

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.**

## ***COURSE SYLLABUS***

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### **BUSI 440**

#### **COMPENSATION MANAGEMENT**

#### **COURSE DESCRIPTION**

This course develops the philosophy and fundamental guiding principles for wages and salaries in business institutions. This comprehensive study of compensation management also includes job analysis, administrative job evaluation, basic compensation plans, executive compensation and administrative controls.

#### **RATIONALE**

Organizations must have leaders who possess the knowledge, skills, and abilities necessary to design, implement, and manage an effective compensation and benefit program to support the strategic mission of the organization. Additionally, managers must be able to incorporate this knowledge with sound decision-making skills to offer both the organization and the individual the most effective and efficient compensation, benefit and total rewards system.

#### **I. PREREQUISITE**

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

#### **II. REQUIRED RESOURCE PURCHASE**

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

#### **III. ADDITIONAL MATERIALS FOR LEARNING**

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Word and Excel  
(Microsoft Office is available at a special discount to Liberty University students.)
- E. American Psychological Association (APA)  
<http://ezproxy.liberty.edu/login?url=http://APAStyleCENTRAL.apa.org>

#### **IV. MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

- A. Design a wage survey and a compensation structure for an organization.

- B. Evaluate which benefits are legally required, as well as which benefits may be provided by an organization given various circumstances.
- C. Appraise the strengths and weaknesses of various pay-for-performance plans.
- D. Integrate biblical principles into the field of compensation.

**V. COURSE REQUIREMENTS AND ASSIGNMENTS**

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist

After reading the Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (4)

Discussion Boards are collaborative learning experiences. The purpose of Discussion Board Forums is to generate interaction in regard to relevant and current course topics. The student is required to provide a thread in response to the provided prompt for each forum. Each thread must be at least 300 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates' threads. Each reply must be at least 150 words. Each thread and reply must include a Scripture reference and support from the current course text and at least 1 scholarly/peer-reviewed source cited in current APA format.

- D. Case Study Forums (2)

The student is required to participate in Case Study Forums in order to generate discussion, interact with each case study, and reflect on other students' perspectives. The student is required to post 1 thread of at least 500 words in response to the assigned case study. The student will then post replies of at least 150 words to 2 other classmates' threads. Each thread and reply must include an integration of biblical principles and have at least 1 Scripture reference, the current course text and scholarly/peer-reviewed sources (2 for posts and 1 for each reply) cited in current APA format.

- E. Final Project

This project will be completed in 2 parts:

1. Deliverable I: Wage Survey

The student will participate in a group (assigned by the instructor) and will design a wage survey using the benchmark-job approach. One member from each group will submit the deliverable of the final project to the instructor for scoring.

## 2. Deliverable II: Compensation Structure

The student will participate in a group (assigned by the instructor) and will design a compensation structure project using the Hay-Plan Point Method approach. One member from each group will submit the deliverable of the final project to the instructor for scoring.

### G. Quizzes (8)

The student will complete 8 open-book/open-note quizzes, which contain 10 multiple-choice questions. The student will have 15 minutes to complete each quiz. The student is required to complete the quiz/test/exam within the assigned time. For the student who exceeds the time limit, a penalty of ½ point will be deducted for each minute, or part thereof, he/she exceeds the assigned time limit.

## VI. COURSE GRADING AND POLICIES

### A. Points

Course Requirements Checklist	10
Discussion Board Forums (4 at 60 pts ea)	240
Case Study Forums (2 at 85 pts ea)	170
Final Project	
Deliverable I	180
Deliverable II	200
Peer Evaluations (2 at 25 pts ea)	50
Quizzes (8 at 20 pts ea)	160
<b>Total</b>	<b>1010</b>

### B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

### C. Extra Credit

No additional “for credit” assignments will be permitted beyond those given in the course requirements stated above.

### D. Course Changes

Course requirements are subject to change by the administration of the University at any time with appropriate notice.

### E. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at [LUOODAS@liberty.edu](mailto:LUOODAS@liberty.edu) to make arrangements for academic accommodations. Further information can be found at [www.liberty.edu/disabilitysupport](http://www.liberty.edu/disabilitysupport).

## ***COURSE SCHEDULE***

### **BUSI 440**

Textbooks: Milkovich et al., *Compensation* (2017).

Koss, *Solving the compensation puzzle: Putting together a complete pay and performance system* (2008).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
<b>1</b>	Milkovich et al.: chs. 1–2 Koss: chs 1-2 1 presentation	Course Requirements Checklist Class Introductions DB Forum 1 Quiz 1	10 0 60 20
<b>2</b>	Milkovich et al.: chs. 3–5 Koss: chs 3-5, Tool 12 1 presentation	DB Forum 2 Quiz 2	60 20
<b>3</b>	Milkovich et al.: chs. 6–8 Koss: chs 6-7, Tool 13 Case Study 1 presentation	Case Study Forum 1 Quiz 3	85 20
<b>4</b>	Milkovich et al.: chs. 9–11 Koss: ch 8, Tool 16 1 presentation	DB Forum 3 Quiz 4	60 20
<b>5</b>	Milkovich et al.: chs. 12–13 1 presentation	Final Project: Deliverable I Peer Evaluation Quiz 5	180 25 20
<b>6</b>	Milkovich et al.: chs. 14–16 Koss: Tool 15 1 presentation	Quiz 6	20
<b>7</b>	Milkovich et al.: ch. 17 Case Study 1 presentation	Case Study Forum 2 Final Project: Deliverable II Peer Evaluation Quiz 7	85 200 25 20
<b>8</b>	Milkovich et al.: ch. 18 1 presentation	DB Forum 4 Quiz 8	60 20
<b>TOTAL</b>			<b>1010</b>

DB = Discussion Board

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.