



# LONG TERM CARE ADMINISTRATION

Associate of Applied Science Degree  
Certificate

ONLINE

[www.southeast.edu/LongTermCareAdmin](http://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 facility or assisted living settings. Core courses are combined with business, accounting 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 in a traditional classroom setting. 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 \$46,000 per year.

### For more information contact:

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**or the College Admissions Office**  
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## AAS Degree Curriculum (example)

### First Quarter

BSAD1010	Microsoft Applications I	4.5
ENGL1010	English Composition	4.5
LTCA1000	Introduction to Long Term Care	<u>4.5</u>
		13.5

### Second Quarter

BSAD1050	Introduction to Business	4.5
MATH1040	Business Math	4.5
LTCA1080	Gerontology	<u>4.5</u>
		13.5

### Third Quarter

PSYC1810	Introduction to Psychology	4.5
ACCT1200	Principles of Accounting I	4.5
LTCA1040	Assisted Living Administration I	<u>4.5</u>
		13.5

### Fourth Quarter

LTCA1020	Death, Dying, Grieving, Loss and Hospice	4.5
BSAD1090	Business Law I	4.5
LTCA2010	Foundations of Leadership	<u>4.5</u>
		13.5

### Fifth Quarter

LTCA1030	Dietary Management	3.0
LTCA1050	Long Term Care Administration	4.5
SPCH2810	Business and Professional Communication	<u>4.5</u>
		12.0

### Sixth Quarter

LTCA2000	Physical Environment & Safety in Long Term Care	4.5
PSYC2980	Abnormal Psychology	4.5
LTCA2030	Ethics in Health Administration	<u>4.5</u>
		13.5

### Seventh Quarter

LTCA2020	Marketing & Public Relations for Long Term Care	4.5
LTCA2040	Financial Management for Long Term Care	4.5
*LTCA2050	Rules, Regulations and Standards for Long Term Care <b>OR</b>	4.5
*LTCA1090	Assisted Living Administration II	<u>4.5</u>
		13.5

### Eighth Quarter

BSAD2030	Human Resources Management	4.5
*LTCA2070	Nursing Home Administrators Licensing Exam Review Course <b>OR</b>	4.5
*LTCA2060	Assisted Living Practicum	3.0
		7.5 - 9.0

**Total 100.5 - 102.0**

\*NHA or AL Focus Courses

## Certificate Curriculum (example)

### First Quarter

LTCA1040	Assisted Living I	4.5
LTCA1050	Long Term Care Administration	4.5
LTCA1080	Gerontology	<u>4.5</u>
		13.5

### Second Quarter

LTCA2040	Financial Management for Long Term Care	4.5
LTCA2050	Rules, Regulations and Standards for Long Term Care	<u>4.5</u>
		9.0

### Third Quarter

LTCA2070	Nursing Home Administrators Licensing Exam Review Course	<u>4.5</u>
		4.5

Transfer or take **one** course from the following:

SPCH1110	Public Speaking	
ENGL1010	English Composition I	
PSYC1810	Introduction to Psychology	
MATH1040	Business Math	<u>4.5</u>
		4.5

**Total 31.5**



### 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.
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

The following information is provided to help students estimate the total cost of attending Southeast Community College. Amounts are based on full-time enrollment.

To determine overall costs, students should plan a budget that includes room, meals, clothing, laundry, medical care, recreation and entertainment, transportation, insurance, etc.

Nebraska Resident tuition rate is \$61.50 per credit hour. Out-of-state tuition rate is \$75.50 per credit hour.

Student fee is \$1.50 per credit hour. Graduation fee is \$25.

Housing is available at Beatrice and Milford campuses.

Quarterly tuition, books, and fees will be dependent upon classes taken.

#### LTCA CERTIFICATE

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

Tuition and Fees	\$1,985
Books	850

**Total Estimate for Certificate \$2,835**

#### Nursing Home Administration FOCUS - AAS DEGREE

This degree requires 102 quarter credits to graduate.

Tuition and Fees	\$6,426
Books	3,200

**Total Estimate for AAS Degree \$9,626**

#### Assisted Living Administration FOCUS - AAS DEGREE

This degree requires 100.5 quarter credits to graduate.

Tuition and Fees	\$6,332
Books	3,200

**Total Estimate for AAS Degree \$9,532**

#### 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	375
NHA** Initial License (Nebraska)	166
Total Estimate	\$591

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

\*\*Nursing Home Administrator (NHA)