

**Course Outline**  
MNGT. 211  
Compensation Administration  
3 Credits

**The Community College of Baltimore County**

**Description**

**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.

Prerequisite: MNGT 101 or consent of instructor

**Overall Course Objectives**

Upon completion of the course the student must be able to:

- A. Enumerate the key elements of employee compensation as well as the use and importance of administrative controls over a system of employee compensation.
- B. Perform job analyses, job evaluations, and demonstrate a basic knowledge of employee appraisal methods.
- C. Write job descriptions and job specifications.
- D. Explain and identify the advantages and disadvantages of various compensation plans including incentive pay systems.
- E. Explain and identify the basic factors affecting compensation decisions.
- F. Identify the various types of fringe benefits and their role in a comprehensive system of employee compensation.
- G. Identify and explain current trends and future developments in employee compensation in our economy.

**Major Topics**

- A. Compensation theory
- B. Job analysis
- C. Preparation of job descriptions
- D. Fundamentals of job evaluation
- E. Fundamentals of employee evaluation
- F. Methods of compensation including incentives
- G. Fringe benefits

## **Course Requirements**

- A. Mid-term and/or periodic examinations
- B. Term paper and/or projects
- C. Comprehensive final examination
- D. Attendance and tardiness

Date Revised: 6/13/00