AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Time And Stress Management						
Course Code	HIT235		Couse 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 *(Public Relations and Publicity)*

1	1. To have theoretical and practical competence on formation in communication field in general and in Public Relations and Advertising field in particular while learning the historical and transformative process about the field.
2	2. To have an ability to determine the contemporary problems about the field and to solve these problems by using the richness of the interdisiplinary property of the communication field.
3	3. To have a competence to carry the accumulation of the interdisiplinary knowlenge to the Public Relations and Advertising field and in this context to solve the problems in the field.
4	4. To have a knowledge on ethical and legal rules about the field and to have an ability to apply these rules.
5	5. To widen the knowledge about the field by using the foreign language and to have an ability to communicate with international stake holders.
6	6. To be competence on computer softwares about the field and on the other communication technologies.
7	7. Graduates are qualified to prepare programmes/campaings and process on public relations, advertising and marketing for an organization.
8	8. Gradutaes are qualified to analyse the contents of the news, advertising, etc. and to prepare innovative and critical contents on the field.

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	3	4	5	4	3
P2	4	4	4	5	4
P3	4	3	4	4	5
P4	4	4	3	5	5
P5	1	1	2	3	3
P6	5	4	4	4	3
P7	5	5	4	4	5
P8	5	5	5	4	5