

MESABI RANGE COMMUNITY & TECHNICAL COLLEGE – VIRGINIA/EVELETH

Course Outline

Course Title: Personal Management Techniques
Semester Course Prefix and Number: SSS1496
Old Quarter Course Prefix and Number: SOC 801

Submitted By: Jim Cagle
Approval Date: 10/10/02
Revision Date: January 2002

Number of Credits: 1
Semester(s) Offered: Any
Negotiated Class Size: 30

Number of Lecture Credits: 1
Number of Lab Credits: _____
Number of Studio/Demonstration/Internship Credits: _____

Course Purpose Code:

- _____ 0 – Developmental Courses
- _____ 1 – General Studies (Eveleth Campus only)
- _____ 2 – Technical course related to career programs
- _____ 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
- X 4 - Other college course not considered a part of general education (MNTC) e.g. computer science, health, physical education
- _____ 5 – Course which is intended to fulfill general education, Minnesota Transfer Curriculum (MNTC) requirements.
- _____ 9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:

This course will look at the physical and emotional effects of stress on the human body, the consequences of repeated, long term stress and what one can do to minimize and combat stress. In addition, the class will explore the A/B personality types and self-management skills to control self imposed stress. Finally, information will be provided to enhance self-management of time and physical activity to moderate stress.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s): N/A
Reading Prerequisite: N/A
Composition Prerequisite: N/A
Mathematics Prerequisite: N/A

Career Programs and Transfer Majors Accessing this Course:

This course is open to SSS participants

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable: Notes: No more than two goals may be met by any one course. (Curriculum Committee review and the Chief Academic Officer's approval are required).

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| 0. <u> X </u> None | 6. _____ The Humanities and Fine Arts |
| 1. _____ Communications | 7. _____ Human Diversity |
| 2. _____ Critical Thinking | 8. _____ Global Perspectives |
| 3. _____ Natural Sciences | 9. _____ Ethical and Civic Responsibility |
| 4. _____ Mathematical/Logical Reasoning | 10. _____ People and the Environment |
| 5. _____ History and the Social and Behavioral Sciences | |

Learning outcomes, including any relevant competencies listed in the Minnesota Transfer Curriculum:

- Participants will identify and recognize stressors in their lives.
- Participants will learn skills to assist them in their management of time as a means to reducing stress.
- Participants will explore the relationship between a healthy diet and a healthy mind and body.
- Participants will experience various physical activities they may perform to help combat stress and promote physical, social, and personal well being.
- A personal action plan for achieving individual goals associated with stress management will be developed by each participant.

Student assessment methods:

Attendance
 Participation in class exercises
 Participation in discussions
 Reaction paper

Use of instructional technology (includes software, interactive video and other instructional technologies):

Videotapes
 Internet
 Computer

Outline of the major course content:

- #1. Definition of stress, short and long-term consequences
- #2. Self-assessment of personality and implications of the analysis
- #3. Stress and time management
- #4. Physical adaptations to stress
- #5. Emotional adaptations to stress
- #6. Exercises, relaxation, and alternative medicines

Additional special information (special fees, directives on hazardous materials, etc.)

This course is open to SSS participants

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

This course is accepted as elective credits only

Approvals:

Body	Representative Signatures	Date
Curriculum Committee		
Faculty Association		
Meet and Confer		
Chief Academic Officer		

Distribution: Original – Administrative Office, Library, Learning Center, Records, Student Services, Curriculum Committee Chair