



UNIVERSITI TEKNOLOGI MARA

AGR145: HUMAN RESOURCE IN AGRICULTURE

Course Name (English)	HUMAN RESOURCE IN AGRICULTURE APPROVED
Course Code	AGR145
MQF Credit	3
Course Description	This course will engage students to cognitively identify the aims of human resource planning and methods. Interactive class discussions will also be employed to enable students to discuss and interpret the human resource planning, training and development, performance appraisal, compensation, integration, separation, new development and practices in personnel management. Students will be required to express verbally and in writing to peers and the facilitator the importance of optimizing the organization's human resources, understanding of the current workforce environment as well as the challenges faced by human resource managers in the global setting of human resource management.
Transferable Skills	Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal framework.
Teaching Methodologies	Lectures, Discussion
CLO	<p>CLO1 Identify and describe the basic functions of human resource management.</p> <p>CLO2 State and discuss the human resource planning, training and development, performance appraisal, compensation, integration, separation, new development and practices in personnel management.</p> <p>CLO3 Apply and analyse through classroom activities the concepts of human resource planning, training and development, performance appraisal, compensation, integration, separation, new development and practices in personnel management.</p> <p>CLO4 Communicate to peers verbally and to the facilitator in writing the importance of human resource management in the development and eventual success of organizations.</p>
Pre-Requisite Courses	No course recommendations
Topics	
1. INTRODUCTION TO HUMAN RESOURCE MANAGEMENT 1.1) 1.1 Definition of Human Resource Management 1.2) 1.2 Operative Functions of Human Resource Management 1.3) 1.3 Objectives of Human Resource Management 1.4) 1.4 System Approach to Human Resource Management 1.5) 1.5 Relationship between Line Managers and Human Resource Specialist	
2. HUMAN RESOURCE PLANNING 2.1) 2.1 Human Resource Planning 2.2) 2.2 Steps in Recruitment Process 2.3) 2.3 Establishing the Quality Personnel 2.4) 2.4 Recruitment 2.5) 2.5 Induction program	
3. TRAINING AND DEVELOPMENT 3.1) 3.1 Steps in Training and Development 3.2) 3.2 Benefits of Employee Training 3.3) 3.3 Training Methods	

4. PERFORMANCE APPRAISAL

- 4.1) 4.1 Key Elements in Performance Appraisal Systems
- 4.2) 4.2 Uses of Performance Appraisal
- 4.3) 4.3 Performance Appraisal Methods
- 4.4) 4.4 Reasons for Appraisal Programs Failure

5. COMPENSATION

- 5.1) 5.1 Types of Compensation: Direct & Indirect
- 5.2) 5.2 Objectives of Compensation Management
- 5.3) 5.3 Factors Affecting Compensation Policy: Internal and External
- 5.4) 5.4 Steps in Job Evaluation Process
- 5.5) 5.5 Financial Incentive Systems

6. INTEGRATION

- 6.1) 6.1 Importance of Human Relation
- 6.2) 6.2 Motivation
- 6.3) 6.3 Leadership
- 6.4) 6.4 Communication

7. SEPARATION

- 7.1) 7.1 Retirement
- 7.2) 7.2 Layoff (Retrenchment)
- 7.3) 7.3 Outplacement

8. NEW DEVELOPMENT AND PRACTICES IN PERSONNEL MANAGEMENT

- 8.1) n/a

Assessment Breakdown	%
Continuous Assessment	50.00%
Final Assessment	50.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Case Study	Any Topics	20%	CLO3
	Presentation	Any Topics	15%	CLO4
	Test	Online test	15%	CLO1

Reading List	Recommended Text
	<ul style="list-style-type: none"> • Bohlander, G and S. Snell, <i>Managing Human Resource</i>, Ed., , Thomson Corporation South-Western, USA [ISBN:] • Dessler, Gary. , <i>Human Resource Management</i>, Ed., , Prentice Hall, New Jersey [ISBN:] • Gomez-Mejia, L.R., Balkin D.B. and Cardy R. L. , <i>Managing Human Resources</i>, Ed., , M Pearson- Prentice Hall, New Jersey

Article/Paper List
This Course does not have any article/paper resources

Other References
This Course does not have any other resources