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
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, basis 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 and benefit system.

I. PREREQUISITES
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASES
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. Microsoft Word and Excel
   (Microsoft Office is available at a special discount to Liberty University students.)

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)

   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 at least 1 citation in current APA format.

D. Case Study Forums (3)

   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 and 1 additional scholarly resource 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. Each group will submit each 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. Each group will submit each 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.

VI. **Course Grading and Policies**

A. Points
Course Requirements Checklist
Discussion Board Forums (4 at 60 pts ea) 10
Case Study Forums (3 at 75 pts ea) 240
Final Project
   Deliverable I 175
   Deliverable II 200
Quizzes (8 at 20 pts ea) 225
   Total 1010

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

C. Late Assignment Policy
If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the class will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

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

**BUSI 440**


<table>
<thead>
<tr>
<th>MODULE/WEEK</th>
<th>READING &amp; STUDY</th>
<th>ASSIGNMENTS</th>
<th>POINTS</th>
</tr>
</thead>
</table>
| 1 | Milkovich: chs. 1–2  
1 presentation | Course Requirements Checklist  
Class Introductions  
DB Forum 1  
Quiz 1 | 10  
0  
60  
20 |
| 2 | Milkovich: chs. 3–5  
1 presentation | DB Forum 2  
Quiz 2 | 60  
20 |
| 3 | Milkovich: chs. 6–8  
Nikomo et al.: case study  
1 presentation | Case Study Forum 1  
Quiz 3 | 75  
20 |
| 4 | Milkovich: chs. 9–11  
1 presentation | DB Forum 3  
Quiz 4 | 60  
20 |
| 5 | Milkovich: chs. 12–13  
Nikomo et al.: case study  
1 presentation | Final Project: Deliverable I  
Quiz 5 | 175  
20 |
| 6 | Milkovich: chs. 14–16  
1 presentation | Case Study Forum 2  
Quiz 6 | 75  
20 |
| 7 | Milkovich: ch. 17  
Nikomo et al.: case study  
1 presentation | Case Study Forum 3  
Final Project: Deliverable II  
Quiz 7 | 75  
200  
20 |
| 8 | Milkovich: ch. 18  
1 presentation | DB Forum 4  
Quiz 8 | 60  
20 |

**TOTAL** | **1010**

DB = Discussion Board

**NOTE:** Each course 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 week ends at 11:59 p.m. (ET) on Friday.