

**BOT 154.9 Course Outline as of Fall 2014**

**CATALOG INFORMATION**

Dept and Nbr: BOT 154.9      Title: STRESS MANAGEMENT  
Full Title: Stress Management for Office Workers  
Last Reviewed: 9/19/2011

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	0.50	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	0.50		Contact Total	8.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50

Total Student Learning Hours: 26.25

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 acquaint the participant with key elements of stress management. Topics will include the recognition of stress in the office environment, causes of stress, and the benefits of stress management. Emphasis will be placed on a multitude of ways to handle stress in order to have a more productive professional and private life.

**Prerequisites/Corequisites:**

**Recommended Preparation:**

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: This course is designed to acquaint the participant with key elements of stress management. Topics will include the recognition of stress in the office environment, causes of stress, and the benefits of stress management. Emphasis will be placed on a multitude of ways to handle stress in order to have a more productive professional and private life. (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:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**  
Not Certificate/Major Applicable

**COURSE CONTENT**

**Outcomes and Objectives:**

Upon completion of this course, students will be able to:

1. Recognize stress and what it costs the workplace.
2. Identify stressors, both internal and external.
3. Diagnose their own stress conditions.
4. Recognize the benefits of stress management and how it relates to health.
5. Apply ways of managing stress, both personal and organizational.
6. Recognize "Type A" behavior patterns and apply ways of dealing with it.
7. Develop a plan to manage personal stress.

**Topics and Scope:**

1. Stress and what it costs in the work place
2. Internal and external stressors
3. Ways to recognize and manage stress
4. "Type A" behavior and tips on how to deal with it
5. Managing stress in your life
6. Stress and its relationship to health.

**Assignment:**

1. Two to three written assignments and critiques of case studies or scenarios
2. Team role plays or projects
3. Multiple choice or short answer quizzes
4. 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, case studies

Writing  
10 - 40%

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

None

Problem solving  
0 - 0%

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

Class performances, role plays

Skill Demonstrations  
30 - 50%

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

Tests to include multiple choice, true/false, matching items

Exams  
10 - 30%

**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