**TEACHING PLAN**

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| **Course Title:** | Professional Practices in IT |
| **Course Code:** | CS4001 |
| **Credit:** | 3+0 |
| **Contact Hours:** | 3 hour’s lecture per week |
| **Semester:** |  |
| **Prerequisite:** | None |
| **Instructor:** | Dr. Rauf Ahmed Shams Malick |
| **Website:**  **Email:** |  |
| **Objectives:** | After completing the course, the students will be able to:   * Understand positive and negative ways in which computer technology alters modes of social interaction at the personal level. * Able to evaluate ethical / social trade-offs in technical decisions. * Evaluate the professional code of ethics from the ACM, the IEEE Computer Society, and other organizations. * Identify contemporary examples of intangible digital intellectual property. * Investigate the impact of technological solutions to privacy problems. |
| **Synopsis:** | The major areas of study include Social Context, Ethical Argumentation, Community Values, Intellectual Property, the global, Social and Environmental Impacts of Computer Use and Disposal; IEEE CS/ACM Code of Ethics and Professional Practice. |

**Lecture Schedule:**

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| WEEK | TOPICS/SUBTOPICS | Quiz | Activities | Case Studies |
| 1.5 | **Introduction to Professional Practices**   * Introduction of Professional practices. * Rights. Negative vs positive rights. * Legal Rights vs Moral rights * Character, morals, personality, culture, self identity, * Professional Ethics   Introduction to Information ethics, types of ethics and stages of ethics in information systems, Standards in ethical thinking,   * profession and role of collective body, course accreditation * Historic review of information ethics, key contributors, knowledge areas for information related ethics. * Professionalism in Business, Self-Professionalism * Ethical Decision-Making scenarios: Case studies for Public, Client and employer, Product, Judgement, Management, Profession, Colleagues, Self, professional responsibilities in context of code of conduct * Work from home | Managing Oneself, 2 page note ( Quiz 1 Mark)  Deadline: before 4th Lecture | Class Activity  Group Discussion.  Class Activity  Group Discussion.  **5th Lec Assign**  **1.5 Marks A 1** | 1. Managing OneSelf 2. Dark side of IT Class discussion   **Quiz 1 Mark** |
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| 1.5(3) | **Organizations: (Kinds of organization, registrations, legal formal framework)**   * Open, closed, hierarchy vs flat structure, Google/Facebook * Google /Seith (Freedom of discussion, challenging environment, sense of ownership) * Organizations, Commercial organization, corporates * Private limited companies Constitution of limited companies (the *memorandum of association* and *articles of association*) * Directors * Non commercial bodies * How to start a company. | 2 Lectures  1 Lecture (Guest Speaker) | Local presenter from local company registration/  Taxation process  MOU/Article of Association | HBR Case  1.Culture at Google pg 1-12 |
| 04 | **Good and Bad (Google vs Seith Organization)**   * Your Startup * Seith Organization * Google/Facebook Culture of Organization * Decision making, independence, micro/macro management, ownership, talent acquisition * Remote Teams (Work from home) * Corporate social responsibility | 2 Lectures Theory  1 Guest Speaker | Presenter from North America.  Apple, Google, Facebook etc.  Venture Drive, Attribe Solutions | 1. 2. 1996 Mount Everest Collapse |
| 05 | **Case Study : Build a great place to work**  Assignment and discussions |  | Assignment  Reading 7th Sept  Start 9th Sept  Due : 16th Sept |  |
| 6 | **mid term** |  |  |  |
| 7 | **Professional Contracts**   * Focus areas for contract terms and conditions, what is to be produced, what is to be delivered, ownership of rights, confidentiality, mode of payments, A model to calculate payments for delays and changes, penalty terms and conditions, obligations of the client, standards and methods for working, * Progress meetings, parties nominated focal persons, Acceptance procedure, Warranty and maintenance clauses Effect of Inflation for long, force de majeure circumstances, termination of the contract, Arbitration nomination, Applicable laws, Contract hire Time and material, consultancy contract, liability for the defective software programs. * NDA, MOU, Proposals, Legal Issues (demonstrating NDA & MOU) * Software related contracts, Legal value of contract for software development, professional practices for writing quality software contracts, structure of fixed price contracts for custom built software programs * Risk | 3 Theory Lectures  +  1 hr Guest Speaker |  | NDA, & MOU  **Assignment no. 2**  **5 Marks** |
| 08 | **Human Resource Management and health/ safety of employees**   * Introduction * Model of human resource management, features of HRM * Training of employees, keeping track of skill of employees, problems in organization faced by HRM. * Health and safety of employee is a major concern * Act of 1974 related to health and safety * Employee/Employer contracts, HR activities, appraisals, descrimination, **Harassment** | 2 hrs Lecture Theory  +  HR Guest Speaker  +  Scaling a solo startup to SMEs  Guest Speakers |  | **1.5 Marks**  **Quiz** |
| 09 | **Intellectual Property and copyright laws**   * IP Principles and Laws basic definitions and concepts, Key challenges for protection of IP rights in new technologies. * Ethical Arguments About Copying software products, common causes of IP violations in society * Forms of IP, Patents, trademarks and copyright laws, applications in society and social aspects * Case studies for applications of IP violations * Plagiarism * Demonstration of Patent Document, How to write a patent | 2 hrs Lectures  Theory  +    1 Guest Speaker |  | **1.5 Marks**  **Quiz** |
| 10 | **MID 2** |  |  |  |
| 11 | **Descrimination**  Ethnic, racial, gender, age.  Perspectives (perceptions), Judgement  Anti descrimination legislation  Direct/Indirect  Positive/Negative (Lawful/unlawful)  Professional descrimination  Nepotism  Disability ( For blinds, autistics, deafs. etc ) |  |  | HBR Case  Three cases of workplace descrimination.  **CP 1 Quiz Mark**  **Assignment 3**  **5 Marks** |
| 12 | **Service Oriented Organizations**   * Legal liability and mechanism, safety related applications * Regularity issues, standards, certificate and licensing, professional code of practices, regulation by law. * Product liability and consumer protection act (CPA) 1987, negligence * Work from home, human/professional perspective, * Risk | 2 hrs Theory  +  1 hr Guest Speaker  **2 page note**  **CP 2 Marks Quiz**  ‘Performance during work from home’  System HR  (tentative) |  |  |
| 13 | **Cyber Law, computer misuse**   * Categories of misuse * computer frauds, unauthorized access to a computer * Computer misuse, hacking, types of hacking * Tools of hacking, computer security * Ethical hacking, penetration testing * Hacker code of conduct   **Data Protection**  Data protection and privacy of data importance.   * Impact of internet, factors affecting regulation * Defamation and protection * Key weakness in code of conduct, future challenges * Defining privacy, Common privacy threats, New Technologies rising risks, managing personal data, Critical need for privacy protection. * Digital Frauds * Risks | 3 Theory Lectures  2 hrs Guest Speaker   1. Careem 2. Financial Sector (IS Audit Professional)   1 hr article review and CP  **2 Marks Quiz** |  | 1. New Laws on Data Privacy and Security Are Coming. Is Your Company Ready? by  [Andrew Burt](https://hbr.org/search?term=andrew%20burt)  July 31, 2019  2. **Customer Data: Designing for Transparency and Trust**  <https://hbr.org/2015/05/customer-data-designing-for-transparency-and-trust> |
| 14 | **Internet Issues**   * Information security basic concepts, CIA principles * Information classification, IS organizational structure * Security plans and case studies * Cyber Bullying * Defamation * Fake content/Rumours/Digital Blackmailing * Cyber Crime Legistelation in Pakistan * Social platform Tik Tok, Youtube * Risks | 3 hrs Theory Lectures |  | Cyber Security, HBR, 2019.  Ch 1. Internet Security  **Assignment No 4.**  **5 Marks** |
| 15 | **You and Your Future**  Managing relationships  Work/life balance  Pleasure vs Desires  Self Recognition  Self Comparison | activity  template career/life planning |  | How will you measure your life, HBR Article |
| 16 | **Project Breakup (Team: max 3 members)**  **Proposal 2 Marks**  **Presentation 3 Marks**  **scenario (analysis) 5 Marks (Concept mapping what learnt during the course/guest speakers on the analyzed problem)**  **discussion** | Start Date  Proposal Deadline :9th week  Presentation: 14-15th week |  | 10 Marks |

**TEXT BOOKS:**

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| **Main** | Ethical and Social Issues in Information Age, Kizza J. M., 5th Edition (2013), Springer-Verlag |
| **Reference** | * Ethics in Information Technology, Reynolds, G., 5th Edition (2014), Cengage Course Technology. * A Gift of Fire, Social, Legal, and Ethical Issues for Computing Technology, Baase, S., 4th Edition (2013), Pearson Inc. * Ethics for the Information Age, Quinn, M.J., 5th Edition (2013), Pearson Education. |