

Standard Course Outline

Compensation Administration

I. General Information

Course Number	HRM 445
Title	Compensation Administration
Units	3
Prerequisites	HRM 361, IS 301
Course Coordinator	Dr. Judy Strauss
SCO Prepared by	Judy Strauss
Date prepared/revised	October 2012

II. Catalog Description

Compensation and benefits management as an integrating human resource management process. Development and administration of equitable compensation and benefit programs. Job analysis and evaluation, pay structures, salary surveys, individual compensation, incentive, systems and benefits administration. Discussion, cases and simulations. Letter grade only (A-F).

III. Curriculum Justifications

The goal of this course is to increase student knowledge and comprehension about the compensation function (including employee benefits). This course is aligned with the general CBA learning goals of critical thinking and the management-specific learning goals of business functions and quantitative and technical skills.

IV. Course Objectives

Critical thinking: *Students will be able to demonstrate conceptual learning, critical thinking, and problem-solving skills.*



The student will be able to analyze, integrate, and apply the knowledge to solve compensation related problems in organizations. They will understand the strategic importance of compensation to achievement of organizational goals.

Quantitative & Technical Skills: *Students will possess quantitative and technological skills enabling them to analyze and interpret business data and to improve business performance.*

Be able to use techniques (including quantitative technical skills) for determining employee pay and benefit systems.

Business Functions: *Students will demonstrate understanding of all business functions, practices and related theories and be able to integrate this functional knowledge in order to address business problems.*

Upon completion, the student should be able to recognize how pay decisions help the organization achieve a competitive advantage. The student will demonstrate comprehension by constructing a compensation system encompassing (for example); 1) internal consistency, 2) external competitiveness 3) employee contributions, 4) organizational benefit systems, and 5) administration issues.

V. Outline of Subject Matter

The topic outline for the course may include the following:

- Strategic Compensation
- Internal Alignment
- Job Evaluation
- Person-based Structures
- External Competitiveness
- Pay levels, Mix, and Pay Structures
- Pay for Performance
- Pay for Performance Plans
- Employee Benefits
- Regulating Employee Benefits
- Retirement Plans
- Health Insurance Programs
- Paid Time-off and Flexible Work Schedules
- Accommodation and Enhancement Benefits
- Managing the Employee Benefits System

VI. Methods of Instruction

- a) Instructors should use appropriate instruction methods that are consistent with the course description stated in Section II, appropriate for the undergraduate level, and serve the course objectives listed in Section IV of this SCO.

- b) Examples of instructional methods for the course can include lecture, guest speakers, videos, case analyses, small group discussion, and exercises (e.g., create a job evaluation system).
- c) Instructors should use appropriate textbooks that are consistent with the course description stated in Section II, appropriate for the undergraduate level, and serve the course objectives listed in Section IV of this SCO. (See the University Policy PS 79-08 on the Choice of Textbooks). The following are suggested texts:
 - Compensation (Milkovich and Newman)
 - Cases in Compensation (Milkovich et al.)
 - Employee Benefits (Martocchio)

Current versions of these or similar texts are recommended. Instructors may use a custom book. Additional readings and cases may be selected.

VII. Instructional Policy Requirements

- a) Instructional policies should be consistent with the course description stated in Section II, and should serve the course objectives listed in section IV of this SCO.
- b) Instructors should enforce policies regarding to plagiarism, withdrawal, absences, etc., that are consistent with the University policies published in the CSULB Catalog. It is expected that every course will follow University policies on Attendance, Course Syllabi, Final Course Grades, Grading Procedures, Final Assessments, and Withdrawals. If some or all sections of the course are to be taught, in part or entirely, by distance learning in the future, the course must follow the provisions of PS 03-11, Academic Technology and the Mode of Instruction.
- c) All sections of the course will have a syllabus that includes the information required by the syllabus policy adopted by the Academic Senate. Instructors will include information on how students may make up work for excused absences. When class participation is a required part of the course, syllabi will include information on how participation is assessed.
- d) Students with disabilities are responsible for notifying their instructor as early as possible of their needs for an accommodation of a verified disability. A student with a disability is urged to consult with Disabled Student Services as soon as possible in order to identify possible accommodations to enhance academic success.