Course Code	**:**	**MCS-214**
Course Title	**:**	**Professional Skills and Ethics**
Assignment Number	**:**	**MCA_NEW(I)/214/Assign/2026**
Maximum Marks	**:**	**100**
Weightage	**:**	**30%**
Last date of Submission	**:**	**30th April 2026 (for January session)** **31st October 2026 (for July session)**

This assignment has eight questions. Answer all questions. You may use illustrations and diagrams to enhance the explanations. Please go through the guidelines regarding assignments given in the Programme Guide for the format of presentation.

Q1:

Read the following passage and answer the questions below:

WORK ETHICS IN THE DIGITAL AGE

In today's digital workplace, professional ethics extends beyond punctuality and discipline. With remote working, digital collaboration platforms, and artificial intelligence tools becoming common, employees are expected to demonstrate integrity, accountability, and responsible digital behavior.

Data privacy is one of the most critical ethical concerns. Employees often handle sensitive customer data, financial records, and confidential reports. A single careless action—such as sharing login credentials or forwarding confidential emails—can lead to serious consequences.

Another growing concern is the ethical use of AI tools. While AI improves efficiency, blindly relying on automated outputs without verification can lead to misinformation, plagiarism, or biased decisions. Professionals must ensure transparency when AI tools assist in generating reports or analysis.

Digital communication also demands ethical sensitivity. Misinterpretation, inappropriate tone, or unprofessional comments on emails and social media can damage personal and organizational reputation.

Ethics in the digital age is not merely about following rules—it is about building trust in a connected and transparent world.

a) What does the passage say about professional ethics in the digital workplace? **(3 Marks)**

b) Why is data privacy considered a critical ethical concern? **(3 Marks)**

c) What are the risks of blindly relying on AI tools? **(4 Marks)**

d) How can digital communication impact professional reputation? **(3 Marks)**

e) Explain the statement: "Ethics is about building trust." **(3 Marks)**

f) Complete the table: **(4 Marks)**

Issue	Ethical Concern
Data Sharing	
AI Tools	
Social Media Use	
Email Communication	

Q2: Write a formal email based on the following situation: **(10 Marks)**
You are a Project Coordinator. A team member has repeatedly missed deadlines for submitting progress reports.

- Remind the member about deadlines
- Explain the importance of timely reporting
- Offer support if needed
- Maintain a professional and positive tone

Q3: Write short notes on the following: **(20 Marks)**

i) Cyber Security Awareness for Professionals
ii) Conflict Resolution in Teams
iii) Intellectual Property Rights in Software Development
iv) Workplace Diversity and Inclusion

Q4: Your department recently conducted a **"Digital Ethics Awareness Workshop"** for MCA students. Prepare a brief report covering: **(10 Marks)**

- Objectives of the workshop
- Key topics covered
- Resource persons
- Student participation
- Outcomes and feedback

Q5: An IT company is hiring for the position of **Junior Software Analyst**. **(10 Marks)**
Requirements:

- MCA / B.Tech (IT/CS)
- Knowledge of Python/Java
- Good communication skills
- Freshers can apply

Prepare your Curriculum Vitae suitable for this position.

Q6: Fill in the blanks with suitable prepositions: **(5 Marks)**

1. Professional ethics is essential _____ maintaining trust.
2. She is responsible _____ preparing the final report.
3. The meeting will start _____ 10 a.m.
4. Data must be protected _____ unauthorized access.
5. He has been working here _____ 2022.

Q7: These are the answers to ten questions. Write the Wh- questions. **(10 Marks)**
Example: Who does Rahul for? Rahul works for JTN.

i) …….. The project deadline is next Friday.

ii) …… She works in the cybersecurity department

iii) …… There are eight members in the team.

iv) …… He joined the company in 2023.

v) …… The software was developed using Python.

vi) …… They are conducting the meeting online.

vii) …… The report was rejected due to plagiarism.

viii) …… She has been working remotely since March.

ix) …… The client is based in Singapore.

x) …… He left the job for better opportunities.

Q8: Prepare a presentation (approximately 200 words) on ***any one*** of the following: **(15 Marks)**

- Artificial Intelligence and its Social Impact.
- Professional Conduct in Remote Work Environment
- Cyber Security Best Practices for IT Professionals

Before you begin, clearly indicate:

- Who you are
- Who your audience is
- Whether the occasion is formal or informal
- Teaching aids/props used (PPT, projector, whiteboard, etc.)

The presentation must be in about 200 words.

Q1:

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a) What does the passage say about professional ethics in the digital workplace? (3 Marks)

b) Why is data privacy considered a critical ethical concern? (3 Marks)

c) What are the risks of blindly relying on AI tools? (4 Marks)

d) How can digital communication impact professional reputation? (3 Marks)

e) Explain the statement: “Ethics is about building trust.” (3 Marks)