BOT 154.11 Course Outline as of Fall 2005

CATALOG INFORMATION

Dept and Nbr: BOT 154.11   Title: ATTITUDE IN THE OFFICE
Full Title: Attitude in the Office Work Environment
Last Reviewed: 9/19/2011

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	2.00	4	Lecture Scheduled	8.00
Minimum	0.50		Lab Scheduled	0	4	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	2.00		Contact Total	8.00
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 16.00   Total Student Learning Hours: 24.00

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:

Catalog Description:
This course is designed to provide participants with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace. The participants will be introduced to different types of attitudes, concepts of how attitudes are communicated, and how to adjust attitudes. Topics will include primary causes of a negative attitude, turnaround strategies to conquer them, and specific techniques to improve the attitude of others.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course is designed to provide participants with certain key skills in the area of attitudes so that they may effectively maintain a positive attitude at the workplace and at home. The participants will be introduced to three types of attitudes, concepts of how attitudes are communicated, and how to adjust attitudes. (Grade or P/NP)

Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:
CSU Transfer:	Effective:	Inactive:	
UC Transfer:	Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Define attitudes and their possible causes.
2. Analyze their own attitude toward the workplace.
3. Identify ways that attitudes are communicated.
4. Recognize at least three attitude types.
5. Recognize their own attitudes and apply techniques in adjusting them.
6. Plan a means of maintaining a positive attitude.
7. Identify causes for a negative attitude.
8. In a role play, apply ways of turning around negative attitudes in the work place.
9. Develop an individual "attitude lifter" plan.

Topics and Scope:

1. What is attitude?
2. Common attitude problems at work.
3. Types of attitudes.
4. Tips and techniques on how to adjust your attitude.
5. How to maintain a positive attitude.
6. Primary causes of a negative attitude.
7. Turning around negative attitude-based behaviors.
8. Ways that attitudes are communicated.

Assignment:

Two or three assignments and critiques of case studies or

scenarios.
Team role plays or projects.
Multiple choice or short answer quizzes.
Participation in class discussion.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework		Writing 10 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Case studies		Problem solving 15 - 25%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None		Skill Demonstrations 0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items		Exams 20 - 50%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation		Other Category 15 - 20%

Representative Textbooks and Materials:
Instructor prepared materials.