

# 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



**October—December**

**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>  
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](http://www.chestertinc.com)



# CEI Computer Education Institute

100 W. US Hwy 20 — Porter, IN 46304

2020  
OCT  
NOV  
DEC

## INTRO TO WINDOWS

### WINDOWS 7— LEVEL 1

Oct 2  
Nov 2  
Dec 2

### UPGRADING TO WIN 10

Oct 6  
Nov 5  
Dec 3

### WINDOWS 10—LEVEL 1

Oct 7  
Nov 6  
Dec 4

## SPREADSHEETS

### EXCEL 2010 - LEVEL 1,2&3

Call For Dates

### EXCEL 2013/365 LEV 1

Oct 1 OR Nov 9 OR Dec 1

### EXCEL 2013/365 - LEV 2

Oct 12 & 13 OR Nov 11 & 12  
OR Dec 10 & 11

### EXCEL 2013/365—LEV 3

Dec 15 & 16

## WORD PROCESSORS

### WORD 2010 - LEVEL 1,2&3

Call For Dates

### WORD 2013/365- LEV 1

Oct 8 OR Nov 10 OR Dec 9

### WORD 2013/365 - LEV 2

Oct 15 & 16 OR Nov 19 & 20  
OR Dec 17 & 18

### WORD 2013/365—LEV 3

Dec 7 & 8

## DATABASES

### ACCESS 2010 - LEVEL 1,2&3

Call For Dates

### ACCESS 2013/365—LEV 1

Oct 19 & 20 OR Nov 16 & 17

### ACCESS 2013/365—LEV 2

Oct 27 & 28 OR Nov 23 & 24

### ACCESS 2013/365—LEV 3

Dec 15 & 16

### Class Times:

## OTHER CLASSES

### POWERPOINT 2010 Level 1&2

Call for dates

### POWERPOINT 2013/365 Level 1

Oct 14 OR Nov 13 OR Dec 10

### POWERPOINT 2013/365 Level 2

Oct 22 OR Nov 30

### PUBLISHER

Call for dates

### OUTLOOK 2010

Call for Dates

### OUTLOOK 2013/365

Oct 20 OR Nov 18 OR Dec 14

### INTERNET - LEVEL 1

Call for Dates

### SQL SERVER

Call for dates

### INTERNET PARASITE

REMOVAL

Oct 21 OR Nov 4

### UPGRADING TO EXCEL 365

Oct 29 OR Nov 5 OR Dec 18

### UPGRADING TO WORD 365

Oct 28 OR Nov 21 OR Dec 2

### UPGRADING TO ACCESS 365

Call for dates

### MOS CERTIFICATIONS (Microsoft Office)

Oct 1—Dec 18

Nov 6—Jan 30

Dec 6—Feb 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](http://WWW.CEI-EDU.COM)

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

