Human Resource Management

Mondays, Wednesdays & Fridays 3:00 –4:15  
Location: ADMIN 023

Instructor: Richard W. Kreissle  
Office: ADMIN 219B

Contacts:
E-Mail: RichardKreissle@Landmark.edu  
Phone:
Off Campus: 802-387-6893  
On Campus: extension 6893

Course Description
This course provides an overview of the basic functions of human resource management and examines the strategic questions that must be considered when managing diverse groups of people in today’s workplace. Topics include manpower planning, recruitment and selection, job analysis and design, performance management and appraisal, training and development, compensation and rewards. Additionally, Equal Employment Opportunity (EEO) and the HRM legal environment will be discussed. Prerequisite: EN1011 and FY1011 or their equivalent. Credits: 3.

Course Objective
At the end of this course students should have the underlying understanding of all areas involved with human resource management including but not limited to manpower planning, recruitment and selection, job analysis and design, performance management and appraisal, training and development, compensation and rewards.


Chapters:
Chapter 1: Strategic Human Resource Management: An Overview  
Chapter 2: Business Ethics and Corporate Social Responsibility  
Chapter 3: Workforce Diversity, Equal Employment Opportunity, and Affirmative Action  
Chapter 4: Job Analysis, Strategic Planning, and Human Resource Planning  
Chapter 5: Recruitment  
Chapter 6: Selection  
Chapter 7: Training and Development  
Appendix: Career Planning and Development  
Chapter 8: Performance Management and Appraisal  
Chapter 9: Direct Financial Compensation  
Chapter 10: Benefits, Nonfinancial Compensation, and Other Compensation Issues  
Chapter 11: A Safe and Healthy Work Environment  
Chapter 12: Labor Unions and Collective Bargaining  
Appendix: History of Unions in the United States  
Chapter 13: Internal Employee Relations  
Chapter 14: Global Human Resource Management

Principles of Accounting I

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This syllabus is tentative and subject to change depending on the progress of the course