

Business Office Technology

Business Office Technology Programs

Short-Term Certificates

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

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

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

Two-Year Degree

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