

Computer Education Institute

100 W US HWY 20 Porter, Indiana 46304
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STANDARD
U.S. POSTAGE
PAID
Chesterton, IN
PERMIT NO. 378

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



CEI Computer Education Institute



CONSTRUCTION ADVANCEMENT FOUNDATION

along with
Computer Education Institute
is proud to announce our
customized computer classes for

**JANUARY—MARCH
2020**

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

**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)**

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

CEI Computer Education Institute

100 W. US Hwy 20 — Porter, IN 46304

2020
JAN
FEB
MAR

INTRO TO WINDOWS

WINDOWS 7— LEVEL 1

Jan 3
Feb 3
Mar 2

UPGRADING TO WIN 10

Jan 6
Feb 4
Mar 3

WINDOWS 10—LEVEL 1

Jan 7
Feb 5
Mar 5

SPREADSHEETS

EXCEL 2007 - LEVEL 1,2&3

Call For Dates

EXCEL 2010/2013/365 LEV 1

Jan 6 OR Feb 6 OR Mar 2

EXCEL 2010/2013/365 - LEV 2

Jan 9 & 10 OR Feb 10 & 11
OR Mar 11 & 12

EXCEL 2010/2013/365—LEV 3

Mar 23 & 24

WORD PROCESSORS

WORD 2007 - LEVEL 1,2&3

Call For Dates

WORD 2010/2013/365- LEV 1

Jan 8 OR Feb 7 OR Mar 9

WORD 2010/2013/365 - LEV 2

Jan 16 & 17 OR Feb 19 & 20
OR Mar 26 & 27

WORD 2010/2013/365—LEV 3

Mar 30 & 31

DATABASES

ACCESS 2007 - LEVEL 1,2&3

Call For Dates

ACCESS 2010/2013/365—LEV 1

Jan 13 & 14 OR Feb 17 & 18

ACCESS 2010/2013/365—LEV 2

Jan 27 & 28 OR Feb 24 & 25

ACCESS 2010/2013/365—LEV 3

Mar 19 & 20

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

OTHER CLASSES

POWERPOINT 2007 Level 1&2

Call for dates

POWERPOINT 2010/2013/365 Level 1

Jan 16 OR Feb 12 OR Mar 13

POWERPOINT 2010/2013/365 Level 2

Jan 30 OR Feb 26

PUBLISHER

Call for dates

OUTLOOK 2007

Call for Dates

OUTLOOK 2010/2013/365

Jan 22 OR Feb 13 OR Mar 10

INTERNET - LEVEL 1

Call for Dates

SQL SERVER

Call for dates

INTERNET PARASITE REMOVAL

Jan 21 OR Feb 17

UPGRADING TO EXCEL 365

Jan 15 OR Feb 27 OR Mar 18

UPGRADING TO WORD 365

Jan 28 OR Feb 14 OR Mar 16

UPGRADING TO ACCESS 365

Call for dates

PROJECT 2010/2013 LEVEL 1

Mar 18

PROJECT 2010/2013 LEVEL 2

Mar 25

MOS CERTIFICATIONS (Microsoft Office Specialist)

Jan 1—Mar 31
Feb 6—Apr 30
Mar 6—May 28

EXCEL VISUAL BASIC March 30

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**

