

Virginia Western Community College

SDV 101

Orientation to Business and Professional Services

Prerequisites

No prerequisites

VCCS Course Description

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

VWCC Discipline Specific Course Description

This course will assist students in establishing a connection with the college using a small group format to acquaint students with other students. The course introduces students to the academic, personal and social skills necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. It covers topics such as goal setting, academic advising, listening, discipline specific writing skills, information literacy, student conduct and the VWCC Honor Code and topical areas that are applicable to their particular discipline. Lecture 2 hours per week.

Semester Credits: 2

Lecture Hours: 2

Required Materials

Textbook

Emotional Intelligence 2.0 by Bradberry and Greaves, ISBN: 9780974320625

Other Required Materials:

None

VCCS COURSE OUTCOMES

CAREER EXPLORATION AND DEVELOPMENT*

Career Exploration**

- Students will use a variety of career tools to identify multiple potential careers based on their interests, values, and abilities.
- Note: Students will utilize the Virginia Education Wizard to complete this task. Other tools may include TransferVA, Navigate, Career Coach, and the Occupational Outlook Handbook.

Career Planning

- Students will use career exploration tools to identify preferred program(s) of study and educational requirements for these programs.
- Students will explain the steps they need to take to achieve their career goal(s) by developing an educational and career plan.

COLLEGE RESOURCES**Academic Technology**

- Students will demonstrate competence in using the web portal, student email, student information system, and learning management system.

College Catalog and Student Handbook

- Students will identify where they can access the College Catalog and Student Handbook.

Library Resources

- Students will identify resources/services available through the college library.

Student Services

- Students will identify key offices/services available to students (e.g., tutoring, disability services, financial aid) and how to access these offices/services.

COLLEGE POLICIES**Student Rights and Responsibilities**

- Students will identify their responsibilities as members of the college community.
- Students will describe ways to foster trust, understanding, and empathy to create a positive and accepting environment.
- Students will describe their rights and responsibilities as members of the college community (e.g., Title IX, Academic Grievance Policy, Academic Integrity, Student Code of Conduct).

Academic Standing

- Students will be able to explain the College's criteria for good academic standing, progress towards a degree, and graduation, as well as criteria resulting in academic probation and suspension.

ACADEMIC PLANNING***Curricular Offerings****

- Students will describe the difference between university parallel/transfer and applied programs.
- Students will identify the program of study and courses within that program that align with their career goal(s).

Academic Planning

- Students will develop an academic plan and demonstrate an understanding of prerequisites, general education courses, other required program courses, and electives required for completion of their program.

ACADEMIC SKILLS***Learning Modalities****

- Students will review different learning modalities and identify their preferred modalities.

Classroom Skills

- Students will identify and apply effective notetaking and test-taking strategies to enhance their academic performance in various contexts.

Academic Preparation

- Students will identify strategies for reading and retention of learning (e.g., memory techniques, study pacing).

LIFE MANAGEMENT***Priority Management**

- Students will review strategies and tools for managing time and priorities and describe factors that support and inhibit the achievement of their academic goals.
- Students will identify the steps in developing and implementing short-term and long-term personal, academic, and career goals.

Financial Literacy**

- Students will describe the benefits and challenges of money management (e.g., credit, savings, budgeting).
- Students will identify the financial resources available to college students.

SOCIAL AND INTERPERSONAL SKILLS***Communication Skills****

- Students will demonstrate the role of effective verbal and nonverbal communication in developing personal, academic, and professional relationships.
- Students will recognize and appropriately use common college terms (e.g., GPA, FAFSA, credit hours, syllabus, academic advisor, office hours) to navigate the community college system and advocate for their academic and financial success.

WELLNESS***Holistic Wellness****

- Students will investigate the areas that contribute to holistic wellness, identify resources to support wellness, and develop strategies for a healthier lifestyle, including stress management.

TRANSFER PLANNING**Transfer Planning**

- Students will develop a transfer plan demonstrating an understanding of the transfer process to intended transfer schools.

Note to Instructors: */** Indicates area/topic required for SDV by policy_

VWCC AND DISCIPLINE SPECIFIC OUTCOMES

- Students will demonstrate foundational understanding of artificial intelligence (AI) concepts and apply ethical principles to the responsible use of AI tools in academic, professional, and personal contexts.
- Become familiar with the business-related degree programs at VWCC.
- Explore business-related careers.
- Identify the demonstration of strong and weak E.Q. skills.

VCCS TOPICAL DESCRIPTIONS

- Career Exploration and Development*
- College Resources
- College Policies
- Academic Planning*
- Academic Skills*
- Life Management*
- Social and Interpersonal Skills*

- Wellness*
- Transfer Planning

VWCC AND DISCIPLINE SPECIFIC TOPICAL DESCRIPTIONS

- Artificial Intelligence Concepts
- Business Related Programs
- Business Careers
- Emotional Intelligence (E.Q.) Skills

[TITLE IX STATEMENT](#)

[ADA STATEMENT](#)

