Course Information Form (CIF)

Course Code: EST 114

Course Title: Career and Technical Ethics

Department: Applied Sciences and Technologies
PCS Code: 1.2 - Occupational/Technical Instruction
CIP Code: 38.0103
Repeatability: 0

Effective Date: Summer 2026

Credit Hours

Catalog Notation: 1-0-1; 2-0-2
Credit Hour Distribution:

Lecture: 2	Lab: 0	Clinical: 0	**Total: 2**

General Course Information

Catalog Description

Introduction to the importance of work ethics and the top ten work ethic traits that employers look for in current and prospective employees. Emphasis on how strong work ethics help employees succeed in the workplace.

General Course Objectives

Students will develop an understanding of the connection between employment and good work ethics. The ten basic work ethics traits will be covered.

Minimum Placement Levels

English	Reading	Math
Placement into ENG 098	Placement into CCS 098	Placement into MAT 059

Prerequisites

None

Methods of Evaluation

Students will be given a minimum of 14 objective exams, 1 term paper, and 1 end-of-class project.

Instructional Materials and Additional Supplies

Work Ethics Activities, Vol II, Copyright by Georgia Department of Technical and Adult Education.

Course Content

General Learning Outcomes (GLOs)

- Global Awareness and Cultural Reasoning: Students will demonstrate their understanding of global issues, gender and sexual orientation, and multicultural perspectives.

Course Segments and Student Learning Outcomes

1 credit hour option

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Introduction to Career and Technical Work Ethics	1. Define the terms career and technician ethics. 2. State the role work ethics plays in the workplace. 3. List positive work ethics traits.	2	0	0
Attendance	1. List the employer/instructor expectations of attendance in the workplace/classroom. 2. List the important reasons for punctuality and attendance.	2	0	0
Character	1. List positive traits needed in the workplace. 2. Demonstrate the importance of character traits by engaging in a list of instructor-assigned activities.	2	0	0
Appearance	1. List the importance of appearance in the workplace. 2. List the negative impacts of inappropriate appearance in the work environment. 3. Exhibit good appearance traits necessary in the work environment.	1	0	0
Attitude	1. List positive attitudes needed in the workplace. 2. List realistic expectations for oneself in the workplace. 3. Recognize and display positive attitudes.	2	0	0
Communication	1. Identify and list good communication skills in the classroom and workplace. 1. Identify and list nonverbal communication skills. 2. Demonstrate effective listening skills as a result of an instructor-assigned group project. 3. Identify and demonstrate effective oral communication skills in the classroom.	2	0	0
Cooperation	1. Display leadership skills through group project assignment with assigned class presentation. 2. Demonstrate problem solving skills. 3. Select a company to visit and identify the chain of command. 4. Practice good conflict management skills with instructor-assigned activity/interaction.	2	0	0
Respect	1. Identify legal and ethical issues that exist at work and at the college. 2. List appropriate responses and reactions to culturally and racially diverse situations. 3. List examples that may be considered hostile or harassment, and possible reactions and responses. 4. List examples that may be considered physical harassment, and possible reactions and responses. 5. List examples that may be considered verbal or nonverbal harassment, and possible reactions and responses.	2	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
15	0	0

2 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Teamwork	1. List teamwork traits needed in the workplace. 2. Identify and list teamwork attributes. 3. Employ positive teamwork attributes through instructor-assigned activities.	5	0	0
Productivity	1. List proper work procedures in the workplace including compliance with safety regulations and effective work habits. 2. List and observe positive work traits. 3. Identify and exhibit positive work habits through the instructor class assignment.	5	0	0
Organization	1. List the positive effects of good organizational skills in the work environment. 2. List good time management techniques applicable to the workplace. 3. Explain how to become more organized in the workplace.	5	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
30	0	0