



# INSTITUT FMM

## DIPLOMA IN HUMAN RESOURCE & INDUSTRIAL RELATIONS

(Full Time/Part Time)

The **FMM Diploma in Human Resource and Industrial Relations** is developed by the industry and conducted entirely by practitioners who have both academic and professional qualifications and relevant human resource experiences.

### COURSE OBJECTIVES

The main objectives of the programme are to develop potential human resources and industrial relations practitioners who will be prime movers and contribute significantly to the development of the industry. The diploma programme offers challenging inter and multi disciplinary perspectives and practical orientations that will integrate theories and practices in a modern business environment.

### CURRICULUM AND SCHEDULE

The curriculum is developed in accordance with MQA (LAN) academic requirement. The Diploma is conducted over a period of 7 semesters with students enrolling in 2 to 4 modules per semester.  
For the working adults- Classes are conducted on Saturdays and Sundays  
For Full Time students- Classes are conducted on weekdays and weekends

### ADMISSION

The desired educational requirement is 3 credits in SPM/SPVM or MCE. Graduates are encouraged to apply as exemptions are given to recognised qualifications.

### ACADEMIC QUALITY STANDARDS

Approved by Ministry of Higher Education (MoHE) and Malaysian Qualification Agency (MQA) or formerly known as LAN

### COURSE FEES

**Registration Fee:** RM300\*

**Examination Fee:** RM720

\*Payable upon registration. Fee is refundable if application is rejected. Fee is forfeited if applicant cancels/withdraws from the programme.

#### Tuition Fee:

- RM 11,280.00 (FMM member companies and self self-sponsored students)
- RM 12,480.00 (Non-member companies)

\*\* Claimable at the end of each semester.

Note : Different fee is applicable for weekday classes for full time studies.

- Tuition fee is non-refundable if the participant withdraws from the programme once the semester has commenced.
- Fees shown here are correct at the time of printing. Institut FMM reserves the right to revise the fees without prior notice.

**PROLUS SCHEME \*\***

**38<sup>th</sup> INTAKE!**

Date  
7<sup>th</sup> April 2012

Venue  
Institut FMM,  
Wisma FMM, Kuala Lumpur.

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**Visit us at:**  
[www.fmm.org.my](http://www.fmm.org.my)

## MODULES \* OFFERED

### **Module 01 Principles of Management**

An introductory module emphasising major functions of management such as planning, organising, leading and control and defining the fundamental management theories.

### **Module 02 Information and Communication Technology**

Introductory module in ICT that is divided into two sections: Information System covering file/database management and logical data organisation; and Communication Technology covering communication systems and channels.

### **Module 03 Principles of Accounting**

Introduces basic accounting principles and procedures, and the role of accounting information and financial reporting, managing costs and cost behaviour and short-term decision making. Interpreting financial statement and the concepts of CVP analysis, marginal analysis and budgeting

### **Module 04 Research Project (Individual)**

Requires students to prepare Business Research Project related to problems and situations at their work place and presenting the research topic.

### **Module 05 Quality Management and Systems**

Introduces the evolution of quality management and principles, which includes implementing an effective Integrated Management Systems to realise customer satisfaction through quality products/services

### **Module 06 Human Resource Management**

Definitions of Human Resource Management and its relationship to management and distinguish the difference between operational and strategic duties of HR in the various sector.

### **Module 07 Principles of Marketing**

Defining marketing and outline the marketing processes. Assessing the impact of macro and micro environments in the marketing functions. Marketing segmentation, target marketing and functioning.

### **Module 08 Business Communication**

Focuses on business communication process in a business environment and introduction of the various communication channels. Effective business writing and presentation techniques.

### **Module 09 Occupational Safety and Health (OSHA)**

Introduces the principles of Industrial Safety and Health with emphasis on Industrial Safety and OSHA Act 1994, environment regulations and Factories and Machinery Act 1967 and OSH documentation and procedures

### **Module 10 Quantitative Method**

An understanding of the basic principles, which are used in Quantitative Methods and how they are used in decision-making. This module will cover two areas i.e. Business Statistics and Business Maths.

### **Module 11 Organisational Behaviour**

This module covers the various aspects of organisations, which includes individual and group behaviour and organisation behaviour as a whole. Discussion will focus on introduction to organisational behaviour concepts, types of individual behaviour, motivation theories, communication in organisation, decision making, organisational change and development and organisational culture.

### **Module 12 Business Finance**

An understanding of financial systems, financial issues faced by organizations and understanding the financial markets and making business investment and financing decisions

### **Module 13 Manpower Planning, Recruitment and Selection**

This module covers the various aspects that are involved in Manpower planning, recruitment challenges, types of recruitment sources, interview preparation, conducting interview and making selections.

### **Module 14 Malaysian Employment Law**

Covers the introduction of Malaysian Employment Law, Children and Young Persons (Employment) Act 1966, Employees Provident Fund Act 1991, Employees' Social Security Act 1969, Workmen Compensation Act 1952.

### **Module 15 Compensation, Benefits and Performance**

This module covers the various forms of compensation and benefits- job analysis, determining the level of pay, designing pay levels and structures, performance appraisals, employee benefits, international pay systems and legal issues pertaining compensation performance planning, types of performance measuring, performance reviews, improving performance, developing and designing performance management and performance issues and ways of dealing with them.

### **Module 16 Industrial Relations Practice in Malaysia**

The module covers Trade Unions, the history and evolution of trade unions, Industrial Relations Act 1967, Domestic Inquiry Procedures, Trade Dispute and Industrial Actions and Industrial Court.

### **Module 17 Training and Development**

Covers the importance of training and development to an organisation and how to design effective training, methods used in Needs Assessment, training evaluation, use of technology in training, challenges in training and issues pertaining training and development.

### **Module 18 Management Information Systems**

This module covers the role of information systems in the business world. It also covers the process of decision-making, approaches to systems building security and Human Resources Information System Management

### **Module 19 Principles of Economics**

An understanding of the basic Economics principles. This module covers the main concepts, terminologies and tools of economic analysis and application and evaluation of economic analysis to different economic problems

### **Module 20 Strategic Management & Decision Making**

This module provides an understanding of the strategy concept and its role in organisation. It covers corporate strategy, strategy in business unit, strategy formulation, strategy selection, market analysis, growth strategies, analytical tools for decision making and strategy plan.

### **Module 21 Business Law**

This module provides an understanding to Business Law in Malaysia. It covers the principle of Contract Law, Law of Hire-Purchase, Law of Agency, Insurance Law, Sale and Supply of Goods, Law of Negotiable Instruments, Negligence, Partnership Law, Formation of a Partnership and Consumer Credit.

*Besides the above modules, all students are required to complete Malaysian Qualification Agency (MQA) compulsory subjects, which are:*

### **Module 22 Pengajian Malaysia**

Subjects covers the formation of Malaysia, Constitution, policies and developments, and multi-ethnicity of the country populations.

### **Module 23 Pendidikan Moral**

Only for Non Muslim students. Covers the understanding of value systems, overview of various religion and moral issues  
or

### **Pengajian Islam**

Only for Muslim students. Covers the basic concepts of Islam and Islamic Institutions.

### **Module 24 Bahasa Kebangsaan**

Covers grammar and sentence structure.

*Note: Students who obtained C6 or better for their SPM Bahasa Malaysia are exempted from taking Bahasa Malaysia A. However there are no exemption for Pengajian Malaysia and Pendidikan Moral / Pengajian Islam*

*Institut FMM reserves the right to revise or change the modules offered.*



**INSTITUT FMM** (B4P8146)  
**FMM Institute** (475427-W)

**FMM DIPLOMA IN HUMAN RESOURCE & INDUSTRIAL RELATIONS**  
**38<sup>th</sup> Intake : 7<sup>th</sup> April 2012**

**Course Schedule**

<b>Semester/ Duration</b>	<b>Begin</b>	<b>End</b>	<b>Examination</b>
I: 12 weeks	Apr 7, 2012	June 30, 2012	July 14 & 15, 2012
II: 12 weeks	July 21, 2012	Oct 20, 2012	Oct 27 & 28, 2012
III: 12 weeks	Nov 3, 2012	Feb 15, 2013	Feb 22 & Feb 23, 2013
IV: 12 weeks	Mar 3, 2013	June 1, 2013	June 15 & 22, 2013
V: 12 weeks	July 6, 2013	Oct 5, 2013	Oct 19 & 20, 2013
VI: 7 weeks	Oct 26, 2013	Dec 7, 2013	Dec 21 & 22, 2013
VII: 12 weeks	Jan 4, 2014	March 31, 2014	Apr 7 & 8, 2014

**Note:**

- *Classes held are on*
  - Saturday : 8.30 am – 12.30 noon, and  
1.30 pm – 5.30 pm;*
  - Sunday : 8.30 am – 12.30 noon; and  
1.30pm – 5.30 pm.*
- *The above time table is subject to change. However, every effort will be taken to inform participants of any changes*

**Fees**

	<b><i>FMM Member/Self-sponsored</i></b>	<b><i>Non-Member</i></b>
<i>Tuition Fee</i>	<i>RM11,280.00</i>	<i>RM12,480.00</i>
<i>Registration Fee</i>	<i>RM300.00</i>	<i>RM300.00</i>
<i>Examination Fee</i>	<i>RM 720.00</i>	<i>RM 720.00</i>
<b><i>TOTAL FEES</i></b>	<b><i>RM12,300.00</i></b>	<b><i>RM13,500.00</i></b>

*The self sponsored fee is applicable for students who are paying fee via EPF withdrawal or loan or full payment. Self sponsored students, who wishes to opt for instalment scheme, please refer to the academic office for further information.*

**Note:**

- *Fees are inclusive of course materials. The Examination fee shown here is on for one sitting only..*
- *Upon application, a registration fee of RM300.00 is applicable. Registration fee is refunded if application is rejected.*
- *Tuition fee is non-refundable if the participant withdraws from the programme one week after the semester has commenced.*
- *Registration fee will be forfeited if applicant cancels/withdraws from the programme.*
- *This programme is offered under the **Prolus** scheme from **PSMB**.*
- *Repeat fee RM450 per module will be charged should students repeat any module.*
- *Fees shown here are correct at the time of printing. Institut FMM reserves the right to revise the fees without prior notice*