

Computer Education Institute

100 W US HWY 20 Porter, Indiana 46304
Return Service Requested

PRESORTED
STANDARD
U.S. POSTAGE
PAID
Chesterton, IN
PERMIT NO. 378

**COMPUTER
TRAINING**
**BEGINNER to
ADVANCED**



«companyname»
«Name»
«Address»
«City» «State» «Zip»

CEI

Computer Education Institute



January—March

2019

Did you know??

CEI offers Custom Office Automation

CEI will isolate and examine how your business is running from an operations perspective. We can analyze your systems and make recommendations on how you can use your existing technology, sometimes combined with innovative additions, to maximize your investment in staff and equipment.

This institution (CEI) is regulated by:
State Workforce Innovation Council
Office for Career and Technical Schools
10 N. Senate Ave, Suite SE 308
Indianapolis, IN 46204
JANS@dwd.in.gov
<http://www.in.gov/dwd/2731.htm>
317 234-8338 or 317-232-1732

Our Partner...

Chester Inc., Information Technologies (located in Valparaiso, IN) is a Microsoft Gold Partner and Microsoft Certified Small Business Specialist that provides organizations with best-in-class data solutions. We are a technology consulting firm dedicated to the design, integration, and support of Robust IT solutions.

SERVICES:

- Analysis/Design
 - Implement/Support
- #### IT PRACTICES:
- Microsoft / Network Infrastructure
 - Access Infrastructure
 - Support Solutions

SUPPORT:

- Post implementation
- Managed Services
- Scheduled Services
- Hardware Service Agreements

PRODUCTS:

- HP, IBM, LeNovo
 - Microsoft, Citrix,
 - Symantec
- Call 219-464-9999
www.chestertinc.com



CEI Computer Education Institute

100 W. US Hwy 20 — Porter, IN 46304

2019
JAN
FEB
MAR

INTRO TO WINDOWS

WINDOWS 7- LEVEL 1

Jan 8
Feb 1
Mar 4

UPGRADING TO WIN 10

Jan 7
Feb 4
Mar 1

WINDOWS 10—LEVEL 1

Jan 9
Feb 6
Mar 5

SPREADSHEETS

EXCEL 2007 - LEVEL 1,2&3

Call For Dates

EXCEL 2010/2013/2016 LEV 1

Jan 7 OR Feb 5 OR Mar 5

EXCEL 2010/2013/2016 - LEV 2

Jan 22 & 23 OR Feb 27 & 28
OR Mar 12 & 13

EXCEL 2010/2013/2016—LEV 3

Mar 27 & 28

WORD PROCESSORS

WORD 2007 - LEVEL 1,2&3

Call For Dates

WORD 2010/2013/2016- LEV 1

Jan 10 OR Feb 7 OR Mar 7

WORD 2010/2013/2016 - LEV 2

Jan 17 & 18 OR Feb 20 & 21 OR
Mar 21 & 22

WORD 2010/2013/2016—LEV 3

Mar 25 & 26

DATABASES

ACCESS 2007 - LEVEL 1,2&3

Call For Dates

ACCESS 2010/2013/2016—LEV 1

Jan 14 & 15 OR Feb 25 & 26

ACCESS 2010/2013/2016—LEV 2

Jan 28 & 29 OR Mar 6 & 7

ACCESS 2010/2013/2016—LEV 3

Mar 18 & 19

**Class Times:
8:30-3:30**

OTHER CLASSES

POWERPOINT 2007 Level 1&2

Call for dates

POWERPOINT 2010/2013/2016 Level 1

Jan 11 OR Feb 1 OR Mar 14

POWERPOINT 2010/2013/2016 Level 2

Jan 31 OR Feb 26

PUBLISHER

Call for dates

OUTLOOK 2007

Call for Dates

OUTLOOK 2010/2013/2016

Jan 22 OR Feb 22 OR Mar 7

INTERNET - LEVEL 1

Call for Dates

SQL SERVER

Call for dates

INTERNET PARASITE REMOVAL

Jan 29 OR Feb 27

UPGRADING TO EXCEL 2016

Jan 18 OR Feb 18 OR Mar 20

UPGRADING TO WORD 2016

Jan 23 OR Feb 5 OR Mar 6

UPGRADING TO ACCESS 2016

Call for dates

PROJECT 2007 LEVEL 1

Jan 1 OR Mar 11

PROJECT 2007 LEVEL 2

Jan 30 OR Mar 27

PROJECT 2010/2013 LEVEL 1

Jan 9 OR Mar 4

PROJECT 2010/2013 LEVEL 2

Jan 21 OR Mar 13

MOS CERTIFICATIONS (Microsoft Office Specialist)

Jan 10—Mar 29
Feb 1—Apr 30
Mar 5—May 31

EXCEL VISUAL BASIC

Jan 24 OR Feb 28

CALL FOR NIGHT TIME CLASS SCHEDULES

**All 1 Day classes are \$195,
2-day classes are \$390
Call for other pricing**

**VISIT US AT:
WWW.CEI-EDU.COM**

**TO REGISTER FOR A CLASS
CALL 219-926-5740 OR FAX 219-929-1930**

