

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Long Term Care Administration Program
Revision Date: 01-11-21

[Syllabus Statements](#)

I. CATALOG DESCRIPTION

Course Number: LTCA1040
Course Title Assisted Living Administration I
Prerequisite(s): None

Catalog Description: This course is an introduction to the profession of assisted living provider. It includes an overview of the role of assisted living in long term care, services provided, social service needs, financial management, administration requirements, gerontology, and the rules, regulations and standards of practice. This course meets the basic education regulatory requirement for assisted living administrators in Nebraska. (Contact LTCA advisor to see if this meets your state's requirements).

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will:*

- A. Define the role of assisted living in the long-term care continuum.
- B. Discuss the provision of assisted living services, including social needs, and specific issues related to elder services.
- C. Compare and contrast the financial management of assisted living to other long term care providers.
- D. Identify the responsibilities of the administrator of an assisted living facility.
- E. Discuss the assisted living facility licensure requirements and process.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

- A. Student Learning Outcomes: *Student will be able to:*
 - 1. Recognize the ethical responsibilities associated with providing services for vulnerable populations.
 - 2. Construct appropriate operational policies and procedures for an assisted living facility.
 - 3. Establish a meaningful quality assurance process for an assisted living facility.
- B. General Education Learning Outcomes (GELOs)
 - 1. GELO 2: Written Communication
 - Outcome 5: Read and write in mechanically-sound, college-level English.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)

- A. Overview of assisted living.
- B. Resident care and services and standards of practice.
- C. Social Services
- D. Financial management
- E. Administration
- F. Gerontology
- G. Rules and regulations

V. INSTRUCTIONAL MATERIALS

- A. Required Text(s): Yee-Melichar, Darlene, et al. *Assisted Living Administration & Management - Effective Practices and Model Programs in Elder Care*. 2nd Edition Springer Publishing Company, 2020. ISBN # 9780826161949
- B. Other Resources: Supplemental Materials, Internet

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Methods of presentation typically include a combination of the following:
 - 1. Instructors will make use of varied instructive techniques including several of the following: lectures, small and large group discussion, collaborative projects, guest speakers, case studies, research, peer response and evaluation, journals, essays and/or written papers, conferences, computer-assisted instruction, interactive/creative methods, multi-media and field trips.

VII. METHODS OF EVALUATION

- A. Methods of evaluation typically include a combination of the following:
 - 1. Course grades, at the determination of the instructor, will be based on exams, class and group participation, daily work and worksheets, projects and papers. Instructor will distribute and discuss evaluation and their grading policies with the students at the beginning of the each quarter.
 - 2. Online courses do not accept late assignments without prior discussion with the instructor

B. SCC STANDARD GRADING SCALE POLICY:

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS:

- A. Requires a grade of "C" or above to meet graduation requirements for the Long Term Care Administration Program.