MESABI RANGE COMMUNITY & TECHNICAL COLLEGE – VIRGINIA/EVELETH

Course Outline

Course Title:	Personal Management Techniques	**Submitted By:**	**Jim Cagle**
Semester Course Prefix and Number:	**SSS1496**	**Approval Date:**	**10/10/02**
Old Quarter Course Prefix and Number:	**SOC 801**	**Revision Date:**	**January 2002**

Number of Credits: 1	**Number of Lecture Credits:**	**1**
Semester(s) Offered: Any	**Number of Lab Credits:**	**Number of Lab Hours:**
Negotiated Class Size: 30	**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).

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

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