UNIVERSITI TEKNOLOGI MARA

ADS451: ETHICS IN ADMINISTRATION

Course Name (English)	ETHICS IN ADMINISTRATION APPROVED
Course Code	ADS451

MQF Credit	3

Course Description	This course is designed to introduce to the students the study of ethics. Various ethical theories and thoughts will be discussed. It also outlines the ethical conflicts and dilemmas faced by administrators in their everyday work environment. Important issues of law,environment, business and corporate governance will be analysed.

Transferable Skills	1. Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts.
	2. Demonstrate ability to communicate clearly and confidently and listen critically.
	3. Demonstrate ability to socialize with people from different walks of life.
	4. Demonstrate enthusiasm, leadership and the ability to positively influence others.
	5. Demonstrate ability to investigate problems and provide effective solutions.
	6. Demonstrate ability to work professionally and contribute positively in a team.

Teaching Methodologies	Lectures, Tutorial

CLO		
	CLO1	Understand what are ethics and the various theories and thoughts of ethics
	CLO2	Appreciate the role and importance of ethics in effective administration
	CLO3	Applying the skills and methods in evaluating ethical issues
	CLO4	Critically examine the individual and organisational values and assumptions that impinge upon the work life and the work environment

Pre-Requisite Courses	No course recommendations

Topics
1. Introduction to Ethics 1.1) Definition and what is ethics 1.2) Why study ethics 1.3) Can ethics be taught? 1.4) Ethics and reasons 1.5) Where does ethics come from
2. Ethical theories 2.1) Ethical Relativism 2.2) Egoism 2.3) Utilitarianism 2.4) Kant's Moral Theory 2.5) Naturalism 2.6) Virtue Ethics
3. Ethics, culture and Religion 3.1) Cultural Relativism and cultural absolutism 3.2) Ethics and religion

4. Ethics and Public Administrators
4.1) Ethical Problems facing by Public administrators
4.2) Importance of ethics in public administration
4.3) Approaches to Public Administrative Ethics
4.4) Micro and Macro level of ethical dilemmas
4.5) Malaysian Public Service Ethics

5. Ethics and Law
5.1) Morality and Law
5.2) Legal analysis and ethical issues
5.3) Public Managers and the Law

6. Ethics and environment
6.1) The environment and values
6.2) Anthropocentrism
6.3) Ecocentrism
6.4) Deep Ecology
6.5) Ecofeminism

7. Business and Media ethics
7.1) Rights and obligations in business
7.2) Ethical issues in business
7.3) Sexual harassment
7.4) Media ethics

8. Ethics and Corporate Governance
8.1) What is corporate governance
8.2) Company Directors code of ethics
8.3) Malaysian Code on Corporate Governance

9. Global Issues
9.1) Current issues will be discussed

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Assignment & Presentation	25%	CLO1 , CLO2 , CLO3 , CLO4
	Test	Mid Term Test	15%	CLO1 , CLO2 , CLO3

Reading List	Recommended Text	• **Thiroux, J. P. 2007,** *Ethics-Theory and Practice*, **Prentice-Hall New Jersey** • **Clarke, Thomas 2005,** *Theories of Corporate Governance: The Philosophical Foundations of Corporate Governance*, **Routledge London**
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	