

## Dakota College at Bottineau Course Syllabus

**Course Prefix/Number/Title:** HRM 200 Benefits Administration

**Number of credits:** 3 Credits

**Course Description:** This course covers basic knowledge about the various types of benefits that are typically offered by employers for their employees, government mandated benefits, and the legal environment surrounding employee benefits.

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

1. Distinguish between legally-required (government mandated) and discretionary benefits.
2. Identify the considerations influencing the design and implementation of a benefit program.
3. Describe how employee perceptions of justice or fairness are important to understanding pay and benefits practices, and influence employee attitudes.
4. Understand how employer-sponsored retirement plans are defined.
5. Explain the difference between employer sponsored disability and life insurance plans, and workers' compensation.
6. Identify the primary objectives and examples of employee benefits, including income protection, paid time Identify regulatory reporting requirements (ACA).
7. Describe the company benefits planning process and its connection to a business's strategic plan.
8. Examine why employers offer employee benefits.
9. Research the laws that regulate employee benefits.
10. Identify benefit brokers as an external provider.
11. Compare traditional benefit plans to flexible benefit plans.
12. Describe the different methods used to calculate and manage the cost of employee benefits.
13. Explain the importance of an employee benefit package that supports strategic goals, acknowledges external and internal influences and is compliant with the legal requirements.

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**Textbook(s):** Employee Benefits: A Primer for Human Resource Professionals  
Author: Joseph J. Martocchio  
ISBN: 9781260152678

**Course Requirements:**

Students will complete a variety of assignments and discussions covering a variety of topics in benefits administration.

Four tests will be given through the sixteen week course, including a midterm and final exam.

**Point Breakdown:**

Assignments:	360 points
Discussions:	240 points
Tests	300 points
Final Project	100 points
Total Points	1000 points

**The course assessments are broken down as follows:**

- 16 weekly discussions at 15 points each
- 12 assignments at 30 points each
- 2 chapter tests at 60 points each
- 1 midterm and 1 final exam at 90 points each
- 1 final project, at 100 points

**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:**

- Week One: Introducing Employee Benefits
- Week Two: The Psychology and Economics of Employee Benefits
- Week Three: Regulating Employee Benefits
- Week Four: Employee Support and Development Benefits
- Week Five: Employer-Sponsored Retirement Plans
- Week Six: Employer-Sponsored Health-Care Plans
- Week Seven: Employer-Sponsored Disability Insurance, Life Insurance and Workers' Compensation
- Week Eight: Military Benefits and Costs
- Week Nine: Government-Mandated Social Security Programs
- Week Ten: Paid Time Off and Flexible Work Schedule Benefits
- Week Eleven: Accommodation and Enhancement Benefits
- Week Twelve: Trends in Outsourcing Human Resource Benefits
- Week Thirteen: Managing the Employee Benefits System
- Week Fourteen: Non-qualified Deferred Compensation Plans for Executives
- Week Fifteen: Global Employee Benefits at a Glance
- Week Sixteen: Social and Economic Context of Employee Benefits
- Finals Week: Final Exam

**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:** All assignments and discussions are expected to be submitted by the due date given. Late work submitted will incur a 10% point deduction equal for each day an assignment is late. Any assignment submitted three days after it is due will result in a zero. This is the policy for all assignments. Students are expected to participate and complete activities for each weekly module. If students are aware of a conflict ahead of time, they are welcome to submit assignments early or notify the instructor before the assignment due date.

**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.