



**Associate of Applied Science Degree Certificate**

Credit Hours Required for Graduation:  
Associate of Applied Science Degree  
Assisted Living Focus..... 62.0  
Nursing Home Administration Focus..... 63.0  
Certificate  
Long Term Care Administration..... 21.0



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*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.*



## Why SCC?

This program is one of the few programs of its kind in the United States that offers an Associate of Applied Science degree and is offered online. 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.



*My education through the Long Term Care Administration program at SCC has taught me the knowledge I needed to pass my boards and obtain successful employment. I found my true passion working with the elderly. The program staff played an important role in my life and helped me fulfill my dreams of becoming a long term care administrator. I would not be where I am today without Southeast Community College, and I am very proud to be an alum of this great institution.*

- Shannon Buckminster, Executive Director  
The Ambassador, Nebraska City



## Top Career Options

- Nursing home administrator
- Assisted living administrator
- Leadership role in long term care



## Graduate Earnings

Recent graduates report an average starting wage of \$24.25 per hour.



2019-2020 Tuition/Fee Rate Per Credit Hour	
Nebraska Resident	\$108
Out-of-state tuition/fee rate	\$129
<b>Estimated Expenses</b>	
Tuition/Fees	\$ 2268
Books	935
Special Fees	0
Tools/Supplies	0
<b>Total:</b>	<b>\$3,203</b>

## 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 in either nursing facility 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.

Developed with input from many successful long term care professionals, this degree provides a strong foundation for persons who seek career advancement in long term care administration.

Additional requirements to obtain a Nursing Home Administrator license include 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.

## 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 Director 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 the student's expense.

## 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 for a complete list.

GELO #1:	Oral Communications	3.0
	SPCH2810 Business and Professional Communication (Recommended)	
GELO #2:	Written Communications	3.0
	ENGL1110 *Business Communication (Recommended)	
GELO #3:	Critical Thinking & Problem Solving	3.0
	ECON1200 Personal Finance (Recommended)	
GELO #5:	Analytical, Quantitative, and Scientific Reasoning	3.0
	MATH1040 Business Math (Recommended)	
GELO #6:	Career and Life Skills	3.0
	BSAD1010 Microsoft Applications I (Recommended)	
		15.0 hours

## Core LTCA Requirements

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

## Other Required Courses

BSAD1050	Introduction to Business	3.0
BSAD1090	Business Law I	3.0
BSAD2370	Human Resource Management	3.0
		9.0 hours

## Assisted Living Focus

LTCA1090	*Assisted Living Administration II	3.0
LTCA2060	**Assisted Living Practicum	2.0
		5.0 hours

## Nursing Home Administration Focus

LTCA2050	Rules, Regulations and Standards for Long Term Care	3.0
LTCA2070	Nursing Home Administrators Licensing Exam Review Course	3.0
		6.0 hours

Total A.A.S. Degree – Assisted Living Focus – 62.0 hours

Total A.A.S. Degree – Nursing Home Administration Focus – 63.0 hours

\*Course requires prerequisite

\*\*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	3.0
LTCA1050	Long Term Care Administration	3.0
LTCA1080	Gerontology	3.0
LTCA2040	Financial Management for Long Term Care	3.0
LTCA2050	Rules, Regulations and Standards for Long Term Care	3.0
LTCA2070	Nursing Home Administrators Licensing Exam Review Course	3.0
		18.0 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	3.0
GELO #2:	Written Communications	3.0
GELO #3:	Critical Thinking & Problem Solving	3.0
GELO #4:	Global Awareness and Citizenship	3.0
GELO #5:	Analytical, Quantitative, and Scientific Reasoning	3.0
GELO #6:	Career and Life Skills	3.0
		3.0 hours

Total Certificate hours: 21.0 hours

