



## LONG-TERM CARE ADMINISTRATION

- Associate of Applied Science
- College Certificate

### About The Program

The Long Term Care Administration certificate prepares individuals for various positions in long term care facilities or nursing homes. Both Ferris State University and University of Michigan-Flint have a Health Care Systems Administrator Bachelor of Science. The one-year certificate is gained by taking the Occupation Specific Courses.

### Program Goals

- To administer fiscal operations, budgets.
- To teach students to solve service problems and coordinate activities.
- To teach students to maintain facility, patient, and personnel records.
- To prepare students for the Michigan licensure NAB exam.

### Career Potential

- Nursing/residential care facilities
- Community Care facilities for the elderly
- Residential mental health facilities
- Rehabilitation facilities

### Admission Requirements

Students are admitted to the program each semester. Students must have Program approval, a completed application, and other required information submitted by the due date. If there are openings after the application deadline, remaining openings will be filled on a "first-come" basis.

Students are required to complete the following:

- Fulfill all WCCCD admission requirements
- Declare intent to enter the Long-Term Care Administration program on the WCCCD Application for Admission or change intent at the Admissions Office.
- Obtain an Education Development Plan (Plan of Work) outlining the student's plan for program completion from an academic advisor.
- Complete 27 required program credits.
- Fulfill course placement requirements based on COMPASS test.
- Students must complete WCCCD Program Application and submit to the Campus Academic Officer.
- Students must complete all core course work with a grade of "C" or better to meet graduation requirements.

### Prerequisite Work

Prior to beginning the Major Requirements students are required to test at the level or complete English 119 and be computer literate or complete BUS 225.

## Associate of Applied Science Degree Requirements

### SEMESTER I

BUS 150	Introduction to Business	3
ENG 119	English I	3
LTC 110	Introduction to Health Facility Management	3
MAT 105	Pre-Algebra	3
<b>TOTAL CREDITS</b>		<b>12</b>

### SEMESTER II

ACC 110	Principles of Accounting I	3
ENG 120	English II	3
LTC 112	Community/ Public Health Laws I	3
PS 101	American Government	3
<b>TOTAL CREDITS</b>		<b>12</b>

### SEMESTER III

BIO 155	Introductory Biology	4
LTC 113	Community/ Public Health Laws II	3
LTC 114	Medicaid Regulations	3
MGT 205	Management Principles	3
<b>TOTAL CREDITS</b>		<b>13</b>

### SEMESTER IV

BIO 240	Human Anatomy and Physiology	4
LTC 115	Michigan Public Health Code	3
LTC 116	State Fire Safety Laws	3
MKT 200	Principles of Marketing	3
<b>TOTAL CREDITS</b>		<b>13</b>

### SEMESTER V

LTC 117	Michigan Labor Laws and Management Laws	3
LTC 118	Health Facility Clinical	6
<b>TOTAL CREDITS</b>		<b>9</b>

## PROGRAM TOTAL CREDITS

**59**

\* Program totals may not include prerequisite work.

## College Certificate Requirements

### SEMESTER I

BUS 150	Introduction to Business	3
LTC 110	Introduction to Health Facility Management	3
LTC 112	Community/ Public Health Laws I	3
LTC 114	Medicaid Regulations	3
<b>TOTAL CREDITS</b>		<b>12</b>

### SEMESTER II

LTC 113	Community/ Public Health Laws II	3
LTC 115	Michigan Public Health Code	3
LTC 116	State Fire Safety Laws	3
MGT 205	Management Principles	3
<b>TOTAL CREDITS</b>		<b>12</b>

### SEMESTER III

LTC 117	Michigan Labor Laws and Management Laws	3
LTC 118	Health Facility Clinical	6
<b>TOTAL CREDITS</b>		<b>9</b>

## CERTIFICATE TOTAL CREDITS

**33**

\* Certificate totals may not include prerequisite work.

### District Office

801 West Fort Street  
Detroit, MI 48226

General Information Number:  
(313) 496-2600

Career Program Hotline:  
1-800-300-2118

Information Website:  
[www.wcccd.edu](http://www.wcccd.edu)

E-mail:  
[info@wcccd.edu](mailto:info@wcccd.edu)

*It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.*

*This document is for informational use only and does not constitute a contract. WCCCD reserves the right to add or delete, without notice, any course offering or information contained in this document. 2/19/07*