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Semester Effective: Fall 2015

Management (MGMT) 1550 Attitude (0.5 Unit) CSU
[formerly Management 20]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 8 hours lecture

Catalog Description: This course is designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. This course will introduce 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 these bad attitudes and specific techniques to raise the attitude of others.

Type of Class/Course: Degree Credit

Text: Keller, Jeff. *Attitude is Everything: Change Your Attitude, Change Your Life*. East Norwich: Attitude is Everything, 2012. Print.

Course Objectives:

By the end of the course, a 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. examine the primary causes of a bad attitude and turnaround strategies to battle them,
5. analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions, and
6. utilize problem solving techniques in dealing with supervisory situations.

Course Scope and Content:

- Unit I Your Mind
- A. Your Attitude
1. Definition of Attitude
 2. You Control Your Attitude
 3. Attitude and Success
- B. Picture Success
1. We Become What We Think About
 2. Change Your Thinking

3. Relax and Involve Your Senses

C. The Power of Commitment

1. Doors Will Open
2. Refuse to Quit

D. Turn Problems into Opportunities

1. Tragedy to Triumph
2. How Adversity Serves Us

Unit II Your Words

A. Words Lead to Results

1. Process Leading to Results
2. Words and Accountability
3. Words and Emotions

B. Responses

1. Negative, Mediocre, and Positive Responses
2. Forming New Habits
3. Respond With Enthusiasm

C. Stop Complaining

1. Nobody Wants to Hear it
2. Putting Things in Perspective
3. Be a Source of Positive News

Unit III Your Actions

A. Associate with Positive People

1. Toxic and Nourishing People
2. Evaluate Your Friendships

B. Confront Your Fears and Grow

1. Examine Your Fears
2. Moving Forward When Facing Fear

C. Get Out There and Fail

1. Learn From Failure

D. Networking

1. Benefits of Networking
2. Building Your Network

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 1 hour per week outside regular class time doing the following:

1. Studying class notes
2. Answering questions

3. Completing required reading
4. Performing problem solving activities or exercises
5. Doing written work
6. Participating in group projects

Methods of Instruction:

1. Lectures
2. Demonstrations of sample problems on blackboard
3. Assigned problems from the text
4. Multimedia presentations
5. Group explorations
6. Case studies and scenarios

Methods of Evaluation:

1. Writing assignments, including:
 - a. written homework from chapters
 - b. group reports
 - c. topic paper written under American Psychological Association (APA) style guide
 - d. chapter critical analysis reflections
 - e. case studies
 - f. scenarios
 - g. simulations
2. Problem-solving demonstrations, including:
 - a. exams
 - b. homework problems
 - c. laboratory reports
 - d. case study recommendations and solutions
3. Other summative examinations using combinations of:
 - a. multiple choice questions
 - b. matching items
 - c. true/false questions
 - d. short answer questions
 - e. fill in the blank responses
4. Participation including:
 - a. role-playing and group activities
 - b. oral presentations and demonstrations
 - c. discussion responses
 - d. scenario reflections
5. Projects including:
 - a. multimedia presentations
 - b. business scenario responses
 - c. action plans
 - d. formal written reports
 - e. portfolios
 - f. community service projects
 - g. building new case studies

Supplemental Data:

T.O.P. Code:	050630 Management Development and Supervision
Sam Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a Special Class
Basic Skills Status:	Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: is not a part of a cooperative work experience education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	Yes