

Degree Description

The Long-Term Care Administration's Assisted Living Facility Management program meets the current state requirements for recognition as an Assisted Living Facility Manager. This course of study can be taken as part of, or in addition to, a bachelor's degree.

NOTE: This certificate is available completely online. Ask your advisor or visit www.mclennan.edu/online for more details.

Marketable Skills:

1. Able to absorb, analyze, and apply legal and regulatory requirements related to long term care service provision. (CT, COM)
2. Ability to recognize, analyze and utilize financial data for decision making. (EQS)
3. Ability to recognize, analyze and utilize care-related data for decision making. (EQS)
4. Identification and collaboration with other community health resources for both internal clients and those being discharged (TW, PR)
5. Utilize communication principles for both internal and external messaging. (COM)
6. Integration of ethical decision making practices into administrative functions. (PR, SR)

Semester I	Hours
LTCA 1311 Introduction to Long-Term Care Administration	3 hours
LTCA 1313 Organization & Management of Long-Term Care Facilities	3 hours
	6 hours
Semester II	Hours
LTCA 2314 Long-Term Care Law	3 hours
LTCA 2315 Financial Management of a Long-Term Care Facility	3 hours
	6 hours
Semester III	Hours
LTCA 1312 Resident Care in the Long-Term Care Facility	3 hours
	3 hours

Total hours: 15 hours

Course Descriptions

LTCA 1311 Introduction to Long-Term Care Administration

An overview of the long-term care industry. Includes a survey of the history and philosophy of long-term care administration. Provides an introduction to and application of regulatory standards and statutes. Semester Hours 3 (3 lec)

LTCA 1313 Organization & Management of Long-Term Care Facilities

An overview of the functional organizational structures common to long-term health care facilities. Includes an examination of the role of the administrator in the organization and management of long-term care facilities. Semester Hours 3 (3 lec)

LTCA 2314 Long-Term Care Law

A study of federal, state, and local statutes and regulations affecting the long-term care industry. Semester Hours 3 (3 lec)

LTCA 2315 Financial Management of a Long-Term Care Facility

A study of the techniques used in the financial management of the long term care facility including special accounting requirements of Medicare, Medicaid, and other third-party payor sources. Also covers strategies to promote financial sustainability. Semester Hours 3 (3 lec)

LTCA 1312 Resident Care in the Long-Term Care Facility

A study of the delivery of quality services to the residents of long-term care facilities including ethical considerations and quality-of-life issues. This course serves as the Capstone experience for certificate students. Semester Hours 3 (3 lec)
