

**HR 65.5 Course Outline as of Spring 2011****CATALOG INFORMATION**

Dept and Nbr: HR 65.5 Title: BENEFITS ADM

Full Title: Benefits Administration

Last Reviewed: 10/27/1997

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	8.00	3	Lecture Scheduled	24.00
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	24.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 48.00

Total Student Learning Hours: 72.00

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BMG 65.5

**Catalog Description:**

The administration of benefits covers a wide range of constantly changing areas. This course discusses in detail the most common benefits employers offer and the process and techniques necessary to ensure the benefits are properly and legally administered. Topics include medical, vision, life insurance, accidental death and dismemberment, worker's compensation, unemployment, COBRA, stock options, 401K, 403B and retiree benefits.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: The administration of benefits covers a wide range of constantly changing areas. This course discusses in detail the most common benefits employers offer and the process and techniques necessary to ensure the benefits are properly and legally administered. Topics include medical, dental, life insurance, accidental death and dismemberment, worker's

compensation, unemployment, COBRA, stock options, 401K, 403B, and retiree benefits. (P/NP Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
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<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Each participant will be able to:

1. describe an HMO, PPO, and Indemnity Health Plan and their administration requirements;
2. calculate the cost to the employer of an employee's benefits package;
3. identify the steps necessary to manage COBRA, SUI, and Worker's Compensation;
4. give a presentation to employees on the advantage of a 401K or 403B.

**Topics and Scope:**

Discussions will provide basic understanding of all the benefits commonly offered by employers.

Timelines and paperwork to comply with insurance companies

state agencies

Administering employer benefit plans

Health care

Vision

Dental

Life Insurance

LTD

AD&D

pensions

4038 and employee discounts

## Assignment:

Participants will read various benefit plans, complete state agency forms and give a presentation on the advantages of either a 401K or 403B.

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems

Problem solving  
5 - 60%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, CLASS PARTICIPATION

Skill Demonstrations  
20 - 50%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE

Other Category  
20 - 75%

## Representative Textbooks and Materials:

Instructor will provide participants reading materials and legal sections.