

PREPARE FOR A PROFITABLE CAREER

Business Software Certificate

Receive your certificate by completing eight courses in three terms

Courses held Tuesday & Thursday 12:30–3 pm

Fall 2018

- Keyboarding
- Excel Basics

Winter 2019

- Access Basics 1
- Access Basics 2
- PowerPoint Basics 1
- Microsoft Word Processing 1

Spring 2019

- Microsoft Publisher
- Microsoft Word Processing 2

For more information or help enrolling, contact—

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Community College | Yamhill Valley

EO/AA/ADA/Title IX institution

