

**SOUTHEAST COMMUNITY COLLEGE**  
**BUSINESS DIVISION**  
**Long Term Care Administration Program**  
**Revision Date: 08-26-19**

[Syllabus Statements](#)

**I. CATALOG DESCRIPTION**

Course Number: LTCA1090  
Course Title: Assisted Living Administration II  
Prerequisite(s): LTCA1040 Assisted Living Administration I

Catalog Description: This course is a continuation of Assisted Living Administration I and delves further into management practices related to resident care, human resources, organization, physical environment and business/ finance. Case studies and projects are included in each area to help students develop the skills needed to perform tasks of the assisted living administrator/executive director.

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

**II. COURSE OBJECTIVES: *Course will:***

- A. Analyze client/resident services management/care in assisted living facilities.
- B. Debate human resources management in assisted living facilities.
- C. Investigate organizational management for assisted living facilities.
- D. Examine financial management of assisted living facilities.
- E. Compare physical environments of assisted living facilities.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:**

- A. Student Learning Outcomes: *Student will be able to:*
  - 1. Critique client/resident services management/care.
  - 2. Assess human resources management.
  - 3. Critique organizational management for assisted living facilities.
  - 4. Justify financial management of assisted living facilities.
  - 5. Assess physical environments of assisted living facilities.
- B. General Education Learning Outcomes (GELOs)
  - 1. GELO 6: Career and Life Skills
  - Outcome 7: Demonstrate choices that reflect personal responsibility in one's academic, civic, social, and vocational/professional life.

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

- A. Client/resident Services Management
- B. Human Resources Management
- C. Leadership and Governance
- D. Physical Environment Management
- E. Financial Management

**V. INSTRUCTIONAL MATERIALS**

- A. Required Text(s): Yee-Melichar, Darlene; Renwanz Boyle, Andrea; Flores, Cristina, *Assisted Living Administration & Management: Effective Practices and Model Programs in Elder Care* 2011, Springer Publishing Company. ISBN: 978-0-8261-0466-3
- B. Other Resources: 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.