

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**NONCREDIT COURSE**

(Use this form only for Noncredit courses)

**COURSE NUMBER AND TITLE:** CSA 46 – Workplace Attitudes

**MINIMUM NUMBER OF SEMESTER HOURS:** 6.0

**SCOPE OF COURSE:**

Designed to provide students with key skills to effectively maintain a positive attitude in the workplace and at home. Students will be introduced to the concepts of how attitudes are communicated, the three types of attitudes, and how to adjust one's attitude. Topics will also include the primary causes of a bad attitude, turnaround strategies to battle bad attitudes, and specific techniques to raise the attitudes of others.

**SPECIFIC COURSE OBJECTIVES:**

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

1. Evaluate how attitudes are communicated in order to project the best attitude possible.
2. Analyze key skills in attitude adjustment.
3. Analyze the skills involved in maintaining a positive attitude.
4. Analyze the primary causes of a bad attitude and identify turnaround strategies to battle them.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

- I. Introduction
  - A. Defining attitude
  - B. Types of attitude
    1. Positive
    2. Negative
- II. Analyzing Attitudes
  - A. Skills
  - B. Tools
- III. Changing Attitudes
  - A. Strategies
  - B. Resources

**MATERIALS REQUIRED:** None.

**TEXTS RECOMMENDED OR REQUIRED:**

Keller, Jeff. Attitude is Everything. Rochester, VT: Inter Traditions International, 1999.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture  
 laboratory  
 lecture-laboratory combination

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply.**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)  
 Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)  
 Two-Way Video Conferencing (Two-way interactive video and audio)  
 One-Way Video Conferencing (One-way interactive video and two-way interactive audio)  
 Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**METHODS OF DETERMINING WHETHER THE STATED OBJECTIVES HAVE BEEN MET BY STUDENTS:**

Class Participation.

**CONTACT PERSON:** Mollie Smith

SIGNATURES ON FILE
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