



DAKOTA COLLEGE AT BOTTINEAU

COURSE SYLLABUS

Course Prefix/Number/Title: HRM 160 Compensation Administration

Number of credits: 3 Credits

Course Description: The role of wage and salary administration is studied. This course covers basic knowledge and understanding of employee compensation, payroll process and regulations, and related federal and state laws related to compensation and benefits.

Course Objectives: Upon successful completion of this course, you will be able to:

1. Recognize the different elements and terminology of compensation including monetary and non-monetary compensation (wage, hour, and privacy (ERISA, COBRA, FLSA, USERRA, HIPPA, PPACA, tax treatment)) and benefit programs (health care plans, flexible benefits, retirement plans, wellness programs, and disability benefits).
2. Explain the government and legal issues in compensation and benefits.
3. Explain job classifications (exempt, non-exempt, contractor).
4. Review the different forms of pay.
5. Explain the motivating value of compensation and total rewards statement.
6. Identify the elements of the pay model, including the objectives of efficiency, fairness and compliance.
7. Explain payroll process (pay schedule, leave, and time-off allowances).
8. Examine the importance of job analysis, job descriptions/specifications, and job evaluation in administering a compensation plan.
9. Explain linking compensation to organizational objectives.
10. Identify the role of performance appraisals in compensation decisions.
11. Critique the decisions involved in designing a competitive pay policy including pay levels, mix, and structure (variable, merit, bonus, incentives, non-cash compensation, pay scale/grades).
12. Explain payroll regulations (FLSA).
13. Explain uses for salary and benefits survey.

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Textbook(s): Compensation, 13th Edition, Barry Gerhart and Jerry Newman
ISBN # 1260486184

Course Requirements: Completion of the following:

| Content: | Possible Points: |
|------------------------|-------------------------|
| Weekly Quizzes | 120 |
| Quarter 1 Exam | 50 |
| Midterm Exam | 100 |
| Quarter 3 Exam | 50 |
| Final Exam | 100 |
| Discussions | 120 |
| Final Project | 100 |
| TOTAL POSSIBLE: | 640 |

Discussion Rubric:

| Criteria | Novice | Competent | Proficient |
|-----------|---|---|---|
| Analysis | 0 Points Discussion postings show little or no evidence that readings were completed or understood. | 2 Points Discussion postings repeat and summarize basic, correct information, but do not link real-life application and do not consider connections between ideas. | 4 Points Discussion postings display an understanding of the required readings and underlying concepts including correct use of terminology and proper citation. |
| Grammar | 0 Points Written responses contain numerous grammatical, spelling or punctuation errors. The style of writing does not facilitate effective communication. | 2 Points Written responses include some grammatical, spelling or punctuation errors. | 4 Points Written responses are free of grammatical, spelling or punctuation errors. The style of writing facilitates communication. |
| Etiquette | 0 Points Written interactions on the discussion board show disrespect for the viewpoints of others. | 1 Points Some of the written interactions on the discussion board show respect and interest in the viewpoints of others. | 2 Points Written interactions on the discussion board show respect and interest in the viewpoints of others. |

Grading Scale: The final grade is based on the percent of total points a student earns.

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Below 60% = F

Tentative Course Outline:

| Course Semester Weeks | Content Covered during Week Includes: Discussion, Instruction, Testing | Testing |
|------------------------------|--|---------------------------------|
| Week One | Chapter One: The Pay Model | |
| Week Two | Chapter Two: Strategy: The Totality of Decisions | |
| Week Three | Chapter Three: Defining Internal Alignment | |
| Week Four | Chapter Four: Job Analysis | Q1 Exam (Chapters 1 – 4) |
| Week Five | Chapter Five: Job-Based Structures and Job Evaluation | |
| Week Six | Chapter Six: Person-Based Structures | |
| Week Seven | Chapter Seven: Defining Competitiveness | |
| Week Eight | Chapter Eight: Designing Pay Levels, Mix, and Pay | Midterm (Chapters 1 – 8) |
| Week Nine | Chapter Nine: Pay-for-Performance: Theory and Evidence Chapter Ten: Pay-for-Performance Plans: Types of Plans | |
| Week Ten | Chapter Eleven: Performance Appraisals | |
| Week Eleven | Chapter Twelve: The Benefit Determination Process Chapter Thirteen: Benefit Options | |
| Week Twelve | Chapter Fourteen: Compensation of Special Groups | Q3 Exam (Chapters 9 – 14) |
| Week Thirteen | Chapter Fifteen: Union Role in Wage and Salary Administration | |
| Week Fourteen | Chapter Sixteen: International Pay Systems | |
| Week Fifteen | Chapter Seventeen: Government and Legal Issues in Compensation | |
| Week Sixteen | Chapter Eighteen: Management: Making It Work | Final Project Due |
| Finals Week | Final Exam (Comprehensive) | Final Exam (Chapters 1 – 18) |

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses offered by its instructors. This course will emphasize communication and technology to enhance “human” nature in the work environment.

Classroom Policies:

Classroom weeks will run from Monday at 12:00 a.m. to Sunday at 11:59 p.m.

Discussion posts are due by Thursday at 11:59 p.m. Responses to other student posts should be completed by Saturday at 11:59 p.m. Late discussion posts will incur a 10% point deduction each day an assignment is late. Any assignment submitted three days after it is due will result in a zero. Students are expected to participate and complete activities for each weekly module. If student is aware of a conflict ahead of time, they are welcome to submit assignments early or notify the me (instructor) at least one day (24 hours) before the assignment due date. Failure to contact me prior to the 24 hour requirement will result in an zero.

Examinations, quizzes, and the final project are due by Sunday at 11:59 p.m. If student is aware of a conflict ahead of time, they are welcome to submit examinations and quizzes early or notify the me (instructor) at least one day (24 hours) before the assignment due date. Failure to contact me prior to the 24 hour requirement will result in an zero. I also understand emergencies can happen. If you have an emergency which doesn't allow for completion of the test, I expect you to contact me at your earliest convenience. If an approved emergency, I will consider allow the student to take the test with a 5% point reduction.

Academic Integrity: The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred.

The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

My policy is that instances of academic dishonesty will result in 0% for the first offense of a compromised assignment or test in question. A second infraction will result in an overall failing grade.

Plagiarism: To plagiarize is to “steal and pass off the ideas or words of another and one’s own” (Webster’s Dictionary). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for research papers. If you have any questions – please contact myself or go to the learning center for more information. Students found plagiarizing material will receive an “o” for the assignment.

Disabilities and Special Needs: Students who have any condition, such as a physical or learning disability, for which they need extra assistance or accommodations should contact Disabilities Services at 701-228-5672.

Student E-mail Policy: The Dakota College at Bottineau campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost-effectiveness and speed, e-mail has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, e-mail is considered an official form of communication at Dakota College at Bottineau. A student’s campus-assigned e-mail address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via email because of a failure to access a campus-assigned e-mail address rests with the student.