

**Take advantage of this great opportunity to develop your computer skills!!!**

These classes are sponsored by CAF. As a member, you receive a discount. The cost of a 1-day (6 hour) class is regularly \$195, but your cost is \$175.50

**LOCATION:**

Computer Education Institute  
**100 W US HWY 20**

**(We are located directly west of the waterpark, old bank building)**

Day-time class times:

8:30am—3:30pm

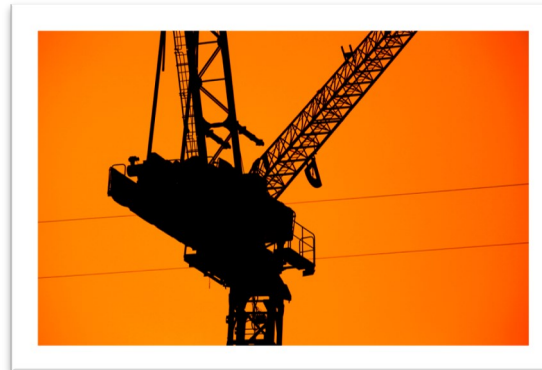
Call for night time class schedule

**All you need to do is call CEI to sign up for a class.**

**Call NOW ...  
Classes are filling fast!  
(219) - 926-5740**

**Office 2016 Classes Available**

Class dates include Office 2016 (Office 365). The new MOS tests are also available



Computer Education Institute  
100 W US Highway 20  
Porter, IN 46304  
Phone: 219-926-5740  
Email: [cei@cei-edu.com](mailto:cei@cei-edu.com)

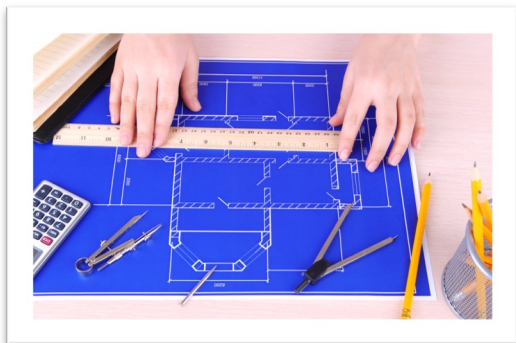
[WWW.CEI-EDU.COM](http://WWW.CEI-EDU.COM)

**LIKE US ON FACEBOOK**  
[www.facebook.com/ComputerEdinstitute](http://www.facebook.com/ComputerEdinstitute)



**CONSTRUCTION ADVANCEMENT FOUNDATION**  
along with  
**Computer Education Institute**  
is proud to announce our  
customized computer classes for

**October-December  
2019**



## WINDOWS

### WINDOWS 7

Oct 2 or Nov 1 or Dec 3

### WINDOWS 10

Oct 3 or Nov 5 or Dec 5

## WORDPROCESSING

### WORD 2007 - LEVEL 1,2 &3

Call for dates

### WORD 2010/13/16 - LEVEL 1

Oct 11 or Nov 5 or Dec 9

### WORD 2010/13/16 - LEVEL 2

Oct 17 &18 Nov 21 & 22

### WORD 2010/13/16 —LEVEL 3

Dec 18 & 19

## CERTIFICATIONS

### MOS Certifications (Microsoft Office Specialist)

Oct 1—Dec 30

OR

Nov 6—Jan 31

OR

Dec 6—Feb 28

# CEI Computer Education Institute

Computer Education Institute  
100 W US Highway 20  
Porter, IN 46304  
Phone: 219-926-5740  
Email: [cei@cei-edu.com](mailto:cei@cei-edu.com)

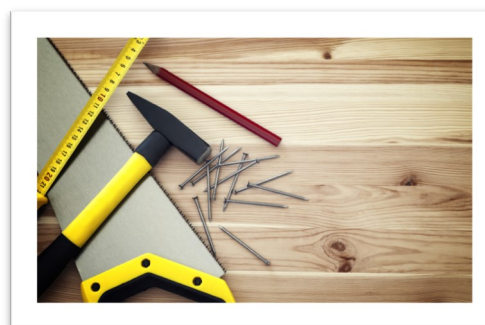
[WWW.CEI-EDU.COM](http://WWW.CEI-EDU.COM)

## INTERNET PARASITES REMOVAL

Oct 21 or Nov 18

## SQL SERVER

Call for dates



## DATABASES

### ACCESS 2007 - LEVEL 1,2&3

Call for Dates

### ACCESS 2010/13/16—LEVEL 1

Oct 7 & 8 or Nov 14 & 15

### ACCESS 2010/13/16 - LEVEL 2

Oct 23 & 24 or Nov 25 & 26

### ACCESS 2010/13/16 - LEVEL 3

Dec 4 & 5

## SPREADSHEETS

### EXCEL 2007- LEVEL 1,2&3

Call for dates

### EXCEL 2010/13/16 - LEVEL 1

Oct 1 or Nov 6 or Dec 2

### EXCEL 2010/13/16 - LEVEL 2

Oct 9&10 or Nov 7&8 or Dec 11&12

### EXCEL 2010/13/16 - LEVEL 3

Dec 16 & 17

## OTHERS

### POWERPOINT 2007 LEVEL 1 & 2

Call for Dates

### POWERPOINT 2010/13/16 LEVEL 1

Oct 16 or Nov 11 or Dec 13

### POWERPOINT 2010/13/16 LEVEL 2

Oct 30 or Nov 20

### MS PROJECT 2010/2013 LEVEL 1

Oct 14 or Nov 19

### MS PROJECT 2010/2013 LEVEL 2

Oct 29 or Nov 26

### MS OUTLOOK 2010/13/16

Oct 22 or Nov 12 or Dec 10

### UPGRADING TO EXCEL 2016

Oct 15 or Nov 27 or Dec 18

### UPGRADING TO WORD 2016

Oct 28 or Nov 13 or Dec 10

### EXCEL VBA

Oct 22 or Nov 12