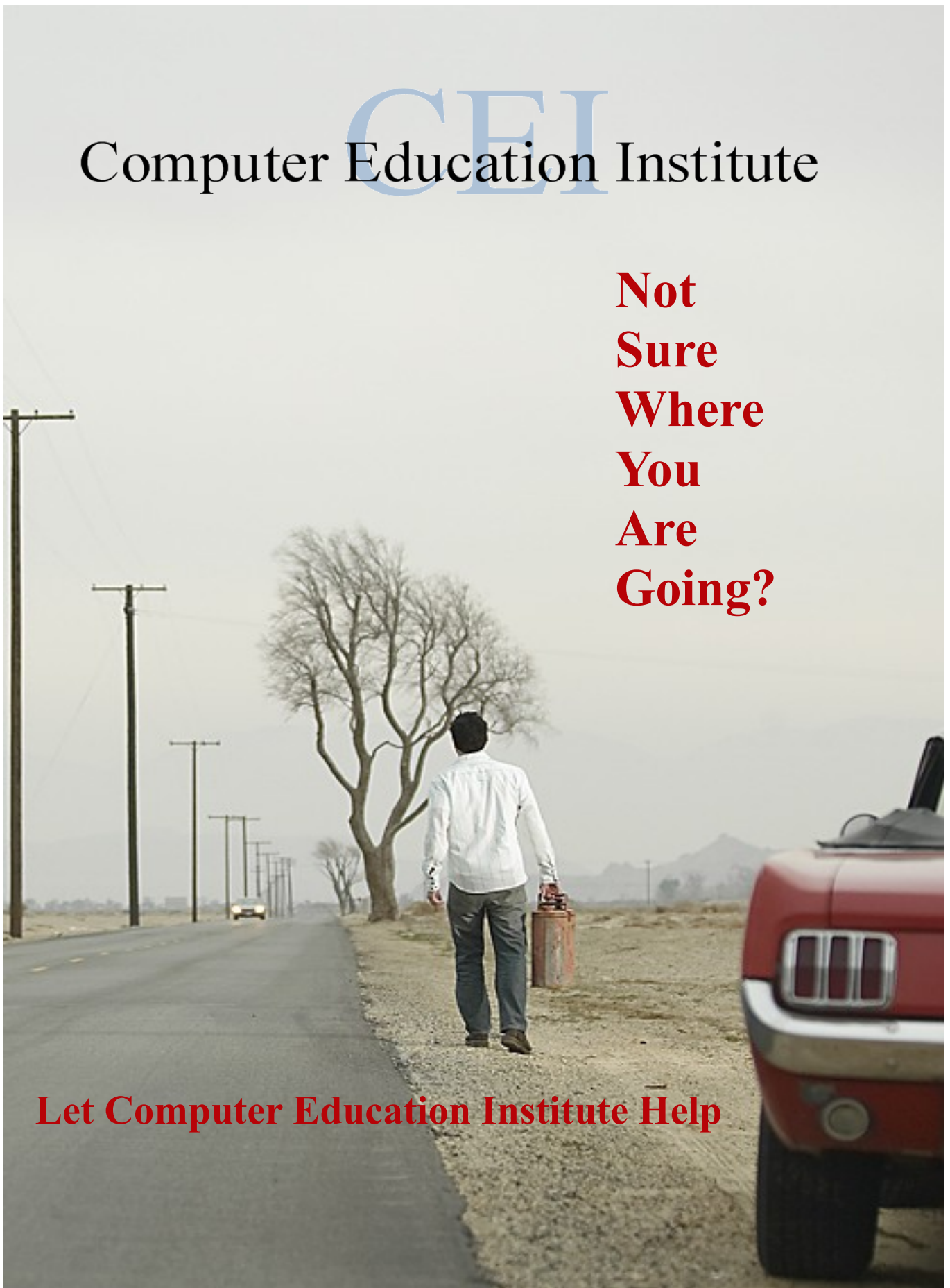


# Computer Education Institute

**Not  
Sure  
Where  
You  
Are  
Going?**

**Let Computer Education Institute Help**



# Computer Education Institute



**Certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities by showcasing your advanced skills, and result in higher earning potential. Certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.**

Trying to navigate the world of certifications can be difficult. Computer Education Institute can help you find the path that's right for you. We can sit down with you and discuss what your needs are and which path would be best for you. The following pages will describe our certifications. A map on page 7 & 8 may help you plan your strategy.

**Give us a call and we  
will get you on your  
way**

**(219) 926-5740**

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## WINDOWS VISTA / WINDOWS XP

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Windows is a prerequisite for all the certifications. You can either go the Vista route or the XP route. In both classes, you will learn basic hardware and software terminology, parts of the computer, how to move around in Windows, make/delete/rename/move files or folders, work with spyware and anti-virus software programs, customize Windows and much more. If you have the necessary skills, you can test out of this class.

<b>Prerequisites:</b>	None
<b>Length of Class:</b>	12 hours
<b>Possible Jobs:</b>	Entry Level Office
<b>Cost:</b>	\$380

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## TROUBLE SHOOTING

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This class is a prerequisite for A+ certification. You will learn how to build a PC, and how to troubleshoot hardware and software problems. Completely hands on, satisfaction guaranteed. If you have prior troubleshooting experience you can test out of this class

<b>Prerequisites:</b>	Windows Vista/XP
<b>Length of Class:</b>	24 hours
<b>Possible Jobs:</b>	Entry Level Technician
<b>Cost:</b>	\$570

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Computer Education Institute



# MCAS Certification

## Microsoft Certified Application Specialist

The Microsoft Business Certification is the globally recognized standard for validating expertise with the 2007 Microsoft Office system.

Reasons for Microsoft Business Certification include career advancement, personal improvement, skills enhancement, and higher salaries. MCAS-certified individuals report increased competence and productivity with Microsoft Office programs as well as increased credibility with their employers, co-workers and clients. Microsoft Business certification sets you apart in today's competitive job market, bringing employment opportunities, greater earning potential and career advancement, in addition to increased job satisfaction.



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# MCAS Certification

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## Choose 1 or all 6

These certifications are one of the newest from Microsoft.  
Get certified on the desktop applications, all in **Office 2007**

**Windows Vista** ..... 77-600: MCAS: Vista for the Business Worker **##**  
**Microsoft Office Word 2007** ..... 777-601: MCAS: Using MS Office Word 2007\*\*  
**Microsoft Office Excel 2007** ..... 77-602: MCAS: Using MS Office Excel 2007\*\*  
**Microsoft Office PowerPoint 2007** ... 77-603: MCAS: Using MS Office PowerPoint 2007\*\*  
**Microsoft Office Outlook 2007** ..... 77-604: MCAS: Using Microsoft Office Outlook 2007 \*\*  
**Microsoft Office Access 2007** ..... 77-605: MCAS: Using Microsoft Office Access 2007

If you need the certifications in the most used Office Packages, you will want to take advantage of our Bundle. The MCAS Bundle includes Word, Excel, PowerPoint, and Outlook, along with the software itself!

**## Cost is \$1495 and includes laptop computer**

# Free



<b>Prerequisites</b>	None
<b>Length of Class:</b>	24 hours each or Bundle for 96 hours
<b>Possible Jobs:</b>	Entry level Office
<b>Cost:</b>	\$995 each or Bundle for \$4295

\*\* Included in Bundle

**(bundle includes a laptop computer)**

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# A+ Certification

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**Exams: A+ essentials      220-601**  
**A+                              220-602**

**CompTIA A+ Essentials** validates knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. The Essentials Exam validates the basic skills needed by any entry-level service technician regardless of job environment.

## **CompTIA A+ 220-602**

The CompTIA A+ 220-602 exam is targeted for individuals who work or intend to work in a mobile or corporate technical environment with a high level of face-to-face client interaction. Examples job roles include: Enterprise Technician, IT Administrator, Field Service Technician, PC Technician. Ideally, the CompTIA A+ 220-602 candidate has already passed the CompTIA A+ Essentials examination. Candidates who pass both CompTIA A+ Essentials and exam 220-602 will be CompTIA. A+ certified with the IT Technician designation. **Includes a computer**



**Prerequisites**                      Windows / Build or Troubleshoot  
**Length of Class:**                      42 hours  
**Possible Jobs:**                      Enterprise Tech, IT Admin, PC Tech  
**Cost:**                                      \$2645

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## MCAP Certification

Microsoft Certified Application Professional

— Go the extra step

The Microsoft Certified Application Professional (MCAP) credential, part of the Microsoft Business Certification program, sets a globally recognized standard to validate your skills using the 2007 Microsoft Office system and Microsoft SharePoint sites to collaborate across boundaries to complete projects, tasks, and deliverables. The MCAP credential demonstrates advanced, cross-industry, and cross-job role capabilities, focusing on critical areas of responsibility for business workers.

Take 1 more Class to receive another certification

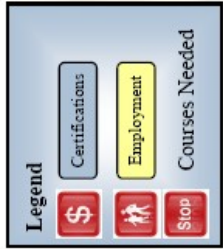


<u>MCAP credential earned</u>	<u>Certification exam</u>
Supporting Organizations	77-610: Organizational Support
Managing Presentations	77-611: Creating and Managing Presentations
Managing Team Collaboration	77-612: Content Management and Collaboration
Managing Budgets	77-613: Budget Analysis and Forecasting

**Prerequisites:** MCAS Certified

**Length of Class:** TBD

**Cost:** TBD

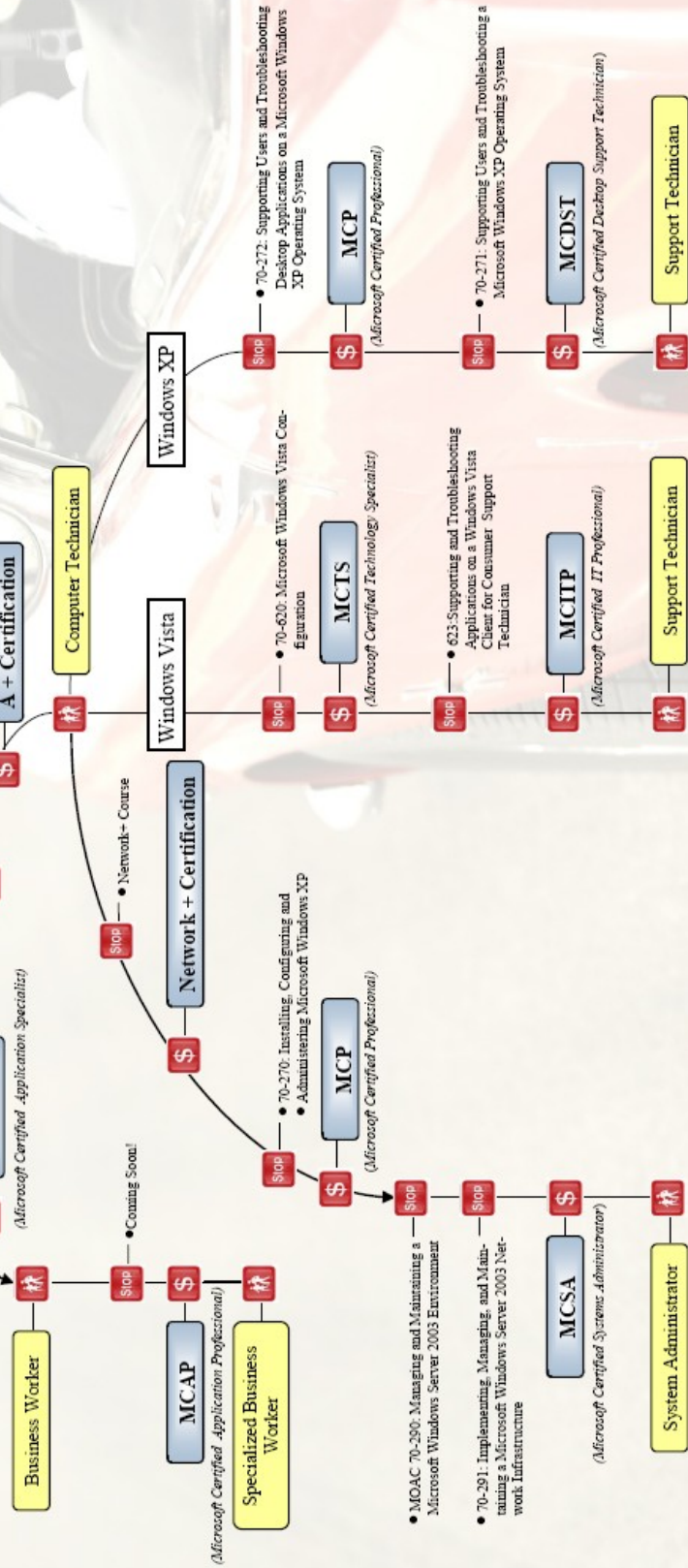


# Your Map To Success

- Computer Basics
- Hardware
- Software
- Working in and with Windows
- Maintenance / Basic Troubleshooting

- Vista
- Word
- Excel
- Access
- PowerPoint
- Outlook

- Troubleshooting/Build
- A + Course





## Network+ Certification

### A valuable certification to have Exams: Network+

CompTIA Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services. Although not a prerequisite, it is recommended that CompTIA Network+ candidates have at least nine months of experience in network support or administration or adequate academic training, along with a CompTIA A+ certification.

<b>Prerequisites</b>	A+
<b>Length of Class:</b>	42 hours
<b>Possible Jobs:</b>	Network Security Administrator, Security Analyst, Network Systems Engineer
<b>Cost:</b>	\$2050

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# MCP/MCSA Certification

## Microsoft Certified System Administrator

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The Microsoft Certified Systems Administrator (MCSA) certification helps you advance your career by ensuring that you have the skills you need to manage and troubleshoot network environments running on the Windows operating system.

### Core Exams: (3 Exams Required)

#### Courses

**Exam 70-270** Installing, Configuring, and Administering Windows XP Professional. After this class you earn the **MCTS** certification (Microsoft Certified Technology Specialist)

**Exam 70-290** Managing and Maintaining a Windows Server 2003 Environment (after the first 2 exams, you will have your **MCP** certification)

**Exam 70-291** Implementing, Managing, and Maintaining a Windows Server 2003 Network Infrastructure

<b>Prerequisites:</b>	A+ and Network +
<b>Length of class for MCP:</b>	40 hours (270)
<b>Length of Class for MCSA:</b>	40 hours (290/291)
<b>Possible Jobs:</b>	Enterprise Tech, IT Admin, PC Tech
<b>Cost:</b>	\$4190 (\$2095 each)

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## MCITP/MCTS Certification

### Microsoft Certified IT Professional

The Microsoft Certified IT Professional: Enterprise Support Technician credential validates the knowledge and skills required to deploy and support the Windows Vista operating system. These certifications are so close in topics that we have placed the 2 classes together. Take 1 class, 2 exams, 2 certifications!

#### **Core Exams: (2 exams Required)**

**Exam 70-620** TS: Windows Vista, Configuring. After this class you earn the **MCTS** certification (Microsoft Certified Technology Specialist)

**Exam 70-623** PRO: Supporting and Troubleshooting Applications on a Windows Vista Client for Consumer Support Technicians

<b>Prerequisites</b>	A+ & Vista
<b>Length of Class:</b>	50 hours
<b>Possible Jobs:</b>	Entry level Office
<b>Cost:</b>	\$2835

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# MCP/MCDST Certification

## Microsoft Certified Desktop Support Technician

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The Microsoft Certified Desktop Support Technician (MCDST) certification helps you start your IT career by ensuring that you have the skills you need to successfully troubleshoot desktop environments that run on the Windows operating system.

### Requirements

MCDST candidates are required to pass two core exams. These two exams are:

- 70-271 Supporting Users and Troubleshooting a Windows XP Operating System
- 70-272 Supporting Users and Troubleshooting Desktop Applications on a Windows XP Operating System After this class you earn the **MCTS** certification (Microsoft Certified Technology Specialist)

<b>Prerequisites</b>	Any MCAS certification, A+ certification
<b>Length of Class:</b>	48 hours
<b>Possible Jobs:</b>	Help Desk Technician, Office Support Personnel
<b>Cost:</b>	\$2715

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## Registration Form

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Class Desired: \_\_\_\_\_

Date: \_\_\_\_\_

Clip & mail to:

**CEI**

**802 Canonie**

**Porter, IN 46304**

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# Contact Us

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Computer Education Institute would like to thank you for your interest in our services. Our Mission statement is to provide quality services that exceeds the expectations of our customers.

Our classes have a maximum of 12 students; each assigned their own personal computer. We believe hands-on training is the most successful way to fully comprehend the subject matter. Our training methodology has proven itself by our number of satisfied customers. We want the students to have the most conducive learning environment possible, therefore the manuals are only used for reference material, not a teaching tool.

Computer Education Institute also offers customized classes, one-on-one instruction and evening classes to suit your individual needs.

**Free Phone support is the service that sets CEI apart from our competition. Upon completion of any class our students receive unlimited phone support. We have certified instructors available for phone support during normal business hours.**

If you have any training needs that Computer Education Institute can assist you in, please feel free to call us at any time.

**Phone: (219) 926-5740**

**Fax: 219.929.1930**

**E-mail: [cei@cei-edu.com](mailto:cei@cei-edu.com)**

**Call CEI today for more information  
Or check us out at [www.cei-edu.com](http://www.cei-edu.com)**