

SEER Course Descriptions - Winter 2023

Keyboarding	In Keyboarding, students will learn to touch type on the computer keyboard using correct techniques as well as the development of speed and accuracy. Students will be introduced to the formatting of personal and business letters, tables, notes, memos, and reports. This course follows the College and Career Readiness standards to prepare students for entering the workforce.
Tablets & Apps	In this class students will be introduced to a variety of technology devices, such as tablets, and learn how to use various applications. Prerequisite: CLSTM 20 or 22.
Microsoft Office 1	Students will learn how to use Microsoft Office programs, including Word, Excel, and PowerPoint. Students will get hands-on experience that can be applied in an employment setting.
Sign Language	Sign Language 1 students will engage in conversational signing to provide and obtain information, express feelings, and exchange opinions in a variety of basic topic areas, such as introductions and personal information, family and friends, home and daily living, etc. Students will also learn about deaf culture and history.
Building Healthy Relationships	Students will learn about relationship types including family, friend, living, and work situations. Students will learn to set healthy boundaries and develop healthy relationships. As needed, students will review exploitation and receive community resources. Sexuality and intimacy may be addressed as students needs.
Getting Organized	This Getting Organized and Intentional class will help students develop the skill set and mind set to get and stay organized, better manage their time, energy, and tasks to allow them to achieve more goals efficiently and with less stress. These skills will assist students in work, school and their personal lives.
Know Thyself	Students will complete a variety of self-assessments meant to provide information to confirm/validate positive aspects of each individual and indicate areas to be developed. Students will participate in reflective journaling and class discussions to arrive at information to help clarify/guide future planning for school, work, and other life goals.
Skillful Sleeping	Sleep occupies one third of our existence and is vital to the length of our lives. It also impacts the quality of our lives and the ability to pursue meaningful activities including work or school. In class, students learn what constitutes good sleep and what to do to achieve it.
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Managing Anger	The Managing Anger course focuses on providing students with the awareness, skills, and strategies necessary for recognizing and controlling angry feelings and actions whether these are directed towards themselves or towards others. Students successful management of their emotions is crucial in work, academic, and personal settings.
Stress Less	The impact of stress reaches far and wide and is usually negative, yet it does not need to be this way. This class will provide methods for identifying stressors and strategies to embrace and effectively manage them. Students will be able to construct a personalized lifestyle management plan.
Writing for Self-Discovery	The art of journaling is recognized as having long-standing benefits for emotional well-being, increased problem-solving skills, improved memory, as well as enhancing verbal/written expression in an academic or employment setting. Students will learn various formats and approaches to journaling and develop an at home journaling practice.
Health & Wellness	This course explores four areas of wellness: social, emotional, physical/nutritional, and environmental wellness. These create the foundation for being able to function as a student, employee, and aids in management of mental health. The information presented will inform students what constitutes health across these domains and avenues for improving each.

QUESTIONS? CALL (509) 279-6033 or go to scc.spokane.edu/seer