



## **Program Information and Registration Packet**

### **Long-Term Care Administration**

<https://cod.edu/academics/programs/long-term-care/index.aspx>

## **LONG-TERM CARE ADMINISTRATION PROGRAM IN ONLINE FORMAT**

College of DuPage, located in Glen Ellyn, Illinois, offers online versions of the courses in the Long-Term Care Administration certificate program. The courses are delivered through BlackBoard learning platform. The instructors are available through the online classroom and/or e-mail.

The courses in this certificate program are approved by the Illinois Department of Financial and Professional Regulation. This program includes the required courses needed by individuals without a baccalaureate degree who want to sit for the Illinois Nursing Home Administrators licensing exam. (A summary of the educational requirements from Section 1310.40 of the rules for the Illinois Nursing Home Administrators Licensing Act follows.)

Students are required to complete an advising session with the program chair. Students will not be able to register for classes until this step has been complete. There are six required courses in this program. If you have completed any of these courses at another institution, please have that transcript evaluated by the office of student records at COD. To meet the College of DuPage's residency requirements for this certificate, a minimum of 10 College of DuPage credits must be completed within the certificate requirements.

<https://cod.edu/records/transcript-evaluation.aspx>

Tuition for the program can be calculated using the tuition and fees for internet based courses found on the College of DuPage website. You may register for Long-Term Care courses in the Fall semester (late August to mid-December), Spring semester (mid-January to mid-May) or the Summer semester (late-May to early August).

For more information on this certificate program, contact Jennifer Conniff, Program Chair, at [conniffj@cod.edu](mailto:conniffj@cod.edu) and indicate best time to reach you.

### **Policies and Procedures**

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

### **Estimate of Program Cost**

Please visit the [Program Costs webpage](#) for estimated cost. If you are applying for financial aid, contact the financial aid office to start this application early.

[https://www.cod.edu/costs/financial\\_aid/index.aspx](https://www.cod.edu/costs/financial_aid/index.aspx)

## Classes

Long-Term Care Administration Program Classes:

- ENGLI 1101 – English Composition 1 (3 credit hours)
- MANAG 2240 – Human Resource Management (3 credit hours)
- LTC 1130 – Introduction to Long-Term Care Services (3 credit hours)
- LTC 1140 – Introduction to Nursing Home Administration (3 credit hours)
- LTC 1160 – Social Gerontology for Long-Term Care (3 credit hours)
- ACCOU 2140 – Financial Accounting (4 credit hours)

**Total: 19 credit hours**

This is a sample outline to program completion:

### First Semester

- ENGLI 1101 – English Composition 1 (“C” or better) (3 credit hours)
- MANAG 2240 – Human Resource Management (“C” or better) (3 credit hours)

Total: 6 credit hours

### Second Semester

- LTC 1130 – Introduction to Long-Term Care Services (“C” or better) (3 credit hours)
- LTC 1160 – Social Gerontology for Long-Term Care (“C” or better) (3 credit hours)

Total: 6 credit hours

### Third Semester

- LTC 1140 – Introduction to Nursing Home Administration (“C” or better) (3 credit hours)
- ACCOU 2140 – Financial Accounting (“C” or better) (4 credit hours)

Total: 7 credit hours

This program has multiple points of entry and the program coordinator will work with you to plan your individual plan to program completion during your initial advising session.

## Course Descriptions

### ENGLI 1101

#### English Composition 1 (3 credit hours)

Introduces key concepts in rhetoric and writing, including situation and context, audience, genre, purpose, and persuasion. Students apply these concepts in writing projects that demonstrate how reading and writing are embedded in multi-faceted academic, personal, social, political, and/or professional purposes. These writing projects unfold through a deliberate process of inquiry, feedback, and revision.

**Prerequisite:** English 0492 with a grade of C or better or English Language Studies 0553 with a grade of C or better or appropriate score on the Writing Placement Test. Course requires Reading Placement Test Score-Category One. (3 lecture hours)

Successful completion of this course with a grade of C or better is required before enrollment in LTC 1130 or LTC 1160. This course can be taken concurrently with LTC 1130.

**MANAG 2240****Human Resource Management (3 credit hours)**

Addresses key human resource management competencies and practices associated with attracting, developing, and retaining an organization's human capital. Includes practices and procedures associated with strategically aligning the firm's human talent to accomplish organizational goals. Completion of Business 1100 and Management 2210 is recommended prior to enrollment. (3 lecture hours)

**LONG-TERM CARE ADMINISTRATION 1130****Introduction to Long-Term Care Services (3 credit hours)**

Overview of the various settings for long-term care including nursing homes, senior housing options, adult day care, home health care, assisted living, and hospice. Introduces ethical and quality of care issues, reimbursement for services, role of technology, marketing and leadership responsibilities.

**LONG-TERM CARE ADMINISTRATION 1140****Introduction to Nursing Home Administration (3 credit hours)**

Introduction to the responsibilities of the nursing facility administrator, licensure procedures, and standards. Relevant legal, funding, and program issues are addressed. Prerequisite: Long-Term Care Administration 1130 with a grade of "C" or better, or equivalent.

**LONG-TERM CARE ADMINISTRATION 1160****Social Gerontology for Long-Term Care (3 credit hours)**

Students will be introduced to the physical, psychological, sociological and financial aspects of aging. Other topics will include long-term care options, current social policies and programs that can benefit the older adult. Prerequisite: ENGLI 1101 and LTC 1130 with grade of C or better.

**ACCOU 2140****Financial Accounting (4 credit hours)**

An introduction to financial accounting concepts. A study of the accounting cycles of service organizations and merchandisers emphasizing the recording of business transactions, and the preparation of financial statements. Emphasis is also placed on the accounting principles relating to the measurement, valuation, and reporting of assets, liabilities, equity, and internal controls. (4 lecture hours)

**EDUCATIONAL AND EXPERIENCE REQUIREMENTS TO SIT FOR THE NURSING HOME ADMINISTRATOR'S LICENSING EXAM**

According to the Illinois Nursing Home Administrators Licensing Act, \*an individual applying to sit for the licensing exam and receive an NHA license must satisfy one of the following educational requirements as listed on page two of this application to sit for licensing exam:

<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/renewals/apply/forms/nha-ex.pdf>

\*The entire Nursing Home Administrators Licensing Act and rules, as well as a license application form and candidate's guide, can be downloaded from the web site of the Illinois Department of Financial and Professional Regulation: <https://idfpr.illinois.gov/>. At the homepage, click on "professional regulation". When the menu of licensed occupations appears, select "nursing home administrator". Paper copies can be ordered by phoning the IDFPR at (217) 782-8556.

## REGISTRATION REQUIREMENTS

The following are **REGISTRATION REQUIREMENTS** for the Long-Term Care Administration Course. These Registration requirements are a part of your **PACKET**. Your packet must be complete in order to be considered for **REGISTRATION** and allowed to **REGISTER** for the course.

Use this **Registration Requirements checklist** to assure that you have everything you need to complete your packet.

1. Schedule and complete a mandatory individual advising session with the program chair, Jennifer Conniff by e-mailing [conniffj@cod.edu](mailto:conniffj@cod.edu) or attend a Zoom group session found on the [Advising Session webpage](#).
2. If you have not been admitted to College of DuPage, please complete the **non-refundable \$20** [College of DuPage General Admissions Application](#) online. **This application is for general admissions to College of DuPage only.** Next, set up your student e-mail account for immediate use.
3. Concurrent enrollment or successful completion of **English 1101** with a grade of 'C' or better.
  - a. Please note that the college placement tests will not meet this requirement
4. After completing the mandatory advising session, the program chair will submit your permits for registration in LTC 1130 and/or LTC 1160. You will then receive instructions to register for **LTC 1130 and/or LTC 1160.**