

York Technical College

Course Syllabus

Course Prefix/Number:	BUS 136
Course Title:	COMPENSATION AND BENEFITS
Lecture Hours/Week:	3.0
Lab Hours/Week:	0.0
Credit Hours/Semester:	3.0

[DL ATTENDANCE/VA STATEMENT](#)
[TEXTBOOK INFORMATION](#)

COURSE DESCRIPTION

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

COURSE COMPETENCIES

Upon successful completion of this course, the student should be competent to perform the following tasks:

MODULE 1 – EMPLOYEE COMPENSATION/ BENEFITS

- Describe basic compensation concepts and the context of compensation practice
- Identify compensation goals within the human resource department
- Describe the traditional practices of seniority pay and merit pay practices
- Define employee benefits
- Discuss the significance of employee benefits
- Identify factors influencing the growth of employee benefits
- Discuss the planning and management of employee benefits

MODULE 2 – SOCIAL INSURANCE

- Discuss the types and characteristics of social insurance
- Explain the major provisions of social security
- Explain the major provisions of Medicare
- Discuss other social insurance programs

MODULE 3 – GROUP INSURANCE

- Explain the major factors of the group insurance environment
- Discuss federal and state regulations related to group insurance
- Discuss the various types of group life insurance
- Discuss group disability income coverage
- Explain the major provisions of group medical expense benefits
- Discuss group dental insurance and other group insurance benefits

MODULE 4 – NON-RETIREMENT BENEFITS AND CAFETERIA PLANS

- Discuss other employee benefits meeting personal and family needs
- Explain the rationale for cafeteria plans
- Discuss the nature and types of cafeteria plans

MODULE 5 – RETIREMENT PLANS

- Discuss management goals in pension plan design
- Identify the structure and design of a qualified pension plan
- List the types of pension benefit formulas
- List the various types of pension plan funding
- Discuss Profit-Sharing and Similar Plans
- Discuss 401(k) and other salary saving plans
- Identify management issues in design of distribution provisions
- List plan restrictions for highly compensated employees
- Discuss other types of retirement/pension plans and executive benefits



MINIMUM STANDARDS

The student will demonstrate mastery of modules through completion of each module assessment. The student will take all module assessments on designated test dates indicated on the course calendar. The student's final score is the average of the **five** module assessment scores. Upon completion of the COURSE REQUIREMENTS, all **business administration students** must achieve an overall **average of 70% or higher** to receive **credit** for the course.

COURSE REQUIREMENTS

All students are responsible for attaining competencies through completion of the following course requirements:

- Reading assigned chapters
- Solve chapter exercises and problems
- Complete chapter tests

ATTENDANCE

The student is expected to follow the York Technical College attendance policy allowing a maximum of **20% absences** during the semester.

OTHER REQUIREMENTS

Each student is responsible for reading and studying assigned chapters and completing all assignments and taking all assessments. Any student who must withdraw from the course must notify the instructor.

Withdrawal by mid-term is with a "W"; after mid-term the student is subject to receive an "F".

STUDENT CONDUCT/ACADEMIC HONESTY

In accordance with the student conduct information in the York Technical College Handbook & Catalog, "The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. The college reserves the right to decline admission, to suspend, or to require the withdrawal of

anyone whose conduct is disruptive to the educational process. "Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action." All other regulations as specified in the handbook will be followed.

STUDENT ASSESSMENT OBLIGATIONS

The student should be present to take all module assessments on the assigned day. If a student misses any one of the Module Assessments, a **MAKE-UP ASSESSMENT** may be taken only **one week** after the date of missed assessment; otherwise a **zero** will be assigned.

ENTRY LEVEL SKILLS

None

PREREQUISITES AND CO-REQUISITES

None.

EVALUATION STRATEGIES AND GRADING

Grades will be based on the average of the five module assessments. The following scale will be the standard:

Score	Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
<60	F

MODULE ASSESSMENTS

Module 1 Assessment	20%
Module 2 Assessment	20%
Module 3 Assessment	20%
Module 4 Assessment	20%
Module 5 Assessment	20%

TOPIC/CONTENT OUTLINE

- Introduction to Employee Benefits and Compensation
- Employee Benefit Planning and Management
- Social Security and Medicare
- Other Social Insurance Programs
- The Group Insurance Environment
- Types of Group Insurance
- Non-Retirement Benefits and Cafeteria Plans
- Retirement/Pension Plans and Regulations
- Profit Sharing and Similar Plans
- 401(k) and Other Salary Savings Plans
- Individual Retirement Plans and Simplified Employee Pensions

SCORE SHEET

Module 1 Assessment	_____
Module 2 Assessment	_____
Module 3 Assessment	_____
Module 4 Assessment	_____
Module 5 Assessment	_____
Average	----- (Total/5)

FINAL GRADE