

**COURSE OUTLINE—NEW COURSE FOR BAS SUPERVISION AND
ORGANIZATIONAL MANAGEMENT
MAN4330—COMPENSATION ADMINISTRATION**

I. COURSE NUMBER AND TITLE

MAN4330 Compensation Administration

II. COURSE DESCRIPTION

MAN4330 is a 3 credit hour course addressing the methods and implications of making wage and salary decisions for recruiting and retaining employees, including the evolution of innovative compensation policies aimed at aligning individual and organizational performance with competitive business strategies in domestic and global markets.

III. RATIONALE

The Bachelor of Applied Science in Supervision and Organizational Management (BAS SOM) program is designed to equip students with technical and applied management skills, enabling them to enhance the productivity and efficiency of organizations. MAN4330 is a required course for completion of the Human Resource Management concentration in the BAS SOM program and will introduce students to strategic compensation and benefit programs. Students will enroll in this course during their second year in the program.

IV. IMPACT ASSESSMENT

This is a required course for students focusing in the Human Resource Management concentration. Prerequisites: MAN3930, at minimum an AA or AS degree, college admission requirements, and admission to the SOM degree program, or with departmental permission. The course will require additional course loads for existing faculty or the hiring of part-time faculty.

V. COURSE LEARNING OUTCOMES (SOM Program Outcome)

1. Develop and assess strategic compensation and benefit systems for the purpose of attracting, retaining, and motivating a competent and competitive workforce. (HR #2)
2. Evaluate legal situations in management, including regulatory and liability issues, contract law, and human resources/labor relations/employment law. (SOM#3)

VI. GENERAL OBJECTIVES OF THE COURSE

1. Define the concept of total rewards

2. Describe and compare the relationship between compensation and benefit systems and organizational strategy
3. Evaluate the bases of pay, including incentives and pay for performance systems
4. Explain the process of establishing appropriate compensation systems
5. Describe the legal aspects of compensation and benefit systems
6. Define the types of benefit programs offered by leading organizations

VII. TOPICAL OUTLINE

1. Strategic Compensation: A Component of Human Resource Systems
2. Contextual Influences on Compensation Practice
3. Traditional Bases for Pay: Seniority and Merit
4. Incentive Pay
5. Person-Focused Pay
6. Building Internally Consistent Compensation Systems
7. Building Market-Competitive Compensation Systems
8. Building Pay Structures That Recognize Employee Contributions
9. Discretionary Benefits
10. Employer-Sponsored Retirement Plans and Health Insurance Programs
11. Legally Required Benefits
12. Compensating Executives
13. The Flexible Workforce: Contingent Employees and Flexible Schedules
14. Compensating Expatriates
15. Pay and Benefits outside the United States
16. Challenges Facing Compensation Professionals

VIII. SUGGESTED METHODS OF INSTRUCTION

1. Lecture
2. Case studies
3. Online resources

IX. SUGGESTED METHODS OF EVALUATION

1. Quizzes
2. Individual projects
3. Class discussions
4. Exams

X. TEXTBOOK

Martocchio, Joseph. 2013 *Strategic Compensation: A Human Resource Management Approach*. 7th ed, Prentice Hall, ISBN-10: 0132620758, ISBN-13: 9780132620758