

 SLIIT <i>Discover Your Future</i>	DEPARTMENT OF INFORMATION TECHNOLOGY
	FACULTY OF COMPUTING

MODULE OUTLINE			
Module Name	Professional Skills		
Module Code	IT2090	Version No.	2017 - 0
Year/Level	2	Semester	2
Credit Points	2		
Pre-requisites	None		
Co-requisites	IT2100		
Methods of Delivery	Lectures (Face-to-face)		2 Hours/Week
Course Web Site	http://courseweb.sliit.lk/		
Date of Original Approval	February , 2017		
Date of Next Review	February , 2018		

MODULE DESCRIPTION	
Introduction	This module develops knowledge, skills, and attitudes required to maintain an acceptable professional conduct in an organization and society. This course covers spectrum of topics to compliment the current values, attitudes, and strengths of the student to prepare him for the professional world. The student will be groomed to take responsibilities of self-development, abide by social norms and ethics, respect to IP, embrace diversity and respect different opinions. This module make students aware of essential elements of professionalism to practice in all future engagements both in degree programme and in industrial training.
Learning Outcomes	At the end of the module student will be able to:
	LO1: Describe how values and attitudes influence one's work and the importance of managing oneself.

	L02: Effectively communicate his or her original ideas to different audiences/stakeholders related to product or organization. L03: Apply their understanding to be an effective team player in a collaborative environment/organization. L04: Respect/admire diversity in organizations and society and give due consideration to gender, culture, accessibility, digital divide, economic related issues in all interactions with them. L05: Demonstrate a responsible behavior in all actions related to the organization and know legal implications/consequences of irresponsibility and misconduct. L06: Explain intellectual property, copy rights, patents and trademarks. L07: Describe how to start a business.
Assessment Criteria	Continuous Assessments
	<ul style="list-style-type: none"> Assignments 40 % LO1-LO4
	End Semester Assessment
	<ul style="list-style-type: none"> Final Examination 60 % LO1-LO7
	TOTAL
	100 %
Estimated Student Workload	Contact Hours
	<ul style="list-style-type: none"> Lecture 24 hours
	Time Allocated for Assessments
	<ul style="list-style-type: none"> Continuous Assessments 01 hour
	<ul style="list-style-type: none"> Final Examination 03 hours
	Reading and Independent Study
	72 hours
	TOTAL
	100 hours
Module Requirement	To pass this module, students need to obtain a pass mark in both “Continuous Assessments” and “End of the Semester Examination” components which would result in an overall mark that would qualify for a “C” grade or above
Primary References	1. Drucker Peter, <i>Managing Oneself</i> , 1st Edition, Harvard Business Review Press, Boston, 2008.
	2. Keirsey, David Bates, Marilyn, <i>Please Understand Me: Character & Temperament Types</i> , 5 th Edition, Prometheus Nemesis Book Company, 1984, p. 182.
	3. Stephen P. Robbins, Timothy A. Judge, <i>Organizational Behavior</i> , Student Value Edition (16 th Edition), Pearson College Division, 2014.
	4. Mark A. Lemley, Peter S. Menell, Robert P. Merges, <i>Intellectual Property in the New Technological Age: Vol. I Perspectives, Trade Secrets and Patents: 2016</i> , Clause 8 Publishing, Vol. I, 2016.

5. Kidder David, *The Startup Playbook: Secrets of the Fastest-Growing Startups from their Founding Entrepreneurs*, Chronicle Books LLC, 2012.

CONTENTS OF THE MODULE

1. Values, Attitudes and Personal Development

- Values of an individual, organization, Positive and negative attitudes, their impact on one's work/progress and on organization, Managing oneself, Character and Personality
- Importance of lifelong learning and Continuing Professional Development (CPD)

2. Technical writing and effective communication

- Preparing communication (oral/written) material to cater for different audiences: System documentation, Presentations, Technical reports, Official letters, Emails and memorandums, Posters
- Referencing and plagiarism, fair use of material create by others, implications of plagiarism

3. Teamwork concepts and issues

- Group structure, Relationships with the members, Communication patterns, Personality types, Group dynamics
- Perceptions, attitudes, opinions, and behaviors towards achieving one common goal, conflicts and conflict resolution
- Leadership styles, Difference between a manager and leader, Characteristics of a good leader

4. Embrace diversity in teams, organization and society

- Issues pertaining to diversity (age, gender, culture, accessibility, digital divide, economic issues), Social impact of IT, Online communities and social implications

5. Professional responsibilities, ethics and legal issues

- Employment contracts, Accountability, responsibility and liability, Professional ethics in the field of information technology, Codes of Ethics in different areas (healthcare, education)
- Workplace issues (harassment, discrimination)
- Nature and role of professional bodies and code of conduct

6. Intellectual property

- Foundations of intellectual property, Ownership of information, Software piracy, Fair use, Copyrights, Patents, Trademarks and Trade secrets, Non-disclosure agreements, Intellectual property laws and consequences of breaking them.

7. Entrepreneurship

- Essential skills for an Entrepreneur, Essential groundwork to launch a Startup, Financing startup, Preparation of a business plan

GENERIC INFORMATION

Any type of plagiarism is not allowed.

Plagiarism: Academic honesty is crucial to a student's credibility and self-esteem, and ultimately reflects the values and morals of the Institute as whole. A student may work together with one or a group of students discussing assignment content, identifying relevant references, and debating issues relevant to the subject. Plagiarism occurs when the work of another person, or persons, is used and presented as one's own.

-----End of Module Outline-----