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

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or joto@southeast.edu. This publication should not be considered a contract between SCC and any prospective student. SCC’s Board of Governors reserves the right to make changes in this publication during the life of the publication and without notice.

A0735 - LTCA (04/18)
General Education Requirements:
SCC Core General Education Learning Outcomes (GEOs)
(One class from each GEO 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.
GEO #1: Oral Communications 4.5
SPCH1210 Business and Professional Communication (Recommended)
GEO #2: Written Communications 4.5
ENGL1110 Business Communication (Recommended)
GEO #3: Critical Thinking & Problem Solving 4.5
MATH1040 Business Math (Recommended)
GEO #5: Analytical, Quantitative, and Scientific Reasoning 4.5
ECON1200 Personal Finance (Recommended)
GEO #6: Career and Life Skills 4.5
BSAD1010 Microsoft Applications I (Recommended)

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

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

Assisted Living Focus
LTCA1090 *Assisted Living Administration II 4.5
LTCA2060 **Assisted Living Practicum 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

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

Total A.A.S. Degree – Assisted Living 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

Certificate students are required to complete, or transfer in, one general education course to fulfill the Certificate requirements. (Choose one course from the following GEOs):
GEO #1: Oral Communications 4.5
GEO #2: Written Communications 4.5
GEO #3: Critical Thinking & Problem Solving 4.5
GEO #4: Global Awareness and Citizenship 4.5
GEO #5: Analytical, Quantitative, and Scientific Reasoning 4.5
GEO #6: Career and Life Skills 4.5

Total Certificate hours: 31.5 hours

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
A.A.S 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
A.A.S DEGREE
This degree requires 91.5 quarter credits to graduate.
Tuition and Fees $6,359
Books 3520
Total Estimate for AAS Degree $9,879

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.

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)