

**COURSE INFORMATION**

1.	<b>Name of Course</b>		Professional Development																																																																																																																			
2.	<b>Course Code</b>		TPT1101																																																																																																																			
3.	<b>Type of Course</b> (e.g. : Core, major, elective etc.)		Core																																																																																																																			
4.	<b>Synopsis</b>		The course aims to expose students on how to behave as a Professional by understanding ethical issues and having good communication skills																																																																																																																			
5.	<b>Version</b> (State the date of the Senate's approval - previous and the current approval date)		Current: January 2018 Previous: June 2016																																																																																																																			
6.	<b>Name(s) of Academic Staff</b>		Nor'ain Mohd Yusoff, Tong Gee Kok, Dr Tan Saw Chin																																																																																																																			
7.	<b>Semester and Year Offered</b>		Trimester 1 (Beta Level)																																																																																																																			
8.	<b>Credit Value</b>		4																																																																																																																			
9.	<b>Pre-Requisite</b>		None																																																																																																																			
10.	<b>Objective of the course in the programme:</b> <ul style="list-style-type: none"> <li>To understand the ethical issues that students will be confronted with in the ICT field, which will include code of ethics, workplace perspectives, computer crime, privacy laws, cyber laws, intellectual property, fraud and software liability.</li> <li>To introduce students to the need for technical and professional communication and to have the ability to write different types of professional and technical reports.</li> <li>To prepare and conduct presentation professionally as well as demonstrating public speaking/debate skills.</li> </ul>																																																																																																																					
11.	<b>Justification for including the course in the programme:</b> Exposing students to current issues in ICT field, communication and conducting presentation professionally.																																																																																																																					
12.	<b>Course Learning Outcomes (CLO)</b>		<b>Domain</b>	<b>Level</b>																																																																																																																		
	CLO1: Explain some common ethical issues in the ICT field.		Cognitive	2																																																																																																																		
	CLO2: Write different types of professional and technical reports.		Cognitive	3																																																																																																																		
	CLO3: Display understanding of basic technical concepts and professional communication as well as practice good public speaking/debate skills.		Affective	5																																																																																																																		
13.	<b>Mapping of the Course Learning Outcomes to the Programme Learning Outcomes, Teaching Methods and Assessment:</b> <table border="1"> <thead> <tr> <th rowspan="3">Course Learning Outcomes (CLO) (Must tally with CLOs in item 12)</th> <th colspan="12">Programme Learning Outcomes (PLO)</th> <th rowspan="3">Teaching Methods</th> <th rowspan="3">Assessment Method</th> </tr> <tr> <th>P</th><th>P</th><th>P</th><th>P</th><th>P</th><th>P</th><th>P</th><th>P</th><th>P</th><th>P</th><th>P</th><th>P</th> </tr> <tr> <th>L</th><th>L</th><th>L</th><th>L</th><th>L</th><th>L</th><th>L</th><th>L</th><th>L</th><th>L</th><th>L</th><th>L</th> </tr> </thead> <tbody> <tr> <td>CLO1</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td><td>1</td><td>2</td> <td>Lecture/Tutorial</td> <td>Mid-term test/Quizzes/Assignment</td> </tr> <tr> <td>CLO2</td> <td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td>Lecture/Tutorial</td> <td>Mid-term test/ Quizzes/ Assignment/ Presentation</td> </tr> <tr> <td>CLO3</td> <td>✓</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td>Lecture/Tutorial</td> <td>Presentation</td> </tr> <tr> <td>CLO4</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>1</b></td> <td><b>2</b></td> <td></td><td></td><td></td><td><b>1</b></td><td></td><td></td><td></td><td></td><td></td><td></td> <td colspan="2">Indicate the relevancy between the CLO and PLO by ticking "✓" the appropriate relevant box (This description must be read together with standards 2.1.2, 2.2.1, and 2.2.2 in Area 2 – pages 16 &amp; 18 of COPPA 2.0)</td> </tr> </tbody> </table>				Course Learning Outcomes (CLO) (Must tally with CLOs in item 12)	Programme Learning Outcomes (PLO)												Teaching Methods	Assessment Method	P	P	P	P	P	P	P	P	P	P	P	P	L	L	L	L	L	L	L	L	L	L	L	L	CLO1	1	2	3	4	5	6	7	8	9	0	1	2	Lecture/Tutorial	Mid-term test/Quizzes/Assignment	CLO2		✓											Lecture/Tutorial	Mid-term test/ Quizzes/ Assignment/ Presentation	CLO3	✓	✓											Lecture/Tutorial	Presentation	CLO4															<b>Total</b>	<b>1</b>	<b>2</b>				<b>1</b>							Indicate the relevancy between the CLO and PLO by ticking "✓" the appropriate relevant box (This description must be read together with standards 2.1.2, 2.2.1, and 2.2.2 in Area 2 – pages 16 & 18 of COPPA 2.0)	
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5	<b>Workplace Perspectives</b> Impact of technology on employment; Job destruction and creation; Changing skills and jobs; Employee communication and monitoring; Evaluating information and trends in computer access; Views of computers, technology and quality of life; Making decisions about technology; Professional certifications, Employment contracts; Employer-employee responsibility.	1	2	2			8	4	16
6	<b>Errors, Failures, and Risks</b> Failures and errors in computer systems; Increasing reliability and safety through professional techniques; Law, regulation and markets; Dependence, risk and progress on computers.	1	2	2				4	8
7	<b>Information and the Law</b> Information as an object; Legal issues related to information; Protecting program and data; Protection for computer objects; Privacy of Electronic data; Cyber laws; Relevant Malaysian Acts: Personal Data Protection Act, BSA policy and Employment Information Act.	1	2	2				4	8
8	<b>Technical Report Writing</b> Definition of terms; Theory and practice in report writing; designing and producing documents; Preparing manuals and product support items; Types of technical documents: Writing meeting minutes, brief reports, devising longer reports, producing fliers, brochures and newsletters.	2	6	6				12	24
9	<b>Presentations and Materials Preparation</b> Guidelines to ethical presentations; Use of presentation softwares; The basic steps to preparing an effective presentation; Utilising graphics and visuals; Accessing information and documenting research; Managing visual communications; Designing and managing websites.	3	4	2			4	6	16
Total SLT									112
SUMMATIVE ASSESSMENT									
1. Continuous Assessment			Percentage %				Total SLT		
Quizzes			20%				6		
Presentation			20%				6		
Assignment			40%				30		
Mid-term test			20%				6		
			Total SLT for Continuous Assessment				48		
2. Final Assessment			Percentage %				Total SLT		
Final Exam							F2F		ILT
			Total SLT for Final Assessment (F2F + NF2F)				0		
Grand Total			100%				160		
**Indicate the CLO based on the CLO's numbering in Item 12. *L= Lecture, *T= Tutorial, *P= Practical, *O= Others, F2F= Face to Face, NF2F= Non Face to Face									
16.	Identify Special Requirement to Deliver the Course (e.g., software, nursery, computer lab, simulation room): NIL								
17.	Main References:								
18.	Additional References: 1. Michael J. Quinn, "Ethics For The Information Age", Addison-Wesley 5th Edition (2013), ISBN0132855534 2. Jeff Butterfield, "Illustrated Course Guides : Professionalism - Soft Skills for a Digital Workplace", Cengage 1st Edition (2011), ISBN0538469781 3. Khaw Lake Tee, "Copyright Law in Malaysia", Malayan Law Journal (2001), ISBN 9679623777 4. Carley, H. Dodd, "Managing Business and Professional Communication", Pearson, 3rd Edition (2012), ISBN0205823866 5. Sara Baase, "Gift of Fire, A Social, Legal and Ethical Issues for Computing Technology", 4th Edition (2013), Prentice Hall, ISBN0132492679 6. Judith S. VanAlstyne, "Professional and Technical Writing", 6th Edition (2005), Longman, ISBN0131915207								

**Note:**

Cells shaded light grey contain formulas / fixed values. Edit these formulas only if needed.