

## Long Term Care Administration

Associate of Applied Science Degree  
 NHA focus -93 credit hours; AL focus 91.5 credit hours or 61 - 62 Sem. Hours  
 Calendar Year: July 2018 – June 2019  
**Advising Sheet for Summer 2018**

**Student Name:** \_\_\_\_\_

**ID:** \_\_\_\_\_

**Advisors:** Refer to the test scores, and/or transfer credits to see if any competency courses below are needed.

**Students—Transitions Lab Option:** Before taking a competency class below, you can first sign up for the Transitions Lab course if needed.

The Transitions Lab (ABE0700) is a non-credit course to help refresh your skills with the goal of improving your test scores. A free placement exam is included as part of the class. The class is offered in the classroom or online and is approximately \$20. Call 402-437-2660 for more information or to find out how to register for the Transitions Lab!

<b>ABE0700 Taken:</b>
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Competency	<input checked="" type="checkbox"/> Met	Requirement Needed: Check options below; complete any course sequences. Record [grade] for required course(s).
Reading	<input type="checkbox"/>	ENGL0900 Reading Workshop _____ [ ] <i>Important: If Reading Workshop is required, take it concurrently with ENGL0960.</i>
Writing	<input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> ENGL0960 Beginning College Reading/Writing _____ [ ] 2 <sup>nd</sup> <input type="checkbox"/> ENGL0985 Intermediate College Reading/Writing _____ [ ]
Math	<input type="checkbox"/>	1 <sup>st</sup> <input type="checkbox"/> MATH0950 Beginning Algebra _____ [ ]

### LONG TERM CARE ADMINISTRATION CURRICULUM

Course No.	Course Title	Prerequisites and Competencies (Need C or higher in prerequisite courses below.)	Credits	Term	Grade
<b>First Quarter (Summer 18)</b>			<b>13.5</b>		
BSAD1010	Microsoft Applications I		4.5		
ENGL1010	English Composition I	ENGL0985 Int. College Reading/Writing	4.5		
LTCA 1000	Introduction to Long Term Care		4.5		
<b>Second Quarter (Fall 18)</b>			<b>13.5</b>		
BSAD1050	Introduction to Business		4.5		
MATH1040	Business Math OR any MATH1040 or higher	MATH0950 (Beg. Algebra) or Math competency met	4.5		
LTCA 1080	Gerontology		4.5		
<b>Third Quarter (Winter 19)</b>			<b>13.5</b>		
PSYC 1810	Introduction to Psychology (no sub)		4.5		
BSAD 2370	Human Resource Management		4.5		
LTCA 1040	Assisted Living Administration I		4.5		
<b>Fourth Quarter (Spring 19)</b>			<b>16.5</b>		
LTCA 1020	Death, Dying, Grieving, Loss & Hospice		4.5		
LTCA 2020	Marketing & Public Relations for LTC		4.5		
LTCA 1030	Food and Nutrition for LTC		3		
LTCA 2010	Foundations of Leadership		4.5		
<b>First Semester (1<sup>st</sup> 8 weeks) (Fall Semester 19)</b>			<b>18 / 12</b>		
LTCA 2000	Physical Environment & Safety in LTC		4.5 / 3		
LTCA 2040	Financial Management for LTC		4.5 / 3		
<b>First Semester (2<sup>nd</sup> 8 weeks) (Fall Semester 19)</b>					
LTCA 2030	Ethics in Health Administration		4.5 / 3		
BSAD1090	Business Law I		4.5 / 3		
<b>Second Semester (1<sup>st</sup> 8 weeks) (January 2020 Called Spring Sem)</b>			<b>18 / 12</b>		
SPCH2810	Business & Professional Com		4.5 / 3		
LTCA 2050	Rules, Regulations & Standards <b>OR</b>	LTCA 2050 - NHA Focus	4.5 / 3		
LTCA 1090	Assisted Living Adm II	LTCA 1090 – ALA Focus			
<b>Second Semester (2<sup>nd</sup> 8 weeks) (January 2020 Called Spring Sem)</b>					
LTCA 2070	NHA Licensing Exam Review <b>OR</b>	LTCA 2070 - NHA Focus	4.5 / 3		
LTCA 2060	Assisted Living Practicum	LTCA 2060 – ALA Focus			
LTCA 1050	Long Term Care Administration		4.5 / 3		