

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
NONCREDIT COURSE

(Use this form only for Noncredit courses)

COURSE NUMBER AND TITLE: CSA 44 – Stress Management

MINIMUM NUMBER OF SEMESTER HOURS: 6.0

SCOPE OF COURSE:

Designed to acquaint students with the skills that a supervisor needs to assist employees in managing stress. Topics included are stress recognition, recognizing job burnout, and some commonly used methods of assisting employees with these issues.

SPECIFIC COURSE OBJECTIVES:

Upon completion of this course, the successful student will be able to:

1. Analyze stress and its effects in the workplace.
2. Identify stressors, both internal and external.
3. Diagnose his/her own stress condition.
4. Identify ways to manage stress, both personal and organizational.
5. Analyze the concept of job burnout, its causes, and what to do about it.
6. Identify the supervisor's role in counseling employees.
7. Apply the basic knowledge and skills required in counseling employees.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Introduction
 - A. Stress – a working definition
 - B. Causes of workplace stress
 - C. Analyzing personal stress
 - D. Organizational stress
- II. Job Burnout
 - A. Defining burnout
 - B. Methods of prevention and cure
- III. Role of the Supervisor
 - A. Recognition
 - B. Counseling
 - C. Referrals

MATERIALS REQUIRED: None.

TEXTS RECOMMENDED OR REQUIRED:

Carlson, Richard. Don't Sweat The Small Stuff: And It's All Small Stuff. Boston: Hyperion, 1997.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

METHODS OF DETERMINING WHETHER THE STATED OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Participation

CONTACT PERSON: Mollie Smith

SIGNATURES ON FILE
