

**Associate in Applied Science in
Management
Employee Benefits and Claims Administration**

Careers in Employee Benefits and Claims Administration

This option focuses the program objectives of the A.A.S. Degree in Management program specifically toward the increasing multitude of entry-level, supervisory, and managerial positions associated with employee benefit plans and administration of associated claims. Employers typically use internal staff to enroll and to explain benefits to employees, and to assist employees with benefits and claims-related problem resolution. Insurance companies that offer employee benefit plans and related services often have divisions that specialize in the design, marketing, and service of such plans. Processing and administration of claims are often assigned to third party administrators (TPA's) who may employ hundreds of people and require many supervisors. This program option is designed to provide students with the knowledge and skills necessary to gain entry-level jobs or to advance, while preparing students for supervisory and management opportunities.

Program Learning Outcomes

1. Prepare graduates to obtain suitable employment in the field of employee benefits and/or claims administration, and to advance incumbent employees in management and supervisory positions.
2. Prepare graduates to adapt to emerging and rapid changes in employee benefits and claims administration, and to engage in lifelong learning
3. Ensure that major course curriculum and instructional materials are current and updated
4. Provide effective instruction and advising
5. Maintain mutually beneficial partnerships with business and organizational employers
6. Sustain/increase graduation rate and enrollment (major and courses)

Curriculum/Suggested Sequence

(70 hours required for graduation)

FIRST SEMESTER

COLL 101	College 101	3
BST 106	Intro to Business	3
ENGL 160	Pract Eng Gram & Usage	3
BST 140	Employee Benefits I	3
BST 104	Business Math OR	
MATH 100	Intermediate Algebra OR	
MATH 101	College Algebra	3
AH 101	Intro to Healthcare	3
	Total Credits	18

SECOND SEMESTER

ENGL 101	English Composition I OR	
ENG 110	English Composition I	3
BST 141	Employee Benefits II	3
PSYC 151	Gen Psychology OR	
SOC 101	Intro to Sociology	3
BST 271	The Social Envir of Insur Prg & Issues	3
BA 210	Business Law I	3
BST 151	Supervisory Management	3
	Total Credits	18

THIRD SEMESTER

ENGL 102	English Composition II	3
BST 142	Intro to Managed Care	3
BST 270	The Legal Environ of Emp Ben	3
SOC 321	Sociology of Health & Med	3
BST 240	Fund of Bus Comp Tech	3
Elective	Restricted Elective	3
	Total Credits	18

FOURTH SEMESTER

ENGL 204	Writing for Business	3
HUM 101	Intro to Humanities	3
BST 205	Fundamentals of Marketing	3
BIO 210	Basic Anatomy and Physiology*	4
BST 272	Fund of Claims Administration	3
	Total Credits	16

*Not currently considered a part of the WVSU baccalaureate general education core hours; however, hours will be accepted as elective credit.

Restricted Electives: COMM 100, BST 173, or any course approved by the EBCA program director.

For More Information, Contact:
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