

Departmental Course Syllabus

Business Department * Academic Instruction Center Suite 325 **Revision:** Spring 2009
San Antonio College * 1300 San Pedro Avenue * San Antonio, TX 78212-4299

Course Number and Title: HRPO 2306 – Benefits and Compensation

Credit Hours: 3

Instructor: Varies

Office: Varies

Phone Number: (210) 486-1414 **Fax:** (210) 486-1503

E-mail: Varies

Web Address: <http://www.accd.edu/sac/business>

Office Hours: To be posted by the individual instructor.

I. Catalog Description:

This course is an overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, management and evaluating for effectiveness, legal and regulatory issues, pay equity, and job analysis affecting job compensation and competencies.

II. Pre-requisites, co-requisites and other requirements:

Basic Skills Prerequisites: ENGL 0301, READ 0302, MATH 0301.

III. Text and/or Other Requirements:

Compensation Management in a Knowledge-Based World 10th edition Henderson
– Prentice Hall Publisher

IV: Method of Instruction:

Methods of instruction include, but are not limited to lecture, accompanied by PowerPoint presentation, class participation, film/videos, handouts, possible guest lecture, and text case work as assigned.

V: Course Content:

This course focuses on an overview of employee compensation systems. Both direct and indirect forms of compensation are studied with traditional pay and benefits, as well as newer forms of compensation used today. Students learn important aspects of selecting and administering employee benefits including the legal and regulatory issues that apply to employee benefits and compensation.

VI: Learning Outcomes:

Learning Outcome 1: The student will be able to define a total compensation system.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Define on a written examination the components of a compensation

system.

2. Differentiate on a written examination the differences between a compensation system and a noncompensation system.

Learning Outcome 2: The student will be able to identify objectives of an organization's compensation system.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Identify through case work and on a written examination the various kinds of short-term incentives used by organizations.
2. Discuss on a written examination and through case work the various purposes for which organizations design short-term incentives.
3. Elaborate on the relationship between long-term incentive programs and the future lifestyles of employees. This will be assessed through case work.
4. Identify on a written examination and through case work the various features of a long-term compensation (retirement) program.
5. Identify on a written examination various components of executive compensation.

Learning Outcome 3: The student will be able to discuss factors that affect compensation programs.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Discuss through case work the design of pay grades and their relationship to internal worth and market value.
2. Discuss on a written examination the relationship between pay structure change and market conditions.
3. Discuss through case work and on a written examination challenges facing organizations in providing compensation to employees in foreign work sites.

Learning Outcome 4: The student will be able to discuss how a compensation system is linked to employee performance.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Discuss the importance of relating kinds and levels of employer-provided rewards to kinds and levels of employee contribution. This will be assessed through case work and a written examination.
2. Identify on a written examination the problems related to measuring and rating employee performance.

3. Define merit pay and discuss the critical need to relate pay to performance.
This will be assessed through case work and a written examination.
4. Discuss on a written examination the problems related to measuring and rating employee performance.
5. Discuss on a written examination and through case work the design of performance appraisal instruments.

Learning Outcome 5: The student will be able to identify the steps to establish a total compensation system.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Identify and discuss on a written examination the steps in planning a job analysis program.
2. Discuss on a written examination the purpose and organizational use of a job description.
3. List on a written examination the major parts of a basic job description.
4. Use the computer to develop, write, and update job descriptions within acceptable cost limits.
5. Discuss on a written examination the reasons for implementing a job evaluation program.
6. Identify on a written examination the Factor Evaluation System (FES) method of job evaluation.
7. Discuss on a written examination the importance of conducting pay surveys.
8. Identify on a written examination the various kinds of survey methods.
9. Identify on a written examination and in case work the design characteristics of a pay structure.

Learning Outcome 6: The student will be able to identify key legislation affecting the benefits function of human resource management.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Discuss on a written examination the influence of wage and hour legislation on employment practices.
2. Identify on a written examination and case work pension reform legislation and the impact of ERISA on the pension plans of many organizations.
3. Identify on a written examination the effects of legislation on health care benefits.
4. Discuss on a written examination the impact of tax retirement legislation on employee spendable income and employer profits.

5. List on a written examination antidiscrimination legislation and how it affects employment practices.

SCANS:

The following SCANS will be taught: acquires and evaluates information (C5), interprets and communicates information (C7), participates as a member of a team (C9).

Foundation skills include: reading (F1), writing (F2), arithmetic (F3), listening (F5), creative thinking (F7), responsibility (F13), self-esteem (F14), sociability (F15), self-management (F16), and integrity/honesty (F17).

VII: Course requirements and grade computation:

A. College Requirements:

1. A written comprehensive final examination, not to exceed three hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to post pone the examination. A student absent without permission from a final examination is graded “F”.

Postponed examination result in a grade of “I”. The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an “F”. (San Antonio College Bulletin, Faculty Handbook – January 1995)

B. Departmental Requirement:

Workload: Students are responsible for reading and studying each chapter PRIOR TO class lecture and discussion of the chapter. **THIS IS VERY CRITICAL.** Your success in this class is dependent upon your continued commitment to maintaining a daily study time outside the classroom. You must stay current.

C. Instructor Requirements:

Grading Scale:

A	=	90	-	100
B	=	80	-	89
C	=	70	-	79
D	=	60	-	69
F	=	Below 60		

VIII: College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. “Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus.”
College Academic Council – April, 1998
- C. ADA Statement: “As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347”
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to cheating on a text, plagiarism and collusion. For additional information refer to the “Student Code of Conduct”: in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance is required. A student absent for any reason is responsible for all work missed. Absences are recorded from the first day of class. A student absent the equivalent of two weeks of instruction, may be dropped by the instructor with a grade of “W.” Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard for each.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS General Phone (210) 208-8099
ACCD DPS Weather Phone (210) 208-8189 – (For information on college closures)

- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin.
www.accd.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf

IX. Miscellaneous Information

1. Retention Period For Student Work, Exams, etc:

Student papers and exams will be retained for one semester after the completion of the course.

2. Business Department

For degree plans, general syllabi outlines, and other information on your current course and faculty, please visit the Business Department website at: <http://www.accd.edu/sac/business> or contact us at (210) 733-2700.

3. Business Computer Lab

The Business Computer Lab is a student lab that is open to any Business Department student majoring in any of the departments programs and/or taking any department course. For more information, please contact the BCL at (210) 785-6058 or visit us on the web at <http://www.accd.edu/sac/business/lab>.