

④ Certain rules to be used in professional field. To provide peaceful environment in different professions.

⑤ Standards and procedure of organizations.

⑥ Profession:

A paid occupation, especially one that involved prolonged training and a formal qualification.

⑦ Soft skills and technical skills (Communication) (related to field)

⑧ Professional (Earns by profession of living)

⑨ The standards of education, training (professional) with particular knowledge and skills to perform specific task.

⑩ Professionalism (Not privately connected to some person) (Professional connected). (Person thought process → Way of living and thinking rather than learning.)

* Ethics (which can be right or wrong)
applicable to all over society
(Law or morals less important than ethics)

Moral (Religion or society wise thought)

* Traits of Professional:

- ① Seriousness
- ② Wanting to do better
- ③ Dealing with unexpected
- ④ Communications skills (^{Listening, understanding, speaking})
- ⑤ Enthusiasm (إيجاز)
- ⑥ Helpfulness
- ⑦ Taking the initiative
- ⑧ Cool under pressure ^{⑨ Confidentiality}
- ⑨ Remaining focused
- ⑩ Don't follow, lead it.

* Book Name:

Professional Practices

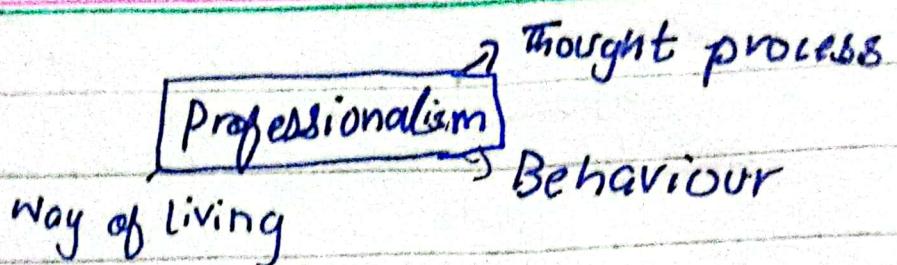
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Profession → formal qualification

prolonged training

paid occupation

(*)



→ Characteristics of Strongly Differentiated Professions

① Mastery of body of Knowledge:

→ Required through higher education.

→ Those who do not master the Knowledge, cannot do the work.

→ Researchers:-

Devoting themselves to continuous Learning improvement in the body of Knowledge.

→ Practitioners:-

② Professional Autonomy: (freedom to decide)

Members of profession have great deal of autonomy in their work.

② Doctors:

Making decisions about treatment of their patients.

③ Lawyers:

Deciding best strategy for defending a client.

④ Architects:

Deciding on design of a building (sales personnel, assembly line workers , office clerks).

③ Formal organisation:

Professions have single unifying formal organization. recognised by state / federal government.

→ This organisation may control admission to the profession.

→ Set standards for practice.

→ In some case , professional organization is involved licencing of its members.

→ Power to expel members from profession.

: Professional Issues
 In software Engineering
 By : Frank Bott

E.g: Medical Association ,
 Bar Association .

(way of doing something) (Guidelines)

④ Code of ethics:

Professions generally have a code of ethics (code of conduct).

- * A way of setting standards in the field.
- * In some cases require their members to take oath.
- * Serve as a statement to public as to what expect from its members.

⑤ Organization

- Profit earning
- services
- Help other authorities/organization
- (HEC) (SECP) (FBR)
- (ACM) (BCS) (IEEE)
- (guidelines) (licensing) (code of ethic)

⑤ Social Function:

Payback to society.
 → contribution for country in a positive way .

* ACM code of ethics :

- ① General Moral Imperatives
- ② Specific Professional responsibility
- ③ Leadership Imperatives

→ Points:

- ① 1.1 (i) contribute to society and human well-being
 - 1.2 - Avoid harm to others
 - 1.3 - Be honest and trust worthy
 - 1.4 - Be fair and take action not to discriminate
 - 1.5 - Honor property rights including copyrights and patent.
 - 1.6 - Give proper credit for intellectual property
 - 1.7 - Respect the privacy of others
 - ✓ 1.8 - Honor confidentiality. Edward
Snodin
- ② 2.1 - Strive to achieve the highest quality, effectiveness.
- 2.2 - Acquire and maintain professional competence.

→ PROFESSIONAL RELATIONSHIPS:

(Roles)

○ Employer - Employee:

(page #4)

→ Conditions : clear

- * responsibilities, salary, hours of work.

→ Some conditions not mentioned

- * Don't do anything illegal

→ Few things not anticipated before

- * Overtime, political issues, dress code.

○ Contractual:

Each party agrees for certain things Exchange.

→ Company:

- * tasks + compensation + work environment.
- * Consent (Both), Autonomy, free to refuse. Each individual treated with respect.
- * HONEST → Qualifications, do the work promised.
(Employee)

→ Honest Employer → Decent wage, Expectations
(what company expects from employee)

○ Workplace Dangers:

- 1) Big salary, good benefits to make job attractive.
- Explains: Exposed to toxic substances (still you agree).

○ Professional Ethics:

- Loyalty (no limit), not to leave for 5 years
- Interest of Employee
- Trade Secrets (confidentiality agreements)

→ O CLIENT - PROFESSIONAL:

* Contractual

* Terms & conditions

1) What will be done?

2) How long it will take (time)?

3) How much the client will pay?

4) Where the work will be done?

O Professional: Special Knowledge & expertise.

O Clients: Depends on professional

O Trust : Knowledge [effectively & efficiently]

O Doctor, Lawyer, architect, teacher and computer professional.

O Agency Model:

Acts as an agent.

→ Simply implement what the client requests

→ Decision Making Authority:

Client | Broker

① Paternalistic:

- Client transfers all decision making authority to the professional.
- Professional acts in the interests of the client.
- Expertise of professional.
- Autonomy (Professional)

② Fiduciary Model:

- Both parties have roles & are working together. Client retain decision making authority but make decisions on the basis of information provided by professional (Both must trust each other).

① Client will give professional relevant information.

② Listen to what professional says.

→ Professionals:

Responsibility to be honest

give realistic estimates of time.

① Conflict of Interest:

بعض
بعض

ذات مفاسد:

→ Hardware preferences

of spouse to husband

→ HR selects his friend
in vacant seat instead
of others.

→ Silent Partner (^{only invests}
_{in company})

② Efficient (Time and other resources)

(Maximum output)

→ Effectively (Proper, correctness).

③ Book chapter / structure of organization

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STRUCTURE OF ORGANIZATION

④ Structure of Company

(Products or services offered by company)

(*) Incorporate - To Start

(*) Share (Capital of company divided into small unit and each unit is called share).

(*) Document of company:

(1) Memorandum of Association

(2) Articles of Association

(1) → Charter of Company

→ Objectives of company

→ Activities of company

→ Name of company

→ Registered office.

→ Authorized share capital (^{Minimum}
^{to start}
a company)

→ Nominal value of share

(Face value) (First value to be shared
in market)

(2) → subsidiary document

of Memorandum (part of it)

→ Major part of share kept by
owner and remaining public.

→ Selling of shares firstly
member of the existence

→ Appointment Decision making

→ Dividends and Reserves
(Profit to shareholder) (For difficult time)

• Stock Exchange:

Selling and buying market of shares

→ Board of Directors:

- ① Financial records of years
(Disclosure requirement).

→ Memorandum of Association: (Externals affairs)

① Name of the company:

- ① Not used before
- ② Permission list must be sought.
- ③ Matches with company rule.

② Registered office location :

- (i) Head office location

③ The objectives of company:

- (i) Types of business (Industry belonging)

④ Liability clause:

(i) Limited by shares company
(shareholder liability less).

⑤ Authorized share capital and nominal value:

- (i) Maximum capital
- (ii) Face value (First value)

→ Association Article:

① New shares up:

(i) Not complete in market

② Transfer of shares:

(i) First ask to existing member

③ Meetings of members:

(i) AGM (annual General meetings)

(i) Topics and resolution proposed first

④ Appointment and removal of directors:

(i) General meeting collectively allow.

⑤ Power of directors:

- (i) Not all talks in general meetings.

⑥ Dividends and Reserves:

- (i) Profit part to shareholders
- (ii) Difficult time money.

→ Shareholder's agreements:

- ① Minority shareholders can change or revolutionized.

→ Directors and the Company:

① Types:

- (i) Executive Director
- (ii) Non-Executive Director.

→ Disclosure Requirements:

- ① Disclosure of information about their operations

- ② Tax and Filer or Non-Filer.

- ④ Corporate governance (Homework).

→ Functional Units of an organization :

(Arrange) (Different resources)
(Financial and human resources)

① Production:

(i) creation of product

② Quality management:

(i) Product upto the mark.

③ Sales and Marketing:

(i) Marketing broader concept
to attract customers.

(ii) Sale (Number of units
sold) (Part of Marketing)

④ Finance and Administration:

Money office

⑤ Research and Development:

(i) New activities to
promote business.

⑥ Geographical organization:

Many branches
in world. Customer liking and
disliking all over the world.
(Religious and culture thoughts).

* Organization by product:

(i) Several different types

of product or services.

* Centralization & Decentralization

(Upper Level

Management Discussion)

(Low Level

Employee
Discussion)

* FINANCE:

- Under investment/capitalization
- Some capital spent on hardware, increased training etc...
(Not these investment be visible in short time).
- Profit increase (Sales Increase) otherwise personal property of director will be given on loan.

① Overdraft:

- Interest charges
- Invoicing (receiving payments)
(Credit) (sls) (Gap between invoice and receiving must be less).
- Overdraft is type of loan.

② Budget Deviation because of any project stop and senior staff not working. (TED-ED)(youtube)

④ Long-term planning:

strategic plan
to achieve goal.

⑤ Goodwill (Reputation of company).

Syllabus

⑥ Chapter #2 pg #34 (24)

→ Legal forms of ownership

→ Limited Company / Unlimited

→ Memorandum and Articles

of Association

→ Liability

→ Corporate Governance (How to run company)

→ Functional Units (Educational institutions example)

→ Geographical organization

→ Centralization and decentralization

→ Limited and unlimited liability company

→ Profession, Professionalism, traits,

→ characteristics of strongly

→ Relationships (Employee, client)
Professional

→ ACM code of ethics (first 8 codes)

→ British Computing Society