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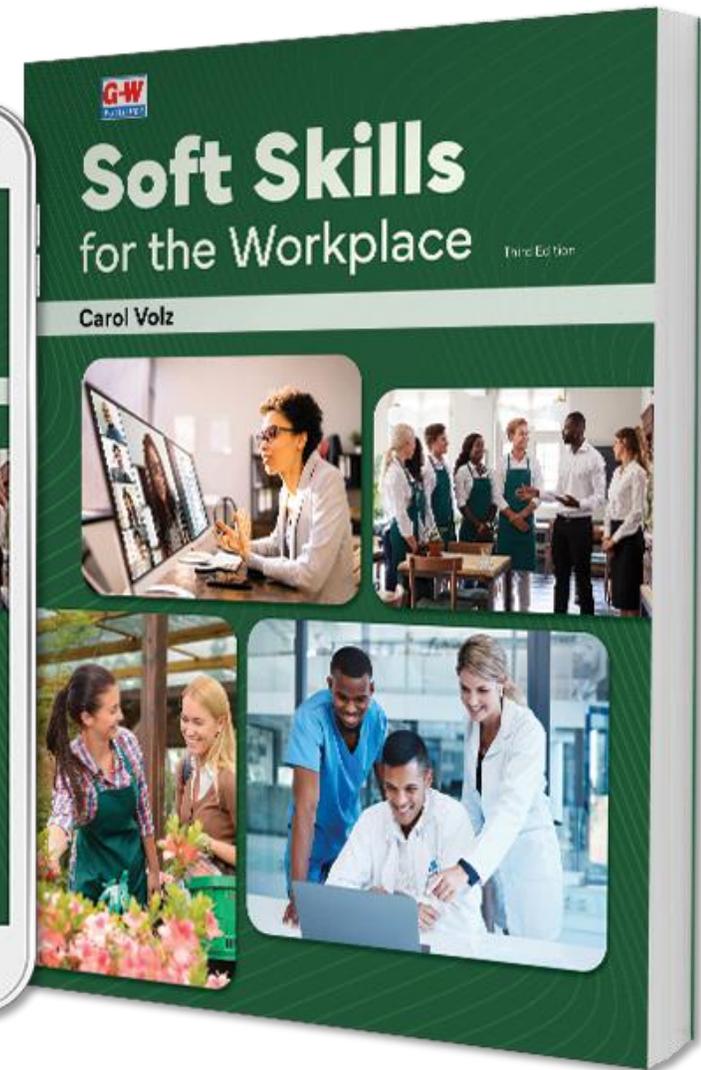
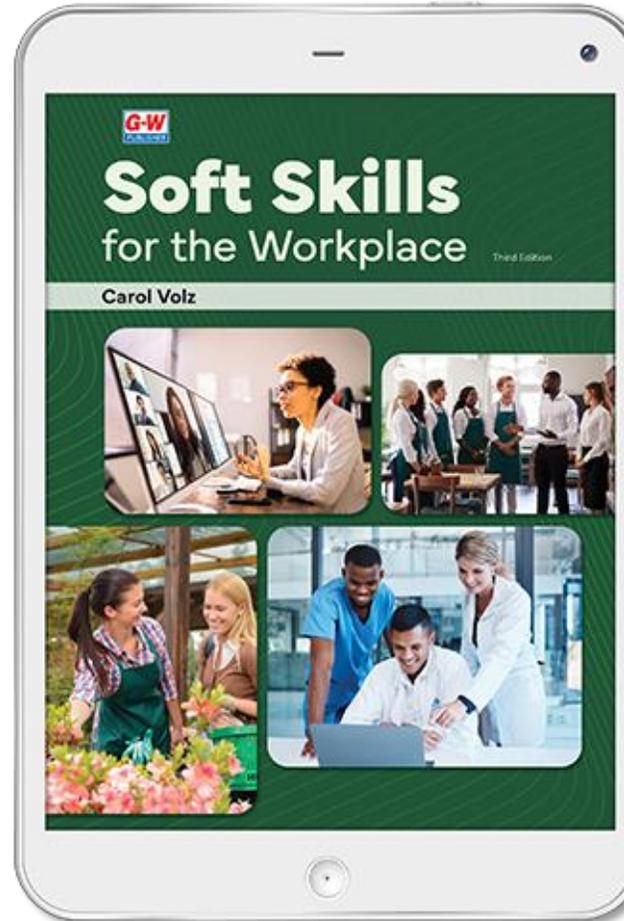
ETHICS

ACCOUNTABILITY

PRINCIPLES

INTEGRITY

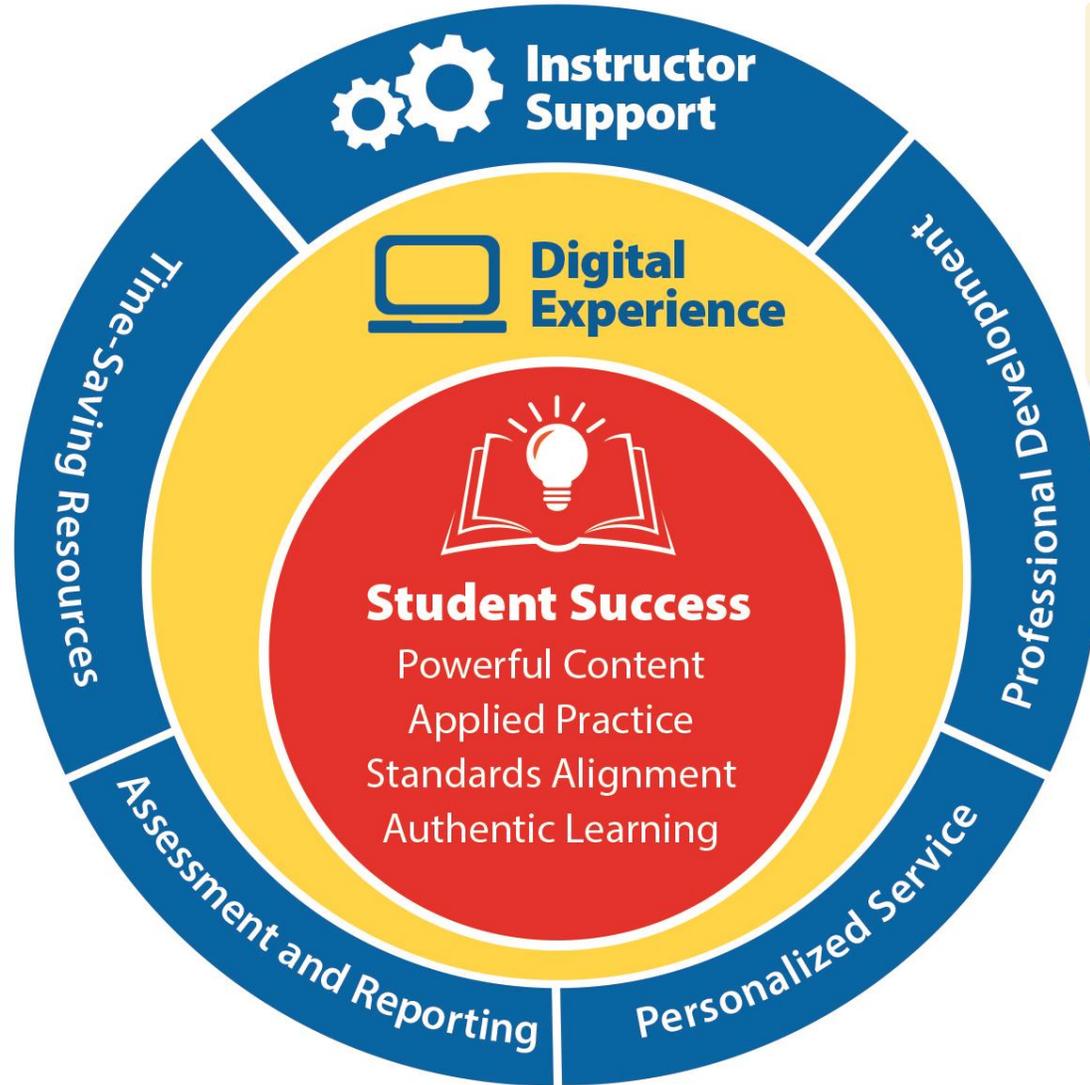
VALUES



**Soft Skills for the Workplace**



**Designed by Educators, Built for Educators**



**Student Success Is At the Heart of What We Do**



\*Shown are examples across various titles

- ✓ Prepare for class
- ✓ Reinforce new concepts
- ✓ Assess learning

**Ready-to-Implement  
Online Instructor Resources**



## Soft Skills for the Workplace: Lesson Plan

Instructor:

Date:

Course:

Unit:

### Chapter 2: Professional Ethics

#### Learning Outcomes

- 2-1 Define ethics and cite examples of ethical principles.
- 2-2 Discuss work ethic.
- 2-3 Explain intellectual property ethics.

#### Content Outline

##### Ethics

- Honesty
- Integrity
- Accountability
- Respect

##### Work Ethic

- Attendance
- Workplace Technology
- Communication
- Code of Ethics

##### Intellectual Property Ethics

- Plagiarism
- Piracy
- Copyright

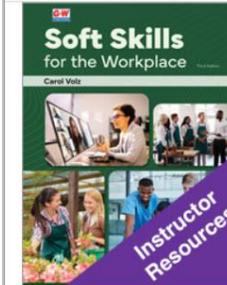
#### Instructional Resources

- Textbook/eBook: Chapter 2
- Other instructional resources:
  - Answer Key

#### Resources for Practice and Application

- Textbook/eBook: Chapter 2 Review
- Textbook/eBook: Chapter 2 Application
- Textbook/eBook: Chapter 2 Internet Exercise—V
- Textbook/eBook: Chapter 2 Internet Exercise—V
- G-W Digital Companion: Chapter 2 e-flash cards
- G-W Digital Companion: Activity SS2-1 Confider
- G-W Digital Companion: Activity SS2-2 Ethics C

## Soft Skills for the Workplace 3e, Instructor Resources



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### Resource Materials

#### Instructor's Materials

- 📄 [Release Notes \(Updated 09/19/2024\)](#)
- 📄 [Introduction](#)
- 📄 [Syllabus](#)
- 📄 [Soft Skills Pretest](#)
- 📄 [Soft Skills Posttest](#)
- 📄 [Answer Keys for Soft Skills Pretest and Posttest](#)

Lesson Plans, Pre- and Post-Assessment, and Answer Keys



# Print • Digital • Bundle Options Available



Blackboard<sup>®</sup> D2L  
**BRIGHTSPACE**  canvas

 moodle  schoolology<sup>®</sup>  Additional  
LTI-Compliant  
Platforms

**Clever**   
ClassLink

  
**1EDTECH**  
CERTIFIED

  
Google Classroom

## LMS and CMS Integration Easy Navigation

2: E-Flash Cards

Definition (1 of 31)

Item of value that is owned.

2: E-Flash Cards

Term (1 of 31)

asset

Select to flip

Previous Remove Next

## E-Flash Cards & Vocabulary Practice

### 2: Vocabulary Game

Select a point value. Choose the term that matches the definition.

Score: 800

<input checked="" type="radio"/> 100	100	100	100
200	200	200	200
300	<input checked="" type="radio"/> 300	300	300
400	400	400	<input checked="" type="radio"/> 400

**Definition:** Act of giving money, goods, or services to meet the needs of others and support causes that are important to an individual.

- pay yourself first
- variable expense
- recordkeeping
- philanthropy

Check Answer

## Interactive Activities

### Chapter 8

#### Activity SS8-1: Introductions

**Directions:** In both social and professional settings, there will be occasions to introduce yourself to a person you have just met. You may also have to introduce a third person. For each introduction that follows, describe what you think would be the appropriate introduction protocol.

#### Introduction Protocol

Introduction	Protocol
You are introducing your boss to a new employee. Who is introduced first?	
You are introducing your boss to a new employee. What do you say?	
A client is attending a meeting with your coworker. Who do you introduce first?	
A client is attending a meeting with your coworker. What would you say?	
You are in a meeting with four clients, all of equal rank, and none of them know each other. What is the introduction protocol?	
You are introducing a new employee to the company executives. What do you say?	
You are introducing your significant other to your coworkers at a work event. What is the introduction protocol?	

## Digital Activities

# Integrate G-W Digital Resources

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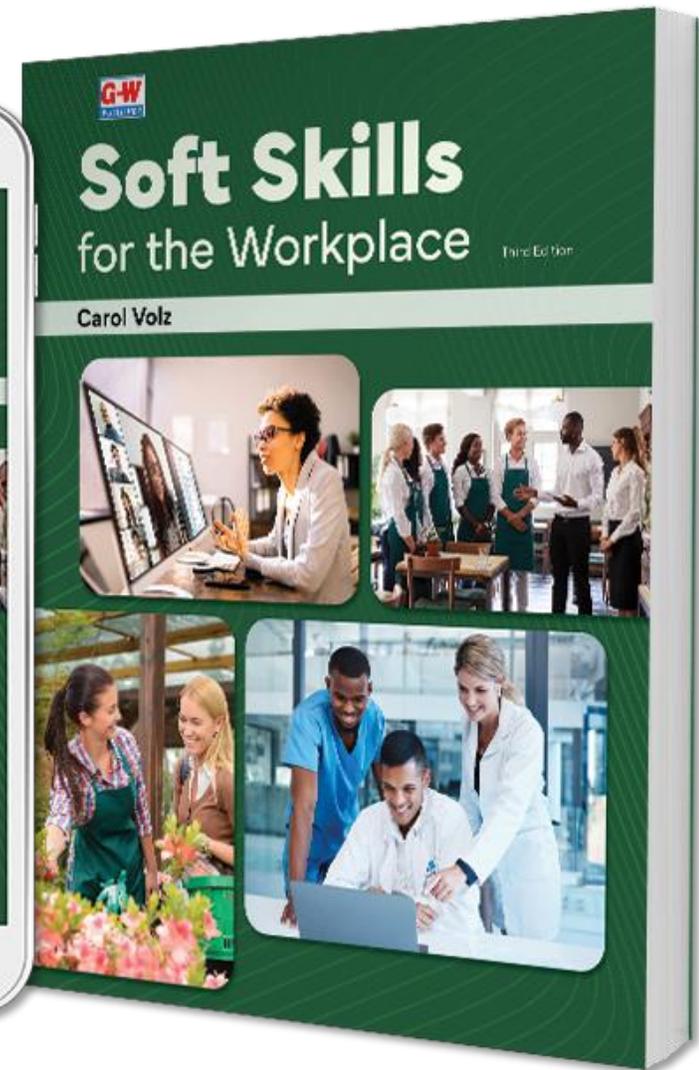
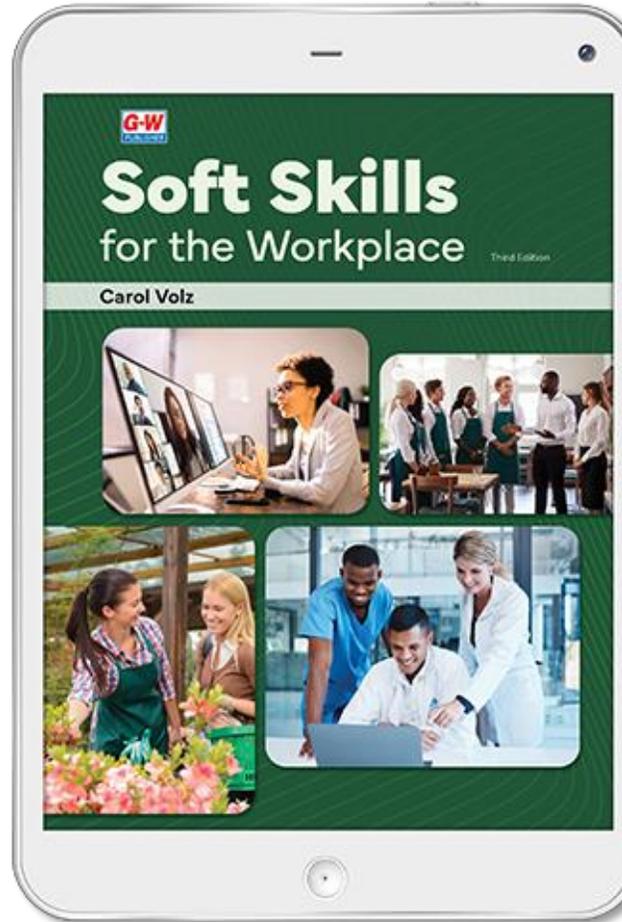
ETHICS

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INTEGRITY

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by Carol Volz



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CHAPTER  
**2**

## Professional Ethics



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### LEARNING OUTCOMES

On completion of this chapter, prepare to:

- 2-1 Define ethics and cite examples of ethical principles.
- 2-2 Discuss work ethic.
- 2-3 Explain intellectual property ethics.

# Chapter-Opening Materials



## Work Ethic

**Work ethic** is the belief that honest work is its own reward. A person who has a strong work ethic believes that hard work is valuable to personal character. People who have a strong work ethic apply many of their own personal ethics at work. They perform duties at the highest level of ability and expectation.

Professionalism should be the number one priority for every employee. Coming to work on time, respecting employer technology, communicating in an ethical manner, and following a code of ethics are examples of good work ethic.



Debby Wong/Shutterstock.com

## Case Study

### Unethical Behavior

Elizabeth Holmes was once a well-respected biotechnology entrepreneur. Ethical behavior is important for business owners, especially when public health is in question. Holmes founded the company Theranos, a medical diagnostic company. Holmes received hundreds of millions of dollars in investments for a "medical technology breakthrough" invention that was never created. The invention was a device that could run numerous blood tests using only small drops of blood. It would eliminate the need to collect vials of blood when testing for health conditions. "She believed she was doing something good. Her invention was going to revolutionize medicine and save lives." Holmes used various methods of communication to convince investors and customers of the product's benefits. However, her claims were false, and she put many people in danger. Her blood-testing technology misled patients, giving inaccurate results that threatened patient health. The US Securities and Exchange Commission (SEC) charged Holmes with "massive fraud" involving false or exaggerated claims about the accuracy of the company's blood-testing technology. Holmes was convicted of four felony counts of fraud and conspiracy and sentenced to 11 years in prison.

1. Which ethical principles did Holmes violate by making false claims about her technology? Support your reasoning for each ethical principle violated.
2. When a person deceives patients about a medical revelation, what does that imply about the person's integrity?
3. Investors suffered consequences from the unethical and illegal behavior of Holmes. In addition to loss of money, what other consequences did investors suffer?
4. How can Holmes reclaim her reputation after serving time?

# Case Studies



## INTERNET EXERCISE

**Workplace Bullying.** Workplace bullying is a growing problem for workers and employers. Conduct an Internet search for workplace bullying. After you have reviewed several articles, describe how you would coach a coworker who is a victim of workplace bullying. Next, outline steps you would suggest taking to help the coworker seek help.

**Social Media Postings.** Posting inappropriate information on social media about an employer is unethical. A post, such as "I hate my boss," can result in loss of employment. Conduct a search for an employee who posted negative information about an employer. What happened to the employee?

## SKILLS PRACTICE

Access your Digital Resources at <https://www.g-wonlinetextbooks.com/7825/> to download and complete the following soft skills practice activities:

**Activity SS2-1 Confidentiality.** Confidentiality is an ethical and legal issue for organizations. Open the SS2-1 file, and read a customer confidentiality policy as stated by a business. Discuss why violation of customer confidentiality could be a legal issue for an organization.

**Activity SS2-2 Ethics Checklist.** Ethical behavior is important in both personal and professional lives. An ethics checklist can help you analyze difficult situations. Open the SS2-2 file, and create an ethics checklist. Then, using that checklist, analyze the situations described in the file.

## SUMMARY

### 2-1 Define ethics and cite examples of ethical principles.

Ethics are moral principles that direct a person's behavior. Morals are an individual's ideas of what is right and wrong. Ethical actions apply ethics and moral behavior. Unethical actions involve immoral behavior or crime. Examples of ethical behavior include honesty, integrity, accountability, and respect.

### 2-2 Discuss work ethic.

Work ethic is the belief that honest work is its own reward. Work ethic starts with attendance and punctuality. It extends to the use of technology at work. An employer's technology is for work purposes only, not for personal use. Follow a company's acceptable use policy for company-owned equipment and networks. It is also important to practice communication ethics by applying honesty to all communication. Company information is confidential and proprietary. Many companies have a code of ethics, which is a set of principles that outlines best practices for employees to follow when representing a business or an organization. Employees may also be expected to follow a code of conduct that identifies the manner in which employees should behave while at work.

### 2-3 Explain intellectual property ethics.

Intellectual property ethics is respecting another person's artistic works. Intellectual property comes from a person's mind, such as an idea, invention, or process. Plagiarism is claiming another person's material as one's own, which is both unethical and illegal. According to the federal copyright office, copyright protection exists from the moment an original work is "fixed" in a tangible medium. Copyright laws cover all original work, whether it is in print, on the Internet, or in any other media format.

## TERMS

accountability	libel
code of conduct	morals
code of ethics	piracy
confidentiality	plagiarism
cyberbullying	proprietary information
cyberethics	respect
digital security	slander
ethics	social responsibility
honesty	time theft
integrity	work ethic
intellectual property	workplace bullying

## REVIEW

1. Define ethics and cite examples of ethical behavior. (2-1)
2. Discuss ways in which employers define work ethic. (2-2)

# End-of-Chapter Content

## Chapter 12

### Activity SS12-2: Teamwork Skills

**Directions:** Evaluate your ability to be a team player. Use the following chart to rate the teamwork skills you possess. Add and rate five or more additional skills that you think are appropriate for evaluating your ability as a team player.

#### Teamwork Skills

Skill	Always	Often	Sometimes	Rarely	Never
I listen when my teammates are talking.	<input type="checkbox"/>				
When others need help, I pitch in.	<input type="checkbox"/>				
I respect all members of the team.	<input type="checkbox"/>				
I accept jobs no one else wants to do.	<input type="checkbox"/>				
I voice my opinion.	<input type="checkbox"/>				
When I voice my opinion, I do so in a friendly manner.	<input type="checkbox"/>				
I am willing to compromise.	<input type="checkbox"/>				
I work late to help on a project.	<input type="checkbox"/>				
I share credit with my teammates.	<input type="checkbox"/>				
My team's goal is more important than my individual goals.	<input type="checkbox"/>				
I enjoy working with my teammates.	<input type="checkbox"/>				
I want to see my team succeed.	<input type="checkbox"/>				
I work better when part of a team.	<input type="checkbox"/>				
I make an effort to keep the team focused and on-task.	<input type="checkbox"/>				
I allow others to voice their opinions.	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

### Attitude

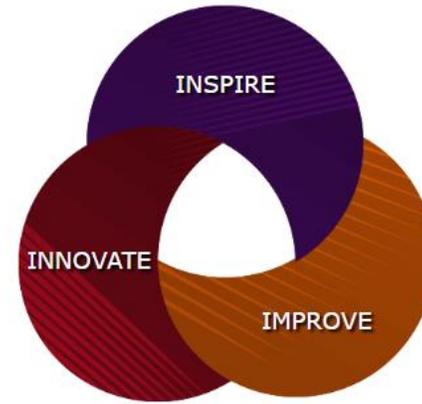


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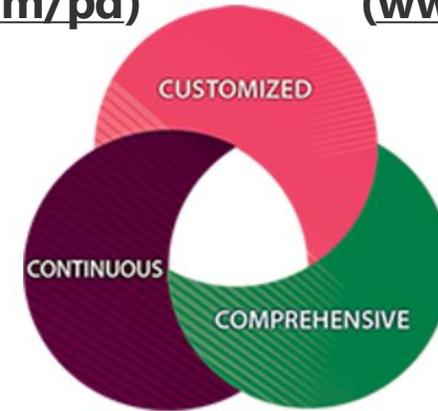
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Grade: 13-14  
Subject: Computer Science and Information Technology

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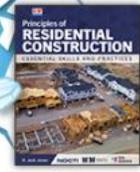
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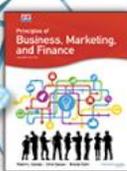
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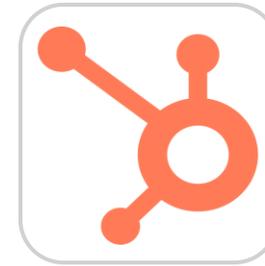


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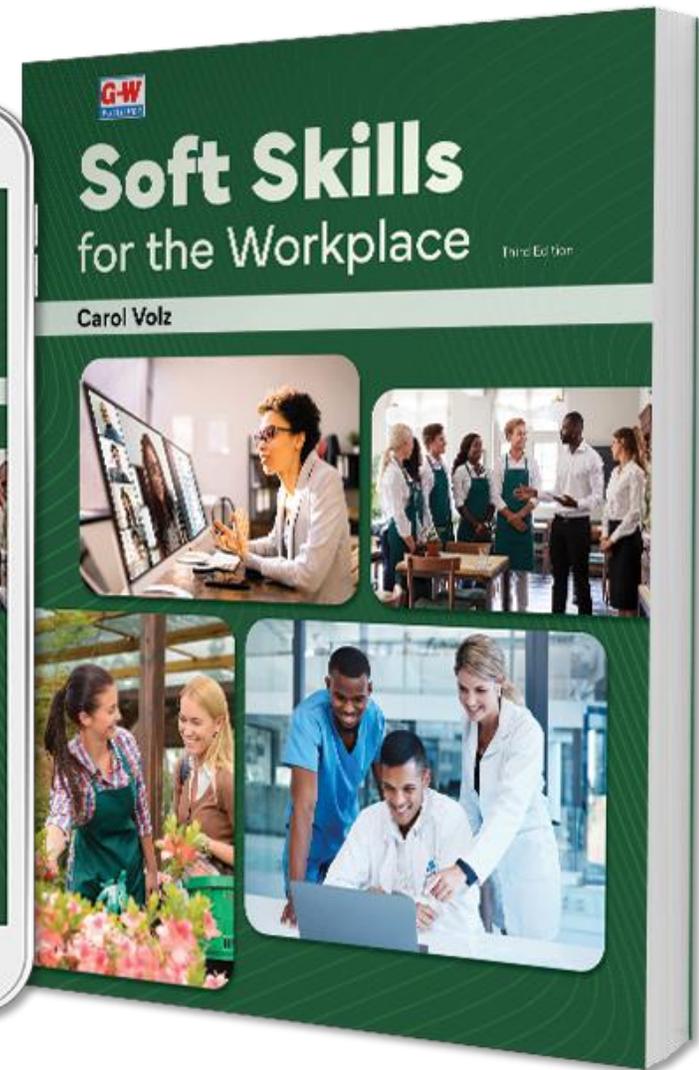
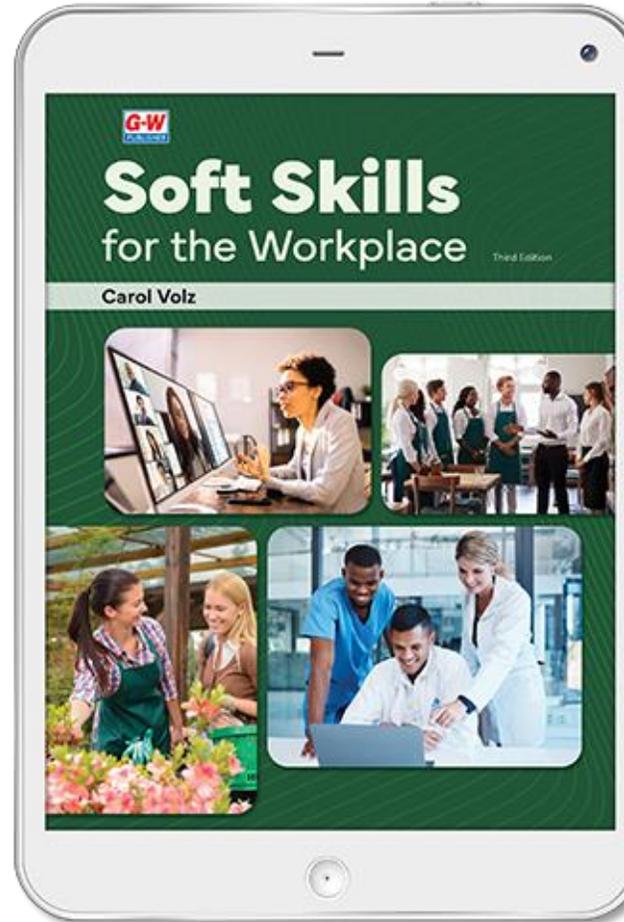
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