

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

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
OCTS@dwd.in.gov
<http://www.in.gov/dwd/2731.htm>

Our Partner...

Pulse Technology of Indiana, Inc (located in Chesterton) is a provider of IT services as well as Office Supplies, Furniture, and Equipment. We kickstart the heart of businesses providing one of the largest arrays of technological products, services and solutions.

CERTIFICATIONS: Cisco, Microsoft Silver, HP Elite, Lenovo Repair Center
SERVICES:

- Provide Desktop, Server and Infrastructure consulting
 - Workflow Process Analysis
 - Cloud Implementation Services
 - Office 365/Google Mail Conversion Services
 - Document Management Services
 - Database Design and Conversion
- IT PRACTICES:**

- Monitor all network devices 24/7
- Backup and test on a regular basis

SUPPORT:

- Virtual CIO Services
- Managed Network Services
- Desktop & Server On-Site/ Remote Service

833-PULSE-IT (833-785-7348)



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

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



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**