

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

I. CATALOG DESCRIPTION

Course Number: LTCA1050
Course Title Long Term Care Administration
Prerequisite(s): None

Catalog Description: This course explores the roles and responsibilities of a long term care administrator. It integrates the National Association of Long Term Care Administrator Boards (NAB) domains of practice: Customer Care, Supports and Services, Human Resources, Finance, Environment, and Management and Leadership.

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

II. COURSE OBJECTIVES: *Course will:*

- A. Examine the historical perspective of nursing homes, how the Social Security Act has impacted facilities presently and National Association of Long Term Care Administrator Boards (NAB) and its purpose.
- B. Become aware of the Analyze departments within care settings and will describe functions, duties and regulations for each department.
- C. Recognize the differences between leadership and management.
- D. Explore Acts, Laws, and regulations and identify risk management.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

- A. Student Learning Outcomes: *Student will be able to:*
 - 1. Know the difference between Medicaid and Medicare and define NAB.
 - 2. Identify the role of the administrator to resident care and quality of life, Human resources, physical environment and atmosphere, and finance of a long term care facility.
 - 3. Distinguish the role of the administrator to leadership and management theories.
 - 4. Assess acts, laws, regulations and risk management.
- B. General Education Learning Outcomes (GELOs)
 - 1. GELO 3: Critical Thinking & Problem Solving
 - Outcome 5: Acquire and integrate knowledge and construct relationships across the disciplines.

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

- A. Introduction/Overview to Long Term Care
- B. Customer Care, Support and Services
- C. Leadership and Management
- D. Human Resources
- E. Environment
- F. Acts, Laws, Regulations
- G. Finance

V. INSTRUCTIONAL MATERIALS

- A. Required Text(s): Townsend, Joseph, *The Principles of Health Care Administration*, Professional

- Printing and Publishing, Inc., Edition: Revised and updated April 2020, ISBN 0-929442-25-9
- B.** Other Resources: Internet and The Compliance Store

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.