MNGT 211
Compensation Administration
3 Credits

Community College of Baltimore County
Common Course Outline

Description

MNGT 211 – Compensation Administration: Studies the five major areas of wage and salary administration; examines job evaluation, employee evaluation, job standardization and work measurement, incentive, wages, and managerial compensation.

Pre-requisites: MNGT 101 or consent of instructor

Overall Course Objectives

Upon completion of this course, students will be able to:

1. Enumerate the key elements of employee compensation as well as the use and importance of administrative controls over a system of employee compensation;
2. Perform job analyses, job evaluations, and demonstrate a basic knowledge of employee appraisal methods;
3. Write job descriptions and job specifications;
4. Explain and identify the advantages and disadvantages of various compensation plans including incentive pay systems;
5. Explain and identify the basic factors affecting compensation decisions;
6. Identify the various types of fringe benefits and their role in a comprehensive system of employee compensation; and
7. Identify and explain current trends and future developments in employee compensation in our economy.

Major Topics

  I. Compensation theory
 II. Job analysis
III. Preparation of job descriptions
 IV. Fundamentals of job evaluation
  V. Fundamentals of employee evaluation
 VI. Methods of compensation including incentives
VII. Fringe benefits

Course Requirements
Grading will be determined by the individual faculty member, but shall include the following, at minimum:

- Mid-Term and/or periodic examinations
- Term paper and/or projects

The Common Course Outline (CCO) determines the essential nature of each course.
For more information, see your professor's syllabus.

- Comprehensive final examination
- Attendance and tardiness

Written assignments and research projects: Students are required to use appropriate academic resources in their research and cite sources according to the style selected by their professor.

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