



UNIVERSITI TEKNOLOGI MARA

ADM351: FUNDAMENTALS OF ETHICS IN ADMINISTRATION

Course Name (English)	FUNDAMENTALS OF ETHICS IN ADMINISTRATION APPROVED
Course Code	ADM351

MQF Credit	3
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Course Description	This is an introductory course on ethics in administration. The syllabus discusses about morality, the ethical theory, the religious perspective of ethics, the importance of ethics in administration and business. It also covers the topic of corporate governance and ethical challenges experienced universally. Eventually, the course aimed to create an understanding of how important ethics is in an organisation and life.
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Transferable Skills	Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal frameworks Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts
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Teaching Methodologies	Lectures, Tutorial, Discussion, Role Play
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CLO	CLO1 identify the theory and practice of ethics in corporate administration; CLO2 discuss the concept of morality in an ethical decision making; and CLO3 explain the importance of ethics as an organisational culture
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Pre-Requisite Courses	No course recommendations
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Topics
1. Introduction to Ethics 1.1) Definition of moral 1.2) Source of morality 1.3) Definition of ethics 1.4) The concept of ethics 1.5) Implications of being ethical 1.6) Ethics and religion 1.7) Ethics and culture 1.8) Ethics and reasons
2. Ethical Theory 2.1) Types of ethical theory 2.2) Ethical Egoism 2.3) Utilitarianism 2.4) Kant Moral Theory/ Duty Ethics 2.5) Divine Command Theory
3. Islamic Ethical system 3.1) The concept of Islamic ethics 3.2) Source of Islamic ethics 3.3) Characteristics of Islamic ethical system
4. Ethics in Administration 4.1) Definition of Administration 4.2) Importance of ethics in administration 4.3) Theory of guidance and control in administration 4.4) Ethical problems faced by administrators 4.5) Administrative ethics in government policies

5. Business Ethics

- 5.1) Cooperation and competition in business
- 5.2) Market success and market failures
- 5.3) Impact of business sector decisions
- 5.4) Corporate social responsibility
- 5.5) Role of regulations in business affairs

6. Corporate Governance

- 6.1) Definition of corporate governance
- 6.2) Components of corporate governance
- 6.3) Company Directors Code of Ethics
- 6.4) Malaysian Code on Corporate Governance

7. Ethical dimensions in business decisions

- 7.1) Managerial ethics
- 7.2) Common ethical problem in an organization
- 7.3) Factors contributing to unethical conduct
- 7.4) The importance of trust and self governance
- 7.5) Ethics as an organizational culture

8. Contemporary global Challenges to ethics

- 8.1) Globalization
- 8.2) Cross culture ethics
- 8.3) Challenges to administrator
- 8.4) Managing ethics in global environment

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Assignment	8%	CLO1
	Presentation	Presentation	7%	CLO1
	Quiz	Quiz 1	5%	CLO2
	Quiz	Quiz 2	5%	CLO2
	Test	Test	15%	CLO2

Reading List	Recommended Text	• Mac Kinnon, B 2004, Ethics :, <i>Theory and Contemporary Issues</i> , Thomson Wadsworth, Singapore.
	Reference Book Resources	<ul style="list-style-type: none"> • Clarke, T 2005,, <i>Theories of Corporate Governance: The Philosophical Foundations of Corporate Governance</i>, Routledge, London. • Finance Committee on Corporate Governance 2000,, <i>Malaysian Code of Corporate Governance</i>, Malaysia Law Journal Sdn Bhd, Kuala Lumpur.

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