



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

RES 121

Respiratory Skills I

Effective Term

Fall 2026

Part I: Course Information

Effective Term: Fall 2026

COURSE PREFIX: RES 121.

COURSE TITLE: Respiratory Skills I.

CONTACT HOURS: 3 Lecture/3 Lab

CREDIT HOURS: 4.

RATIONALE FOR THE COURSE:

RES 121 course provides students with the ability to identify the goals indications, contraindications, and hazards for oxygen, humidity, medication aerosols, and lung inflation devices. As a student you will learn how to administer safe and effective respiratory procedures for oxygen, humidity, medication aerosols, and lung inflation therapies. Students will calculate tank durations, air to oxygen ratios, patient gas flow demands, oxygen, and acid-base balances.

COURSE DESCRIPTION:

This course includes a study of basic respiratory therapy procedures and their administration.

PREREQUISITES/CO-REQUISITES:

Admission to the Respiratory Care Program. Required prerequisites courses must be completed with a grade of "C" or better.

REQUIRED MATERIALS:

Kacmarek, R.M., Stoller, J.K., & Heuer, A.H. (2025). Egan's Fundamentals of Respiratory Care (13th ed). St. Louis, MO: Elsevier/Mosby. ISBN: 9780323931991

Kacmarek, R.M., Stoller, J.K., & Heuer, A.H. (2025). Workbook for Egan's Fundamentals of Respiratory Care (13th ed). St. Louis, MO: Elsevier/Mosby. ISBN: 9780323932004

Cairo, J.M. (2022) Mosby's Respiratory Care Equipment (11th Ed) St. Louis, MO: Elsevier/Mosby. ISBN:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

Stethoscope, finger pulse oximeter, and pocket calculator.

TECHNICAL REQUIREMENTS:

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.
- NOTE: Add any additional technical requirements here.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all 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

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

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

you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

PLAGIARISM & CHEATING:

Refer to the College catalog & Student handbook HGTC Handbook. The student may be assigned a failing grade for the course or may be required by the professor to withdraw from the course and/or the respiratory care program. Such actions are deemed to be unprofessional behavior within this program and will not be tolerated.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. Identify the goals, indications, contraindications, and hazards of the following respiratory therapies:
 - a. Oxygen therapy
 - b. Humidity therapy
 - c. Medication aerosol therapy

- d. Nitric oxide therapy
- e. Heliox therapy
- 2. Demonstrate safe and effective administration of:
 - a. Patient Assessment/Breath Sounds/Pulse Oximeter
 - b. Oxygen therapy
 - c. Humidity and medication aerosol therapy
 - d. Basic life support (BLS) – Ch 38
- 3. Perform mathematical calculations to evaluate:
 - a. Oxygen and nitrous oxide tank duration
 - b. Air-to-oxygen ratios
 - c. Patient inspiratory gas flow demand
 - d. Heliox tank duration

Module 1

Material Covered:

Bedside Assessment of the Patient Chapter 16

Interpreting Clinical and Laboratory Data Chapter 17

Review of Thoracic Imaging Chapter 21

Assessments:

Homework/Quizzes/Case Study

Exam

Learning Outcomes:

1. Describe patient interviews and appropriate interview techniques.
2. List four influential factors affecting communication between the respiratory therapist (RT) and the patient.
3. Differentiate between signs and symptoms.
4. Differentiate between dyspnea and breathlessness.
5. Recall four factors necessary to generate an effective cough.
6. Identify the five important cough characteristics that the RT is responsible for monitoring.
7. Describe how to assess the characteristics of sputum.
8. Describe physical assessment of a patient with a fever.
9. Calculate smoking history in pack-years.
10. Describe the four general steps taken during the physical examination of a patient.
11. Describe terms used for sensorium.
12. List the five elements that constitute basic vital signs and recite the normal

parameters for each variable.

13. Identify the seven anatomic sites where a pulse pressure can be palpated during a physical exam.
14. Define hypertension and explain how it differs from shock.
15. Describe how to measure blood pressure and equipment.
16. Describe physical characteristics for patients with chronic illnesses and heart failure.
17. Review breathing patterns associated with different diseases and injuries.
18. Review physical assessment of the chest.
19. Review normal breaths and adventitious breath sounds.
20. Describe critical lab values and how it relates to clinical practice.
21. Define CBC values and abnormalities.
22. Define and review electrolyte disturbances related to normal respiratory functions.
23. Define and review clinical tests for cardiac stress, myocardial infarction, coagulation disorders, sputum gram stain and cultures.
24. Describe how to evaluate the technical quality of a chest radiograph.
25. List the anatomic structures seen on the chest radiograph.
26. Describe the common radiographic abnormalities seen in the pleura, lung parenchyma, and mediastinum.
27. Understand the value of a computed tomography scan and the use of intravenous contrast.
28. Understand the role of ultrasound and magnetic resonance imaging in imaging the chest.

Module 2

Basic Life Support

Emergency Cardiovascular Life Support Chapter 38

1. Describe how to perform cardiopulmonary resuscitation (CPR) on adults, children and infants
2. Describe how to use a bag-valve-mask device without causing gastric inflation
3. Describe use of an AED
4. Describe how to perform quality and effective CPR
5. List complications of CPR
6. Describe when not to perform CPR

7. Student will obtain AHA CPR Certification.

Module 3

Material Covered:

Storage and Medical Gas Therapy Chapter 41

Medical Gas Therapy Chapter 42

Administering Medical Gases Mosby's Chapter 4

Assessments:

- Homework
- Discussion Post
- Case Study
- Skill Check Assessment/Laboratory Competency
- Unit Test

Learning Outcomes:

1. Describe in writing and verbally the factors relating to the goals, indications, contraindications, and hazards of Oxygen therapy.
2. Identifies partial pressure and oxygen saturation level that defines hypoxemia
3. Identifies additional clinical indications for oxygen therapy
4. Identifies potential complications
5. Explains difference between high flow and low flow system
6. Identifies approximate oxygen percentages, air entrainment ratios, and total flow delivered with oxygen therapy, heliox and Nitric Oxide
7. Demonstrate in a safe and effective manner delivery of low flow and high flow oxygen therapy.
8. Demonstrate in a safe and effective manner the delivery of medical gases.
9. Perform mathematical calculations to evaluate oxygenation.
10. Demonstrate in a safe manner the storage of medical gases
11. Describe Hyperbaric oxygen, inhaled nitric oxide and heliox gas administration

Module 4

Material Covered:

Humidity/Medication Aerosol Therapy/Peak Flowmeter Chapter 39

Humidity and Bland Aerosol Therapy Chapter 40

Medication Aerosol Drug Therapy Chapter 40

Assessments:

- Homework

- Discussion Post
- Case Study
- Skill Check Assessment/Laboratory Competency
- Unit Test

Learning Outcomes:

1. Describe in writing and verbally the factors relating to the goals, indications, contraindications, and hazards of Medications aerosol therapy.
2. Identify how aerosols can be weighed and measured.
3. Recognize the patient breathing factors that affect medication deposition & lung location.
4. Identify the Correct Aerosol Delivery Systems based on patient assessment including the Aerogen.
5. Demonstrate in a safe and effective manner the use of a peak flow meter using the traffic light system.
6. Identifies potential complications associated with medication aerosol administration and relevant information (i.e., MOA, Classification, complications...) on drug(s) being administered.
7. Differentiates particle sizes targeted for the upper vs the lower airway.
8. Explains what Mass Median Aerodynamic Diameter (MMAD) means in relation to particle sizes being produced.
9. Identifies the percent of the drug (aerosol) that reaches the target tissue.
10. Demonstrate in a safe and effective manner delivery of medication aerosol therapy by small volume nebulizer.
11. Demonstrate in a safe and effective manner delivery of medication aerosol therapy by meter dose inhaler.

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.

Competency Areas:

Patient Assessment

Pulse Oximetry

Oxygen Setup/Humidity

Medication Aerosol
 Breath Sounds Identification and Patterns
 Peak Flow

EVALUATION*

Homework/Quizzes	15%
Test	60%
<u>Final Exam</u>	<u>25%</u>
	100%

Missing/Late Assignments:

1. Submission of Late assignments after the end date will incur 50-point grade deduction.
2. **Arriving late to an exam, student will not be permitted to take exam, and a 5-point penalty incurs, and makeup exam must be completed at testing center within 2 days of exam due date.**
3. All exams are mandatory and must be completed on date of exam. Exams cannot be made up unless for extenuating circumstances or doctors excuse is provided. Any subsequently missed exams will receive a grade of 0.
4. Makeup examinations will be taken in the [testing center](#) on campus, or a location designated by the instructor.
5. A 10 Point overall deduction will be applied to the makeup examination score for missed examinations unless faculty are notified in advance (more than 12 hours), or medical documentation is provided.
6. Final exams cannot be made up. Missing a final exam will result in a failure for the course, an "F" will be given for the final grade and removal from the program.
7. The discretion of the professor will decide if an absence is excused only under this circumstance will a makeup exam be allowed.

Lab Competency and Skill Check Assessment:

The student is required to successfully complete each skill check assessment for the course prior to the final laboratory competency practical examination or per the instructor's schedule. Two attempts can be made to pass the lab competencies. The course instructor will announce the due date of the skill check assessments in the course calendar informational sheet.

Summary Performance Evaluation

The following will be used to evaluate the clinical/lab performance:

Satisfactory – Completion of first attempt (85-100%) Performed procedure accurately or was able to correct performance without injury to the patient or decreasing effect of therapy being given.

Each skill check is considered a pass/fail. If a student makes less than 85% on the first attempt. The student may repeat the competency/skill check an additional time after the first attempt.

Unsatisfactory performance – Completion of first attempt (less than <85%). Requires remediation under the following categories.

- The psychomotor portion of the performance evaluation is a pass/fail grading criterion. After a failure of the physical portion of the course will result in failure of the course.
- All cognitive lab quizzes will be counted as part of the student's test grade. Students will only have one attempt.

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

GRADING SYSTEM:

A grade of "C" or better must be achieved in all required respiratory care program courses for a student to progress through the program. A final grade of less than 75 is not passed for the Respiratory Care Program and does not meet the requirements for progression within the program. This policy is different than the Horry Georgetown Technical College Grading Policy.

GRADING SCALE:

100 - 90 = A
 89 - 80 = B
 79 - 75 = C
 74 - 69 = D
 68 - 0 = F

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

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 – Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For a 15-week course (fall and spring) the allowed number of absences for an MW class is as follows: 3 absences are allowed regardless of reason. After the allowed number of misses, the student will be dropped from the course with a W.

******Missing a lab day, whether it is the same day or different day will incur an additional absence for the same lecture course.*

****Students have the option to attend the other lab time upon instructor's approval to avoid a lab absence for attendance.*

******A tardy (T) is given if the student arrives ten minutes after class starts or before class ends. Three tardies are equivalent to one absence for a 15-week course, and two (2) tardies are equivalent to one absence for a 10-week course.*

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the [Tech Central website](#) for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.

HGTC LIBRARY:



Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is

available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

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. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability

Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown

Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).