

Virginia Western Community College
SDV 101
Orientation to Business and Professional Services

Prerequisites

None

Course Description

Introduces students to the skills necessary to achieve their academic goals, services offered at the College, to the discipline in which they are enrolled, and to topics for students on academic probation. Covers topics such as services offered at the College including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline.

Semester Credits: 1 Lecture Hours: 1 Lab/Clinical/Internship Hours: 0

Required Materials**Textbook:**

Emotional Intelligence 2.0 by Bradberry and Greaves, ISBN: 9780974320625

Other Required Materials:

None

Course Outcomes

At the completion of this course, the student should be able to:

Career Exploration and Development:

- articulate three potential careers based on their interests, values and abilities.
- select or confirm their preferred program of study based on their career exploration.
- review the Virginia Education Wizard plan created in SDV100.
- identify internship, job shadowing, and job placement opportunities offered through Hall and Associates Career Center.

Academic Planning:

- analyze available transfer programs and the requirements of four-year colleges and universities.
- distinguish between A.S. and A.A.S programs.
- select the appropriate curriculum and electives within that curriculum based on career goal(s).
- identify all courses required for completion of selected program and understand both course and program pre-requisites
- develop an academic plan.

- investigate strategies to help ensure a proper work/school/life balance.
- differentiate between the requirements for success in high school and college.

Social/Interpersonal:

- identify elements of effective communication.
- develop strategies for effective teamwork.
- understand how Emotional Intelligence (EQ) affects their ability to be successful.
- develop a personal business professionalism strategy.
- understand the basics of conducting effective meetings.

Topical Description**1. Career Exploration and Development:**

- BaPS careers
- BaPS program of studies
- Virginia Education Wizard
- BaPS internship, job shadowing, and job placement opportunities
- Hall and Associates Career Center.

2. Academic Planning:

- BaPS transfer programs
- BaPS A.S. and A.A.S programs.
- BaPS pre-requisites
- BaPS academic plans.
- Work/school/life balance.
- Differences between high school and college classes.

3. Social/Interpersonal:

- Elements of effective communication.
- Effective teamwork.
- Basics of Emotional Intelligence (EQ)
- Professionalism
- Conducting effective meetings.

Notes to Instructors

- The course will be delivered in a face-to-face format in Fall 2017. All material will be jointly developed by instructors teaching this class.
- The following assignments must be completed:
 - 1. Academic Career Plan:** Students will plan and organize a semester by semester class plan thru the date of their graduation or attainment of their credential.
 - 2. Higher Education Transfer:** Students will select a “transfer” institution that they will or would

transfer to after their academic stay at VWCC. At that higher education facilities they will contact the admissions office and the department of the area of study/major they are interested in and receive detailed advising and class planning directly from a “real” person (i.e. program head), you will attain a detailed explanation of what classes will be allowed to transfer into the new higher education program. You will bring a printed copy of that info to class to discuss.

3. **BaPS career explorations assignment:** Prepare a 1-2 page and a brief presentation about what they want to do in the field.
4. **BaPS “Real-World” Experience:** Complete one of the following and write a 3-500 word paper about the experience:
 - a. Interview someone who works in the field
 - b. Attend a lecture related to the field