

# Business Office Technology

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## Business Office Technology Programs

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### Short-Term Certificates

Administrative Assistant Certificate (<https://catalog.jccc.edu/archives/2024-25/degreecertificates/businessofficetechnology/administrative-assistant-cert/>)

Legal Administrative Assistant Certificate (<https://catalog.jccc.edu/archives/2024-25/degreecertificates/businessofficetechnology/legal-administrative-asst-certificate/>)

Medical Office Specialist Certificate (<https://catalog.jccc.edu/archives/2024-25/degreecertificates/businessofficetechnology/medical-office-specialist-cert/>)

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### Two-Year Degree

Administrative Assistant, AAS (<https://catalog.jccc.edu/archives/2024-25/degreecertificates/businessofficetechnology/admin-asst-aas/>)

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