

**Certificate Degree in
Employee Benefits and Claims Administration**

Purpose

"The Certificate Degree in Employee Benefits and Claims Administration is the second tier of a three-phase program that leads the student from an 18-credit-hour skill set certificate to the A.A.S. in Management/Employee Benefits and Claims Administration degree—the only two-year degree of its kind in the state. Building upon the completion of the six (6) core courses required for the 18-credit-hour skill set certificate, students who wish to earn the 34-credit-hour certificate degree in this field will complete an additional 16 credit hours of course work in business computer technology (BST240 or equivalent), basic anatomy and physiology (BIO210 or equivalent), business mathematics (BST104 or equivalent), English composition (ENGL101 or equivalent), and supervisory management (BST151 or equivalent). Students who complete the Certificate Degree in Employee Benefits and Claims Administration are encouraged to finish the associate degree in the field, which will prepare the employee for a position in supervision and management."

Curriculum/Suggested Sequence

(34 hours required for certificate)

COURSE

BST	151	Supervisory Management	3
BST	240	Fund of Business Comp Tech	3
BIO	210	Basic Anatomy and Physiology	4
ENGL	101	English Composition I OR	
ENG	110	English Composition I	3
BST	104*	Business Mathematics	3
BST	140	Employee Benefits I	3
BST	141	Employee Benefits II	3
BST	142	Introduction to Managed Care	3
BST	270	The Legal Environ of Emp Ben	3
BST	271	The Social Environment of Ins:	3
BST	272	Fund of Claims Administration	<u>3</u>
		Total Credits	34

For More Information, Contact
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*May substitute MATH 100 or MATH 101

