/Corequisites:

None

Course Materials:

State the name of the text, course materials, and all required readings.

Schroeder, Ehrlich, and Smith. Comprehensive Medical Terminology for Health Professionals. 1st Edition, 2023. Cengage Learning Inc. (**The eBook is found in MindTap on the Cengage website**)

Inclusive Access (I.A.) Materials are included in the cost of the course to save students money through lower negotiated rates with publishers. Courses containing I.A. materials will have it noted on the online class schedule. If your course includes I.A. digital materials, you will receive an email with subject line, “Your inclusive Access Materials,” and it will include any codes or digital links.

The email will come to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before. Be sure to check your spam (junk email) if you do not find it in your inbox. If the email is not in your inbox or spam folder, contact your instructor immediately. You may also see a folder at the top of your course labelled “Course Materials by eCampus.” This folder will contain any needed codes or links to needed materials.

If the I.A. materials also include a printed book or are in print form, the item will be shipped to your address of record automatically based on your enrollment in the course. Please note that some courses do not include printed materials in I.A and those materials would need to be purchased separately using the link on the course schedule. When you access the Find Books link you will see which items in a course are included in I.A.

What You Will Learn in the Course

Course Objectives:

Course will...

1. Describe the fundamental elements used to build medical terms.
2. Outline terms that will describe the body and its structural units.
3. Review meanings of medical and health care related terms in the written and spoken form through definition, identification, and pronunciation of terms.

Student Learning Outcomes:

The following domains of the Health Information Technology profession will be addressed in this course:

Students will:

Outcome	Where Assessed
1. Spell and define word elements.	Chapter 1-2
2. Construct medical terms from medical word elements.	Chapter 1-2
3. Define a medical term by dividing it into its elements, identifying and defining each part.	Chapter 1-2
4. Correctly spell, pronounce, define and use the terms related to the pathology, diagnostic and treatment procedures of each body system.	Chapter 3-22
5. Convert lay terminology to medical terminology.	Chapter 3-22
6. State the correct medical term for commonly used symptoms.	Chapter 3-22
7. Write singular and plural forms of medical terms.	Chapter 3-22
8. Identify frequently encountered diagnostic procedures and describe conditions for which they are done.	Chapter 3-22
9. Recognize frequently encountered medical abbreviations and state their meaning.	Chapter 3-22
10. Identify common laboratory tests and describe conditions for which they are done	Chapter 3-22
11. Identify the body systems in terms of their major structures, functions, and related word parts.	Chapter 3-22
12. Identify the medical specialists who treat disorders of each body system.	Chapter 3-22

Program Competencies:

The following program outcomes are assessed in this course

Competencies	Where Assessed
1.4.1 Integrate prefixes, suffixes, word roots, and combining forms of medical terms. (knows)	Chapter 3-22
1.4.2 Interpret proper phrases and terms of diseases, pathological conditions, and systems of the body. (knows)	Chapter 3-22
1.4.3 Use medical terminology and abbreviations within the correct context. (does)	Chapter 3-22

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu

The policy may be found on the Owens website: [3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy](#)

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like “All written assignments, projects, and exams must be completed independently.”

Student Responsibilities & Instructor Expectations

Student Responsibilities:

- To e-mail the instructor immediately with any questions regarding class procedure, assignments, or grades.
- To view the class on-line regularly (at least every other day, if not every day). A student who does not attend regularly may experience considerable difficulty. Regular attendance is essential in this class.
- It is your responsibility to learn of any announcements concerning assignments or changes from the syllabus.

Student Attendance:

Attendance in the core HIT classes is critical to the success of the student accomplishing the objectives of the course.

Makeup Work:

Students may request to make up missed coursework due to legitimate circumstances, including illness, emergencies, bereavement, military service, court obligations, or disability accommodations. Advance notice and documentation may be required. Title IX-related situations (e.g., pregnancy, parenting, sexual misconduct) are also covered and do not require documentation from the student.

Students should notify the instructor as early as possible and submit makeup work by the agreed-upon deadline. Instructors will determine appropriate and reasonable accommodations, though students who miss more than 25% of the course may not be eligible to make up all work.

HIT program students should note that stricter requirements may apply for labs, clinicals, or accreditation-related activities.

For full policy details or to appeal a decision, refer to the Owens Grade Appeal Policy.

Instructor Expectations:

Responding to E-mail

In a web course, e-mail becomes a very important means of communication. I am not always online, but will try to respond to your messages as quickly as possible. Here are some general guidelines for my e-mail response time:

- Monday through Thursday: Within **24** hours
- Friday, Saturday, and Sunday: Within **48** hours

Classroom Environment:

To support a respectful and distraction-free learning environment, students must silence and store all personal electronic devices during class, lab, and experiential learning experiences.

Unauthorized use of devices—including texting, recording, photographing, or posting to social media—is strictly prohibited and may result in disciplinary action or dismissal from the program.

Recording or transmitting images or conversations without written permission from all parties is not allowed. Use of electronic devices during exams may result in test failure at the instructor's discretion. Calculators may be used only with instructor approval.

Students are responsible for the security and storage of their own electronic devices.

Instructional Methods:

- Chapter reading and learning exercise assignments are to be completed each week.
- Web-based class time will be up to each student. This is a very intense yet rewarding web-class that will require approximately 6-7 hours each week to really learn the material and stay on schedule to finish in 16 weeks.
- Communication is vital and can be done through e-mail.

How Grades are Determined and Major Assignments

The final course grade is to be computed using the following weights.

Evaluation Measure	Points
MindTap Assignments	
Tests	
Discussion Board	
Final Exam	
Points distributed evenly: 1,162 Total	

Grading Scale

Grade	Percentage
A	93% -100%
B	85% - 92%
C	75% - 84%
D	60% - 74%
F	0% - 59%

Discussion Boards, MindTap Assignments and Final Examinations:

The points that you earn when doing MindTap activities and chapter tests in MindTap will automatically post to the Grade Center in Blackboard.

Discussion Boards: There is a Discussion Board assignment for certain weeks that you MUST participate in, in order to receive the points. They are posted in Blackboard under the

“Discussion” Tab. Please see assignment calendar for due dates. Remember- these are for a grade.

MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the exams by chapter. Some are for practice and some show “to be graded”. If they show “for practice”, those are optional but will help you prepare for the exams as well as the final exam. ONLY chapter exams will be timed, all other graded assignments are NOT timed.

Final Examination: The final examination is timed and will open to take anytime during the semester. It will be comprehensive and it must be completed by due date listed in Blackboard, as well as on the calendar and on the syllabus (late submissions will not be accepted for grading and/or points).

HIT 125 Language of Medicine Assignment Calendar/Schedule

Week /Date	SLO	Topic	Assignments
Week 1	1-3	Introduction to Course; Review of Syllabus Chapter 1 Introduction to Medical Terminology Chapter 2 The Human Body in Health and Disease ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website: this can be accessed in Blackboard under each week tab Read: Ch. 1 and 2 in the eBook (textbook) Review: Course Orientation- 3 activities not for a grade Review: the short Videos in the Video Library for Ch. 1-2 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 1 <u>Post Introduction on Discussion Board and Ch. 2 Medical Mnemonics Discussion Board by DATE TIME. There are 2 discussion boards this week)</u>

Week 2	4-12	Chapter 3 The Skeletal System Chapter 4 The Muscular System ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 3-4 in the eBook Review the short Videos in the Video Library for Ch. 3-4 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 2 <u>Post on Discussion Board by DATE TIME (Ch. 4 The Muscular System</u>
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Week 3	4-12	Chapter 5 The Cardiovascular System Chapter 6 The Blood System Chapter 7 The Lymphatic and Immune Systems ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 5-7 in the eBook Review the short Videos in the Video Library for Ch. 5-7 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 3 <u>Post on Discussion Board by DATE TIME. Ch. 5 Web Site Choice) and (Ch. 7 Lymphatic and Immune Systems- AIDS Discussion) There are 2 discussion boards this week</u>
Week /Date	SLO	Topic	Assignments

Week 4	4-12	Chapter 8 Respiratory System Chapter 9 The Digestive System ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 8-9 in the eBook Review the short Videos in the Video Library for Ch. 8-9 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 4
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Week 5	4-12	Chapter 10 The Urinary System Chapter 11 The Nervous System ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 10-11 in the eBook Review the short Videos in the Video Library for Ch. 10-11 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 5
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Week 6	4-12	Chapter 12 Special Senses: The Eyes and Ears Chapter 13 Skin: The Integumentary System ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 12-13 in the eBook Review the short Videos in the Video Library for Ch. 12-13 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 6 <u>Post on Discussion Board by DATE TIME (Ch. 13 Skin)</u>
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Week 7	4-12	Chapter 14 The Endocrine System Chapter 15 The Male Reproductive System ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 14-15 in the eBook Go through the short Videos in the Video Library for Ch. 14-15 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 7
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Week 8	4-12	Chapter 16 The Female Reproductive System ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 16 in the eBook Go through the short Videos in the Video Library for Ch. 16 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 8

Week 9	4-12	Chapter 17 Mental Health ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 17 in the eBook Go through the short Videos in the Video Library for Ch. 17 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: 1TIME DATE of Week 9
Week 10	4-12	Chapter 18 Infant and Child Health ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 18 in the eBook Go through the short Videos in the Video Library for Ch. 18 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 10

Week 11	4-12	Chapter 19 Gerontology: Care of the Older Adult ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 19 in the eBook Go through the short Videos in the Video Library for Ch. 19 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 11
Week 12	4-12	Chapter 20 Oncology ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 20 in the eBook Go through the short Videos in the Video Library for Ch. 20 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 12

Week 13	4-12	Chapter 21 Diagnostic Procedures, Nuclear Medicine, and Complimentary Medicine ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 21 in the eBook Go through the short Videos in the Video Library for Ch. 21 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 13
Week 14	4-12	Chapter 22 Pharmacology ONLY chapter exams and the final cumulative exam will be timed, all other graded assignments are NOT timed.	Go to MindTap on the Cengage Website Read Ch. 22 in the eBook Go through the short Videos in the Video Library for Ch. 22 MindTap Assignments: When you access MindTap through Blackboard, you will see the various assignments and the tests by chapter. Some are for practice and state “for practice”, others state, “to be graded”. For practice assignments are optional and NOT graded but will help you prepare for the tests as well as the final exam. Graded: Complete all “to be graded” assignments and tests by: TIME DATE of Week 14

Week 15	4-12	Study for Final Exam Due: DATE	
Week 16	4-12	Final Examination is Comprehensive. It is open for the entire semester. You MUST have your Exam completed by TIME before DATE	Complete Final Exam (timed) <u>Final Examination:</u> The final examination can be taken at any time during the web-course. It will be comprehensive, and it must be completed by due date listed. DATE

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.