

2.3.2 Basic information of each course/module (Provide information where applicable in Table 3.)

Table 3: Summary of information on each course/module

<b>1. Name of Paper</b>	<b>Compensation Management</b>				
<b>2. Code</b>	BBA 3304				
<b>3. Status</b>	Program Elective				
<b>4. Credit Hours</b>	4				
<b>5. Semester and year to be thought</b>	Semester 5 Year 3				
<b>6. Prerequisite (if any)</b>	None				
<b>7. Mode of Delivery</b>	Lectures, incubator works, group projects assignments, self study, consultation, presentation.				
<b>8. Assessment and Marking Percentage</b>	1. Class Attendance and Participation			10%	
	2. Continuous Assessment, Assignments and Tests			20%	
	3. Case Studies, Seminar, Project Paper and Presentation.			30%	
	4. Final Exam			40%	
	<b>Total</b>			<b>100%</b>	
<b>5. The Teachers</b>	Dr. Barjoyai Bardai				
<b>6. The Objective of the Paper</b>	This course is designed to provide a working knowledge and an in depth understanding of compensation management as an integral part of human resources policies and practices. This course aims to equip students with an integrative analysis of compensation theories and practices. Hopefully, it could enable students to apply compensation and benefits knowledge in their professional life.				
<b>11. The Learning Outcomes of the Paper</b>	By the end of the course, students will be expected to: <ul style="list-style-type: none"> <li>Develop in-depth understanding of leading edge compensation and benefit practices.</li> <li>Appreciate the fact that sound compensation and benefit practices can contribute to attracting and retaining high quality employees.</li> <li>Analyze the elements of effective compensation practices that can contribute to sustaining organizations' competitive advantage and support business goals and values.</li> </ul>				
<b>12. A Synopsis of the Paper</b>	In many organizations, the design and implementation of a compensation system is an important human resource and managerial function. Organizations are increasingly recognizing the importance of a well designed compensation system to remain competitive, control costs and attract/retain best talents. Managed properly, a compensation system can be a significant factor for positive performance in organizations. Detailed attention will be given to the development of an organizational pay structure. Emphasis on both the theoretical and practical aspects of compensation management is the main drive of this course.				
<b>13. Topic of the Paper and Contact Hours of Guided Learning (face to face) and Non-Guided Learning</b>	<b>HOURS OF LEARNING TIME</b>				
	<b>LECTURE</b>	<b>TUTORIAL</b>	<b>PRACTICAL/ LAB</b>	<b>STUDENT LEARNING HOUR</b>	<b>Quiz. Exam, Final</b>

(including assignment, group discussion, presentation, lecture preparation etc.)	GL	NGL	GL	NGL	GL	NGL		
<b>1. The Pay Model, Compensation Strategies and Internal Alignment of Compensation Strategy.</b> <ul style="list-style-type: none"> <li>• Define Pay Model and Compensation Strategy.</li> <li>• Identify Forms of Pay.</li> <li>• Describe objectives, policy choices, techniques of Pay Model and Compensation Strategies.</li> <li>• Illustrate Similarities &amp; differences of Pay Model and Compensation Strategies.</li> <li>• Explain Support Business Strategy.</li> <li>• Outline development of compensation strategy</li> <li>• Build Organization Strategy</li> <li>• Construct Work Flow</li> <li>• Evaluate Behavior Motivation.</li> </ul>	2	4	2	4	-	-	4	-
<b>2. Job Analysis and Job Evaluation.</b> <ul style="list-style-type: none"> <li>- Relate Compensation strategy with Job Analysis.</li> <li>- Point out the relationship between Compensation Strategy with job content, value and external market link.</li> </ul>	2	4	2	4	-	-	4	-
<b>3. Person-Based Structure and Defining Competitiveness.</b> <ul style="list-style-type: none"> <li>• Develop Skill Plans.</li> <li>• Perform Competency Analysis.</li> <li>• Sort Labor Market factors.</li> <li>• Construct modification to demand &amp; supply side.</li> <li>• List Product Market factors &amp; ability to pay.</li> <li>• Criticize Organization factors.</li> <li>• Choose Competitive</li> </ul>	2	4	2	4	-	-	4	-

<ul style="list-style-type: none"> <li>Pay Policy alternatives.</li> <li>Show Pay Level.</li> </ul>								
<b>4. Designing Pay Level, Mix and Pay Structures</b> <ul style="list-style-type: none"> <li>Create Pay Level, Mix and Pay Structure.</li> <li>Identify use of survey and formulate survey planning.</li> <li>Prioritize selection of relevant market competitors.</li> <li>Select Pay-Policy line.</li> <li>Judge Pay Grades &amp; ranges.</li> <li>Conceive broad banding.</li> </ul>	2	4	2	4	-	-	4	1
<b>5. Pay for Performance, Pay for Performance Plans and Performance Appraisals.</b> Relate and link the organization strategy, compensation and Performance Management. <ul style="list-style-type: none"> <li>Assess other rewards that influence behavior.</li> <li>Define Pay for Performance plans and construct the Pay for Performance strategies and policies.</li> <li>Create Team-Incentive plans.</li> <li>Build Long term incentive plans.</li> <li>Judge role of performance appraisals in deciding compensation.</li> <li>Describe common errors in appraising performance.</li> <li>Show process of performance evaluation.</li> <li>Compose merit guidelines.</li> </ul>	2	4	2	4	-	-	4	1

<p><b>6. Benefits Determination Process, Benefit Options and Compensation of Special Groups.</b></p> <ul style="list-style-type: none"> <li>• Explain the reasons and the needs for the growth in employee benefits.</li> <li>• State key issues in benefit planning, design, administration.</li> <li>• Construct component of Benefit Plan.</li> <li>• Describe administering Benefit Plan.</li> <li>• Conceive legally required benefits.</li> <li>• Revise retirement &amp; saving plan payments.</li> <li>• Appraise Insurance &amp; health care.</li> <li>• Outline miscellaneous benefits.</li> <li>• Evaluate benefits for contingent workers.</li> <li>• Sort types of benefits and compensation for Supervisors, corporate directors, executives, high-tech specialists, sales forces and contingent workers.</li> </ul>	2	4	2	4	-	-	4	1
<p><b>7. Union Role in Wage &amp; Salary Administration</b></p> <ul style="list-style-type: none"> <li>• Describe Impact of Union.</li> <li>• State Union role in Wage.</li> <li>• Outline Union role in Salary Administration.</li> <li>• Explain Unions and alternative reward systems.</li> </ul>	2	4	2	4	-	-	4	-
<p><b>8. International Pay Systems</b></p> <ul style="list-style-type: none"> <li>• Define International Pay System.</li> <li>• Summarize global guide to manage variations.</li> <li>• Explain culture matters.</li> <li>• Illustrate Trade Unions &amp; employee involvement.</li> <li>• Show ownership &amp; financial markets.</li> <li>• Compare costs &amp; National Systems.</li> <li>• Create strategic market</li> </ul>	2	4	2	4	-	-	4	-

mindset. • Identify expatriate pay.								
<b>9. Government &amp; Legal Issues in Compensation</b> • Define Wage Law (Malaysian standards). • Describe Pay discrimination and dissimilar jobs. • Explain Earning Gaps. • State Comparable Worth.	2	4	2	4	-	-	4	-
<b>10. Making Compensation Management Works</b> • Assess managing labor costs. • Conceive Controlling Salary Level: top-down & bottom-up. • Generate Embedded Controls. • Describe Pay as Change Agent. • Illustrate Compensation Management and structuring the Compensation Function	2	4	2	4	-	-	4	1
<b>Total</b>	20	40	20	40	-	-	40	<b>6</b>
<b>Total of Learning Hours</b>	<b>166</b>							
<b>Total of Credits</b>	<b>4</b>							
<b>14. Main References</b>	<ul style="list-style-type: none"> <li>• George T. Milkovich and Jerry M. Newman, <i>Compensation</i>, McGraw-Hill Irwin, Boston, U.S.A , 9<sup>th</sup> Edition, 2009.</li> <li>• Henderson, <i>Compensation Management in a Knowledge-Based World</i>, Prentice-Hall, 8th Edition, 2000.</li> </ul>							
<b>15. Additional References</b>	<ul style="list-style-type: none"> <li>• Martocchio, <i>Strategic Compensation: A Human Resource Management Approach</i>, Prentice-Hall, 2nd Edition, 2001.</li> <li>• Berman &amp; Scarpello, <i>Compensation Decision Making</i>, South Western, 4th Edition, 2000.</li> </ul>							