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Management (MGMT) 1555 Stress Management (.5 Unit) CSU
[formerly Management 21]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 8 hours lecture

Catalog Description: This course is designed to acquaint the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it, job burnout and what to do about it, and counseling employees in various situations.

Type of Class/Course: Degree Credit

Text: Raber, Merrill, et al. *Stress Management*, 3rd ed., Thomson, 2005.

Course Objectives:

By the end of the course, a successful student will be able to:

1. describe stress and what it costs in the workplace,
2. identify stressors, both internal and external,
3. examine his/her own stress condition,
4. differentiate between the various stress management techniques,
5. choose stress management techniques that are best suited for himself/herself,
6. analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions, and
7. utilize problem solving techniques in dealing with supervisory situations.

Course Scope and Content:

Unit I Foundation of Stress

- A. What is Stress?
 1. Definition
 2. What stress does to us
 - a. Physically
 - b. Emotionally
 - c. Behaviorally
 3. How stressed are you?

4. What causes stress in your workplace?
 - a. Experiential learning activity

- B. The Costs of Stress
 1. Lower productivity
 2. Job turnover
 3. Increase in absenteeism
 4. Workman's compensation
 5. Impact of stressed employees at your workplace
 - a. Experiential learning activity

- C. Internal Stressors
 1. Procrastination
 2. People pleaser
 3. Perfectionist
 4. Work-a-holic
 5. Super responsible

- D. External Stressors
 1. In our control
 2. Out of our control

Unit II Addressing Stress

- A. Stress Management Tips and Techniques
 1. Exercise
 2. Nutrition
 3. Sleep
 4. Humor
 5. Yoga
 6. Massage
 7. Aromatherapy
 8. Progressive muscle relaxation
 9. Visualization
 10. Meditative relaxation
 11. Learning to let go
 - a. Don't take your job home
 - b. Don't let stress affect your productivity while at work
 - c. Experiential learning activity

- B. Skill builders
 1. Time management
 2. Conflict management
 3. Managing change

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. Analyze case problems
2. Obtain articles from outside publications
3. Critical Thinking Activities
 - a. Analyze case problems to determine facts, identify reasons, and apply the concepts learned in making decisions
 - b. Utilize problem solving techniques in dealing with supervisory situations

Methods of Instruction:

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

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. 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:

TOP Code:	050630: Management Development and Sup
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE