

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Long Term Care Administration Program
Revision Date: 08-18-25

I. CATALOG DESCRIPTION

Course Number: LTCA2070
Course Title Nursing Home Administrators Licensing Exam Review Course
Prerequisite(s): None

Catalog Description: This course is designed to help students prepare for the Nursing Home Administrator (NHA) licensing examination offered through the National Association of Long Term Care Administrator Boards (NAB). Test specifications and procedures are reviewed, with practice exams at the beginning and end of the course to help identify areas for further study. Group discussions share knowledge and skills in subject areas including 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. Organize information of the Domains of Practice for the NAB exam.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

- A. Student Learning Outcomes: *Student will be able to:*
1. Apply information of the Domains of Practice for the NAB exam
- B. General Education Learning Outcomes (GELOs)
1. GELO 3: Critical Thinking & Problem Solving
Outcome 2: Synthesize information to arrive at reasoned solutions to problems.

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

- A. Resident Centered Care and Quality of Life
- B. Human Resources
- C. Finance
- D. Environment
- E. Leadership and Management

V. INSTRUCTIONAL MATERIALS

- A. Knapp, Keith R., Olson, Douglas M., *The Health Services Executive (HSE) Tools for Leading Long-Term Care and Senior Living Organizations*, Springer Publishing Company, Current Edition.
- B. Required Text(s): Townsend, Joseph, *The Principles of Health Care Administration*, Professional Printing and Publishing, Inc., Current Edition.
- C. 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.