

Office of Academic Affairs
Tarleton State University
Date Prepared: 12/1/08
Dates Revised:

Master Course Syllabus Outline

Department: Management, Marketing & Administrative Systems
Course Prefix/Number: MGMT 403
Course Title: Wage and Salary Administration
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Wage and salary administration in public and private organizations; determinants of general wage and salary levels and structures; total compensation systems, interrelationship among employee performance, intrinsic and extrinsic rewards, perceived equitable payments, employee satisfaction.
- II. Prerequisites: MGMT 3023
- III. Expanded Course Description: The objective of this course is for each student to be able to know, comprehend, apply, analyze, synthesize and evaluate principles and techniques of the management and administration of compensation within present-day organizations. Course is required for human resource management majors. The course will also serve other COBA majors needing or desiring the course. This course would be a good elective for any student having achieved junior level status wanting a better understanding of wage and salary administration in public and private organizations.
- IV. Intended Student Outcomes: Students completing this course will know and be able to comprehend, apply, analyze, synthesize and evaluate principles and techniques of the management and administration of compensation within present-day organizations.

At the conclusion of the course the student will:

- Have skill in applying FLSA requirements to specific jobs.
- Have skill in processing, synthesizing and evaluating market pay and point-factor job evaluation systems.
- Have skill in developing an organization's base pay system.
- Have skill in computing gainsharing program data.
- Have skill in making recommendations regarding variable pay programs.
- Have skill in synthesizing and evaluating benefits information and making recommendations.

Have skill in computing individual and organizational pay increases and making appropriate recommendations.

- V. Unless otherwise stipulated in this master syllabus by the department, the following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:
 - a) Course Requirements
 - b) Required Text(s)
 - c) Bibliography

- VI. Academic Honesty: Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all-impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

- VII. Students With Disabilities Policy: It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

Signature

_____/_____/_____

Date