

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: HRES 7420

Course Title: Total Pay

Course Description: Learn the components of an employee Total Pay Package including compensation incentives such as bonus or pension, performance management increases and benefits.

Suggested Course Prerequisite(s): Emerging Issues in Human resources, Employee Labor Relations, Employment Practices and Processes, Employment Compliance for Human resources, HR Training and Development

Student Learning Outcomes:

1. Components of Total Pay (Compensation, Benefits, Training/Performance Enhancement)
2. Definition of Compensation
3. Types of Compensation (Extrinsic/Intrinsic)
4. Non-Cash Compensation
5. Strategies for Compensation
6. Compensation Constraints
7. Benefit Considerations
8. Creative Benefits
9. Measuring Total Pay Programs
10. Performance Management Components
11. Writing the Job Description for your ideal job
12. Conducting a Job Analysis
13. Salary Surveys (Conduct one for your ideal job).
14. Organization Development
15. Succession Planning
16. Behavioral Interviewing (Create questions for your ideal job).
17. The Need for HRIS
18. Case Studies
19. Benefits depending on current activities of the ACA and administration

Certification Notes: This is a certificate series.

Refund Policy: Please refer to www.collin.edu/ce/infoRegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.