

2018-2019

SOUTHEAST
COMMUNITY
COLLEGE
NEBRASKA

LONG TERM CARE ADMINISTRATION

Associate of
Applied Science
Degree

Certificate

ONLINE

www.southeast.edu/LongTermCareAdmin



Do you like working with people but want more of a leadership position? This program can lead you to career paths within the health care profession, including nursing home or assisted living administrator jobs. An administrator is responsible for planning, organizing, directing, and controlling long-term care services.

Program Overview:

The need for long-term care services is expected to increase dramatically as the U.S. population ages. This program is designed to prepare students for administrative roles, either in nursing facilities or assisted living settings. Core courses are combined with business and general education courses to prepare students for employment, licensure/approval or transfer to a four-year college or university. This program is offered fully online and is one of the few programs of its kind in the United States that offers an Associate of Applied Science degree. General education courses may be taken online or face-to-face. Developed with input from many successful long-term care professionals, this degree provides a strong foundation for those who seek career advancement in long-term care.

Types of jobs available:

This degree meets the education requirements for licensure as a nursing home administrator and exceeds the education requirements for approval as an assisted living administrator in the state of Nebraska. Additional requirements must be met in order to obtain a Nursing Home Administrator license. This includes completion of a state-approved "administrator-in-training" or "mentoring program" and passing a national licensing examination. These are usually completed after graduation and are not part of this program. Education and training requirements vary from state to state, and it is advisable to check the specific requirements for your state before beginning this or any program of study. In states that require additional formal education, individual courses from this degree program are often accepted as transfer credits.



Graduate Earnings

Recent graduates report an average starting salary of \$57,408 per year.

For more information contact:

Theresa Parker, Program Chair
402-437-2750, 800-642-4075 ext. 2750
tparker@southeast.edu

Fran Hartwell, LTCA Instructor
402-437-2566, 800-642-4075 ext. 2566
fran.hartwell@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600



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General Education Requirements:

SCC Core General Education Learning Outcomes (GELOs)
(One class from **each** GELO below)

Contact your program advisor to select general education courses from each category, which will meet your program's graduation requirements. See the General Education pages online for a complete list.

GELO #1: Oral Communications	4.5
SPCH2810 Business and Professional Communication (Recommended)	
GELO #2: Written Communications	4.5
ENGL1110 Business Communication (Recommended)	
GELO #3: Critical Thinking & Problem Solving	4.5
MATH1040 Business Math (Recommended)	
GELO #5: Analytical, Quantitative, and Scientific Reasoning	4.5
ECON1200 Personal Finance (Recommended)	
GELO #6: Career and Life Skills	4.5
BSAD1010 Microsoft Applications I (Recommended)	
	22.5 hours

Core LTCA Requirements

Course #	Course title	Credit hrs
LTCA1000	Introduction to Long Term Care	4.5
LTCA1020	Death, Dying, Grieving, Loss and Hospice	4.5
LTCA1030	Food and Nutrition Services for Long Term Care	3.0
LTCA1040	Assisted Living Administration I	4.5
LTCA1050	Long Term Care Administration	4.5
LTCA1080	Gerontology	4.5
LTCA2000	Physical Environment and Safety in Long Term Care	4.5
LTCA2010	Foundations of Leadership	4.5
LTCA2020	Marketing and Public Relations for Long Term Care	4.5
LTCA2030	Ethics in Health Administration	4.5
LTCA2040	Financial Management for Long Term Care	4.5
		48.0 hours

Other Required Courses

BSAD1050	Introduction to Business	4.5
BSAD1090	Business Law I	4.5
BSAD2370	Human Resource Management	4.5
		13.5 hours

Assisted Living Focus

LTCA1090	*Assisted Living Administration II	4.5
LTCA2060 *	**Assisted Living Practicum	3
		7.5 hours

Nursing Home Administration Focus

LTCA2050	Rules, Regulations and Standards for Long Term Care	4.5
LTCA2070	Nursing Home Administrators Licensing Exam Review Course	4.5
		9.0 hours

Total A.A.S. Degree - Assisted Living Focus - 91.5 hours

Total A.A.S. Degree - Nursing Home Administration Focus - 93.0 hours

*Course requires pre-requisite.

**Background checks and health screenings are required. See Special Program Requirements.

LTCA Certificate:

This Certificate is for individuals who have already earned an associate degree or higher in another program of study and seek to learn more about long term care administration. Courses in this Certificate program meet requirements for the core education required for NHA licensure in the State of Nebraska.

Course #	Course title	Credit hrs
LTCA1040	Assisted Living Administration I	4.5
LTCA1050	Long Term Care Administration	4.5
LTCA1080	Gerontology	4.5
LTCA2040	Financial Management for Long Term Care	4.5
LTCA2050	Rules, Regulations and Standards for Long Term Care	4.5
LTCA2070	Nursing Home Administrators Licensing Exam Review Course	4.5
		27 hours

Certificate students are required to complete, or transfer in, one general education course to fulfill the Certificate requirements.

(Choose **one** course from the following GELOS):

GELO #1: Oral Communications	4.5
GELO #2: Written Communications	4.5
GELO #3: Critical Thinking & Problem Solving	4.5
GELO #4: Global Awareness and Citizenship	4.5
GELO #5: Analytical, Quantitative, and Scientific Reasoning	4.5
GELO #6: Career and Life Skills	4.5
	4.5 hours

Total Certificate hours: 31.5 hours



Special Program Requirement:

1. A grade of "C" or higher is required for all LTCA classes to graduate from this program.
2. A Criminal Background Check will be required of each student before enrolling in LTCA2060. Based on the outcome of the background check, a student may be prevented from enrolling in LTCA2060. A non-refundable fee of \$45 will be assessed for this CBC.
3. In addition to the CBC, information from the Adult and Child Abuse and Neglect Register/Registry and the National Sex Offender Public Registry will be obtained before enrolling in LTCA2060. Clearance through these checks is required in order to begin this practicum course. **(Because of the clearance time needed, students should inform the Program Chair of their intent to enroll in LTCA2060 at least three months prior to the start date of the practicum.)**
4. Health screenings, including a TB test and influenza vaccination, may be required by individual practicum sites. Any cost associated with this will be at the student's expense.



Estimated Expenses

Nebraska Resident tuition/fee rate is \$69.50 per credit hour. Out-of-state tuition/fee rate is \$83.50 per credit hour. Graduation fee is \$25.

Housing is available at Beatrice and Milford campuses only. Tuition, books and fees are dependent upon classes taken each quarter.

Students should plan a budget that includes room, meals, clothing, laundry, medical care, recreation and entertainment, transportation, insurance, etc.

LTCA CERTIFICATE

This focus requires 31.5 quarter credits to graduate. This program will take approximately three quarters to complete.

Tuition and Fees	\$2,189
Books	935
Total Estimate for Certificate	\$3,124

Nursing Home Administration FOCUS - AAS DEGREE

This degree requires 93 quarter credits to graduate.

Tuition and Fees	\$6,464
Books	3520
Total Estimate for AAS Degree	\$9,984

Assisted Living Administration FOCUS - AAS DEGREE

This degree requires 91.5 quarter credits to graduate.

Tuition and Fees	\$6,359
Books	3520
Total Estimate for AAS Degree	\$9,879

ADDITIONAL FEES (NON-SCC) THAT ARE ASSOCIATED WITH OBTAINING NHA** LICENSE

Please note that the Administrator-in-Training and NHA** License fee will vary from state to state.

Administrator-in-Training/Mentoring License Fee (Nebraska)	\$ 50
NAB* Exam Fee	425
NHA** Initial License (Nebraska)	166
Total Estimate	\$641

*National Association of Long Term Care Administrator Boards (NAB)

**Nursing Home Administrator (NHA)