



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Time And Stress Management							
Course Code		HIT235		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	77 (Hours)	Theory	2	Practice	1	Laboratory	0
Objectives of the Course		The concept of stress and its relationship with management, symptoms of stress, explaining the relationship between stress and crisis, developing effective skills between managing stress and time management.							
Course Content		The definitions, types, physical and behavioral consequences of stress, stress-personality relationship, stress-work quality of life relationship, physical, mental and behavioral approaches to coping with stress, time management are the content of this course. Crisis management is the practice of managing the organization in the most vulnerable situation in the face of an unpredictable situation.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Problem Solving					
Name of Lecturer(s)		Ins. Recep ÖZÇELİK							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Hasan Tutar, Crisis and Stress Management, Seçkin Publishing, 2007.
2	Stress in business life, Anadolu Uni. Eskişehir Erol EREN (2000)

Week	Weekly Detailed Course Contents	
1	Theoretical	Stress Concept, Stress Concept and Relationship with Management
2	Theoretical	Symptoms of stress, stress factors, organizational stress factors
3	Theoretical	Sources of Stress
4	Theoretical	Stress and personality types
5	Theoretical	The effect of stress on individuals and organizations
6	Theoretical	Organizational Stress Management
7	Theoretical	Coping with stress methods
8	Theoretical	Coping with stress methods
9	Theoretical	Time management concept
10	Theoretical	Time management and its importance
11	Theoretical	Basic Approaches to Time Management
12	Theoretical	Explain the relationship between stress and time management and crisis.
13	Theoretical	How managers use time effectively
14	Theoretical	Occupational Accidents and Relation with Stress
15	Theoretical	Case study
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Lecture - Practice	14	1	1	28
Midterm Examination	1	2	1	3
Final Examination	1	3	1	4
Total Workload (Hours)				77
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	mastery of time management
2	mastering time management strategies
3	Learn stress management strategies
4	mastery of stress management
5	mastering management strategies

Programme Outcomes (Agricultural Management)

1	To be able to use basic knowledge about agricultural, the struggle to preserve and marketing
2	To be able to use theoretical and practical knowledge gained in the basic fields of farm management
3	To be able to take duties and responsibilities at all levels of the agricultural business management
4	To be able to comprehend economic problems of agriculture, have the abilities of data collection, analysis, interpretation and project based solution production
5	Ability to predict and interpret the potential effects of national and international economical and political developments on Turkish agricultural sector
6	Having necessary skills for management and planning of agricultural and rural development projects
7	To be able to collaborate with stakeholders at producer and institutional levels to improve communication and education
8	To be able to use computer programs and technology to an adequate level required by business practices
9	To be able to comprehend knowledge of law that is necessary for farm management field and to be able to use this information
10	To be able to apply professional, moral values and sense of social responsibility
11	To be able to work independently in the major by communicating effectively through expressing ideas orally and written.

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	2	4	2	3	1
P2	2	3	3	3	3
P3	2	3	3	3	2
P4	2	3	3	3	3
P5	2	3	3	3	5
P6	3	3	2	3	1
P7	3	2	2	3	2
P8	3	3	2	3	2
P9	3	3	2	5	2
P10	3	3	2	5	2
P11	3	3	2	3	2

