



COURSE OUTLINE
Palo Verde College
 One College Drive, Blythe, CA 92225
 (760) 921-5500

Course Control Number: CCC000398727

Latest Revision: 12/8/09

Board Approval: 1/26/10

1. Course Information. Course Initiator: Doretha Jones

Subject Area and Course Number: ABE 016		Course Title: Attitude In The Workplace®			
New Course <input type="checkbox"/> Revised <input type="checkbox"/> Updated <input checked="" type="checkbox"/>		Static ID C01603		TOP Code 050600	Credit Status Request N=Noncredit
Classification Code L=Not Applicable		SAM Code C=Clearly occupational		Course prior to college level Y=Not applicable	
Noncredit category I=Short-term vocational		Meets a unique need: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Demand/Enrollment Potential: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Transfer request C=Non-transferable		Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			
Basic Skills N=Not a Basic Skills Course		Funding Agency Y=Not Applicable			Course Program Status 2=Stand-alone
Co-Op Status N=Not Part of a Co-Op Program		Special Class Status N=Course is Not a Special Class			

2. Some or all aspects of this course may be delivered in a Distance Education mode: Yes No
 If checked yes, all questions pertaining to Distance Education must be answered.

3. This course has laboratory or clinic/field hours: Yes No
 If checked yes, this outline must include a list of laboratory or clinic/field activities or topics.

4. This course has prerequisites, co-requisites, or advisories: Yes No
 If checked yes, please complete a [Prerequisite Justification Form](#).

5. Curriculum Committee Approval Date: 12/17/09

6. After Curriculum Committee approval, the following is to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS					
		Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved
Approval Pending	UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

CATALOG DESCRIPTION:

This course is designed to provide the student with skills to effectively maintain a positive attitude within the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude.

UNITS:

FACE TO FACE: Hours Per Week: Lecture: 8 Laboratory: Clinic/Field:

DISTANCE EDUCATION:

ENTRY LEVEL SKILLS, PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:**OBJECTIVES and LEARNING OUTCOMES:**

Upon successful completion of the course the student will be able to:

1. Evaluate how attitudes are communicated.
2. Analyze key skills in attitude adjustment.
3. Analyze the skills involved in maintaining a positive attitude.
4. Examine the primary causes of an unacceptable attitude and turnaround strategies to eliminate them.

COURSE OUTLINE AND SCOPE:**1. Outline of Topics:**

1. What is attitude?
2. Three types of attitudes:
 - a. Spectators, or neutral attitudes
 - b. Critics, or negative attitudes
 - c. Players, or positive attitudes
3. Thoughts, feelings and language of all three
4. How to adjust your attitude
5. How to maintain a positive attitude
6. Primary causes of unacceptable attitude
7. Turning around unacceptable attitude-based behaviors

2. If a course contains laboratory or clinic/field hours, list activities or topics:**3. Examples of Reading Assignments:**

1. Textbook
2. Current articles in newspapers, magazines, and business periodicals
3. Materials distributed in class

4. Examples of Writing Assignments:

Written case analysis

5. Appropriate Assignments to be completed outside of class:

1. Analyze case problems
2. Obtain articles from outside publications

6. Appropriate Assignments that demonstrate critical thinking:

1. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions.
2. Utilize problem solving techniques in dealing with supervisory situations.

7. Other Assignments:

8. Indicate any assignments that are unique to the Distance Education mode of delivery:

METHOD OF EVALUATION—FACE TO FACE:

1. Oral and/or written case analysis
2. Oral and/or written action plan
3. Class participation

METHOD OF EVALUATION—DISTANCE EDUCATION:

METHOD OF INSTRUCTION—FACE TO FACE:

1. Lecture
2. Individual and group problem solving
3. Case analysis
4. Class discussion and participation
5. Role playing and classroom simulations

METHOD OF INSTRUCTION—DISTANCE EDUCATION:

REPRESENTATIVE TEXTBOOKS, AND OTHER READING AND STUDY MATERIALS:

This section shall include author(s), title, and current publication date of all representative materials.

Jeff Keller, Attitude is Everything, Crisp Publications
Handouts distributed by instructor

SIGNATURES:

COURSE INITIATOR: _____ **DATE:** _____

LIBRARY: _____ **DATE:** _____

CHAIR OF CURRICULUM COMMITTEE: _____ **DATE:** _____

SUPERINTENDENT/PRESIDENT: _____ **DATE:** _____