

The SCC Experience

- » The SCC Office Professional program teaches essential skills such as telephone etiquette, prioritizing, scheduling, teamwork, ethics, attitude, and professional work habits to complement classes on the technology on which today's business rely. These skills ensure graduates excel in today's office environments.
- » Students in the Office Professional program enjoy small class sizes and intentional advising to help them meet their career goals. The program faculty bring a variety of career experience to the classroom, giving students access to real-life scenarios and case studies.
- » Associate of Applied Science students complete an internship or cooperative experience as part of the program. Students will work in a real office setting, gaining experience, making valuable connections, and applying their skills. This experience helps students build their resume and further prepare them to enter the workforce.
- » The Office Professional program is flexible to meet students' needs. The program not only offers traditional face-to-face courses, but also can be completed entirely online. The flexibility of the program allows students to move between full-time and part-time status and take both face-to-face or online classes simultaneously.

