

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School: Management
Course Number: HRMT412
Course Name: Compensation & Benefits
Credit Hours: 3
Length of Course: 8 Weeks
Prerequisite: None

Please see the **Lessons** area in the classroom for additional course specific information

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Course Description (Catalog)

This course establishes a foundation for the art of compensation and benefit practices. Students will examine the context of compensation and benefit practices, the criteria used to compensate employees, compensation system design issues, employee benefits, and contemporary challenges that compensation and benefits professionals will face given the current economic times.

Course Scope

The course is designed to provide the student with an in dept understanding and practical ability to implement and explain an advanced compensation and benefits to management and employees of various organizations. Additionally, the course focuses on the management of employees within the laws and regulations set forth by the federal, local and state governments.

Course Materials

Required Course Textbooks:

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Employee Benefits: A Primer for Human Resources Professionals, 4th ed., J. Martocchio, Author. The VitalSource e-book is provided via the APUS Bookstore. Please visit <http://apus.libguides.com/bookstore> for more information.

Required Readings:

Select readings from the textbook as listed in the course outline

Additional Resources:

Trade journals, SHRM Magazine, and business management articles.

Websites

In addition to the required course texts the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note Web site addresses are subject to change.

Site Name	Website URL/Address
Society of Human Resources Management (SHRM)	SHRM.org
APA Style Writing	APASTYLE.org
World at Work	worldatwork.org

Course Objectives

After successfully completing this course, you will be able to:

LO1: Define the strategic importance of benefits to employees in the workplace.

LO2: Discuss the approaches available to strategically planning an employee benefits program.

LO3: Evaluate the economic rationale for employers to offer a mix of cash and benefits in a compensation package.

LO4: Clarify the difference between qualified and nonqualified benefit plans retirement plans.

LO5: Describe employer-sponsored health insurance programs

LO6: Describe employer-sponsored group medical, disability, and life insurance programs and the various options available to both employers and employees.

LO7: Define paid time-off programs, and other forms of employee leave programs.

LO8: Explain the differences between employee benefits in the United States and around the world.

LO9: Explain the legal and regulatory influences on global employee benefits practices.

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Course Outline

This course is designed to introduce you to the core and advanced concepts of Compensation & Benefits and through conceptual and experiential approaches we will explore this subject and learn to apply the theories you discover here to your current, previous, or future organization(s).

8-Week Course Outline

<u>Week</u>	<u>Topic</u>	<u>Learning Objectives</u>	<u>Readings</u>	<u>Assignment</u>
1	Introduction to Employee Benefits. The Psychology of Employee Benefits.	LO1: Define the strategic importance of benefits to employees. LO2: Discuss the approaches available to strategically planning an employee benefits program.	Employee Benefits Chapters 1, 2	Complete Introduction Forum Complete week 1 Forum & discussion with 2 fellow students
2	The Economics of Employee Benefits; Regulating Employee Benefits	LO3: Evaluate the economic rationale for employers to offer a mix of cash and benefits in a compensation package	Employee Benefits: Chapters 3, & 4	Complete week 2 Forums & discussion with 2 fellow students Complete Quiz 1 Chap (1-4)
3	Employee sponsored retirement programs.	LO4: Clarify the difference between qualified and nonqualified benefit plans retirement plans.	Employee Benefits: Chapters 5	Complete week 3 Forums & discussion with 2 fellow students Complete Research Paper 1
4	Employer-Sponsored Health Insurance Programs	LO5: Describe employer-sponsored health insurance programs	Employee Benefits Chapter 6	Complete week 4 Forums & discussion with 2 fellow students Complete Quiz 2 (chap 1-6)

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5	Unit Five: Voluntary Insurance & Social Security & Workers Compensation.	LO6: Describe employer-sponsored group medical, disability, and life insurance programs and the various options available to both employers and employees.	Employee Benefits: Chapters 7 & 8	Complete week 5 Forums & discussion with 2 fellow students due Complete Research Paper 2
6	Unit Six: Employee vacation, holiday's, & sick time	LO7: Define paid time-off programs, and other forms of employee leave programs.	Employee Benefits: Chapters 9, 10	Complete week 6 Forums & discussion with 2 fellow students Complete Quiz 3
7	Alternative Benefit Programs	LO8: Explain the differences between employee benefits in the United States and around the world.	Employee Benefits: Chapter 11	Complete week 7 Forums & discussion with 2 fellow students
8	Global Perspective on Employee Benefits Wrap up.	LO9: Explain the legal and regulatory influences on global employee benefits practices.	Employee Benefits Chapter 12	Complete week 8 Forums & discussion with 2 fellow students Complete Final Project

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

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Policies

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

Grading Scale

Please see the [Student Handbook](#) to reference the University's [grading scale](#).

Citation and Reference Style

Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment. As adults, students, and working professionals, I understand you must manage competing demands on your time. We all know that “life happens” but it is important to adhere as closely to the deadlines in the class as possible.

Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. If arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and

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excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- **Disability Accommodations:** Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

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Request a Library Guide for your course (<http://apus.libguides.com/index.php>)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.