

DOCUMENT 3: THE CURRICULUM

Name of Program: Bachelor of Business Administration (Hons)

TABLE

DETAILS ON EACH SUBJECT

1. Name of Paper	Labor Law And Industrial Relation	
2. Code	BBA 3324	
3. Status	Program Elective	
4. Credit Hours	4	
5. Semester and year to be thought	Semester 5 Year 3	
6. Prerequisite (if any)	None	
7. Mode of Delivery	Lectures, incubator works, group projects assignments, self study, consultation, presentation.	
8. Assessment and Marking Percentage	1. Class Attendance and Participation 2. Continuous Assessment, Assignments and Tests 3. Case Studies, Seminar, Project Paper and Presentation. 4. Final Exam Total	10% 20% 30% 40% ----- 100%
5. The Teachers	Associate Prof Dr. Leong Choon Heng	
6. The Objective of the Paper	This course is designed to equip students with laws and regulations that govern the multiple facets of Malaysian human resources management. With such an in-depth knowledge of the legal environment surrounding employment matters and industrial relations, hopefully students with potentials of being future managerial leaders and HR professionals could sustain corporate governance issues while appreciating the rights and liabilities of the employees and employers.	
11. The Learning Outcomes of the Paper	By the end of the course, students will be expected to: <ul style="list-style-type: none">• Analyze the nature of the employment relationship of individuals to the organizations in terms of contractual and statutory• Develop legal skills which enable them to inter-relate case and statute law within the employment relationship• Apply knowledge, legal skills and ability to diagnose situations of conflict in specific employment issues• Apply their knowledge and understanding to advise organization on the resolution of conflicts and amendments of HRM policies, procedures and practices.	

12. A Synopsis of the Paper	Major issues in the theories and practices of labor laws and industrial relations are pertinent knowledge that HR professionals, managers or any individuals with careers need to know. It serves as a nucleus in understanding the rights and liabilities of both employers and employees. This course provides fundamental knowledge for students who aim to further work in unionized/non-unionized environment, public/private sector and in managerial/non-managerial positions. It aims to provide an overview of the relevant laws pertaining to employment in Malaysia, particularly in the area of Malaysian labor history, the Employment Act, Industrial Relations, Trade Unions and other relevant legislation.								
13. Topic of the Paper and Contact Hours of Guided Learning (face to face) and Non-Guided Learning (including assignment, group discussion, presentation, lecture preparation etc.)	HOURS OF LEARNING TIME								
	LECTURE		TUTORIAL		PRACTICAL/ LAB		STUDENT LEARNING HOUR	Quiz. Exam, Final	
	GL	NGL	GL	NGL	GL	NGL			
1. Overview of the Malaysian Labor Law The Learning outcomes: <ul style="list-style-type: none"> • Define Industrial Relation. • Describe Malaysian Labor Law. • Generalize international labor law, labor organization and the • role of Government. 	2	4	2	4	-	-	6	-	
2. Employment Laws The Learning outcomes: <ul style="list-style-type: none"> • Review application and coverage of the Employment Act 1955. • Illustrate Employment Contracts. • Solve breach of contract. • Construct wages and benefits for the employees. • State and plan for employee working hours and leave. • Identify employment of women and children • Evaluate termination of employment and retrenchment. 	2	4	2	4	-	-	6	-	

<p>3. Industrial Relations</p> <p>The Learning outcomes:</p> <ul style="list-style-type: none"> • Show application and coverage of the Industrial Relation Act 1967. • Describe Industrial Court. • Solve Trade Disputes. • Design Industrial Actions. • Formulate Dispute Resolution. • Identify Constructive Dismissal. • Account for Collective Bargaining and Collective Agreement. 	2	4	2	4	-	-	6	1
<p>4. Discipline at The Workplace</p> <p>The Learning outcomes:</p> <ul style="list-style-type: none"> • Appraise the taking of disciplinary action. • Judge when is disciplinary action taken? • Generalize the guidelines for discipline at the workplace. • Compose Domestic Inquiry and other disciplinary procedures. • Write the content and the procedures of penalties. 	2	4	2	4	-	-	6	-
<p>5. Trade Union</p> <p>The Learning outcomes:</p> <ul style="list-style-type: none"> • Define the application and coverage of Trade Union Act 1959. • Sort types of Trade Union. • Accept recognition of Trade Union. • Conceive the registration of Trade Union. • Explain the requirement 	2	4	2	4	-	-	6	1

<p>of membership of Trade Unions.</p> <ul style="list-style-type: none"> Describe Employer's Prerogative State the creating a Non-union Give example for the environment in the workplace Discover Trade Union activities. 								
<p>6. Legislated Benefits</p> <p>The Learning outcomes :</p> <ul style="list-style-type: none"> Show application and coverage of the Employee Provident Fund (EPF) Act 1991. Describe application and coverage of Employee's Social Security Act (SOCSO). State application and coverage of the Workmen Compensation Act 1952. 	2	4	2	4	-	-	6	1
<p>7. Legal and Regulatory Issues in HRM</p> <p>The Learning outcomes :</p> <ul style="list-style-type: none"> Analyze issues on Gender, Race and Religious Discrimination. Relate health and the workplace. Distinguish woman and family issues in the workplace. 	2	4	2	4	-	-	6	-
<p>8. Sexual Harassment</p> <p>The Learning outcomes :</p> <ul style="list-style-type: none"> Define types of Sexual Harassment. Explain Code of Practice on the prevention and eradication of Sexual Harassment in the workplace Outline the adoption and 	2	4	2	4	-	-	6	-

implementation of the code in the workplace.								
9. Special & Current Issues in Labor Law & Industrial Relations in Malaysia The Learning outcomes : <ul style="list-style-type: none"> • Recommend invitation of Guest Speaker (from industry). 	2	4	2	4	-	-	6	1
Total	18	36	18	36	-	-	54	6
Total of Learning Hours	168							
Total of Credits	4							
14. Main References	<ul style="list-style-type: none"> • Maimunah Aminuddin, <i>Malaysian Industrial Relations and Employment Law</i>, McGraw Hill Malaysia, 6th Edition, , 2007. • M.N D'Cruz, <i>A Comprehensive Guide to Current Malaysian Labour Law</i> (Revised Edition), Leeds Publication. • Maimunah Aminuddin, <i>An A - Z of Malaysian Employment Law</i>, McGraw Hill. • Tengku Dato Omar Tengku Bot, <i>A Guide to the Malaysian Code of Practice on Sexual Harassment</i> , Leeds Publications, 2000. 							
15. Additional References	<ul style="list-style-type: none"> • Katz, Harry C. and Kochan, Thomas A., <i>An Introduction to Collective Bargaining and Industrial Relations</i>, McGraw-Hill, 2nd Edition, 2000. • Carrell, Michael R. and Heavrin, Christina., <i>Labor Relations and Collective Bargaining</i>, Prentice Hall, 6th Edition, 2001. • Wu Min Aun., <i>The Industrial Relations Law of Malaysia</i>, Longman Malaysia, 2nd Edition, 1995. 							