

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**



CEI Computer Education Institute



CONSTRUCTION ADVANCEMENT FOUNDATION

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

**APRIL—JUNE
2021**

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

**2021
APR
MAY
JUN**

INTRO TO WINDOWS

WINDOWS 7— LEVEL 1

Apr 6
May 3
Jun 2

UPGRADING TO WIN 10

Apr 6
May 5
Jun 3

WINDOWS 10—LEVEL 1

Apr 7
May 7
Jun 4

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

OTHER CLASSES

POWERPOINT 2010/2013

Level 1&2
Call for dates

POWERPOINT 2016/2019/365

Level 1
Apr 14 OR May 17 OR Jun 10

POWERPOINT 2016/2019/365

Level 2
Apr 22 OR May 26

PUBLISHER

Call for dates

SPREADSHEETS

EXCEL 2010/2013

LEVEL 1,2&3
Call For Dates

EXCEL 2016/2019/365

LEV 1
Apr 8 OR May 10 OR Jun 1

EXCEL 2016/2019/365

LEV 2
Apr 12 & 13 OR May 11 & 12
OR Jun 10 & 11

EXCEL 2016/2019/365

LEV 3
Jun 15 & 16

OUTLOOK 2010/2013

Call for Dates

OUTLOOK 2016/2019/365

Apr 20 OR May 18 OR Jun 14

INTERNET - LEVEL 1

Call for Dates

INTERNET PARASITE

REMOVAL
Apr 21 OR May 4

WORD PROCESSORS

WORD 2010/2013

LEVEL 1,2&3
Call For Dates

WORD 2016/2019/365

LEV 1
Apr 8 OR May 10 OR Jun 9

WORD 2016/2019//365

LEV 2
Apr 14 & 15 OR May 18 & 19
OR Jun 17 & 18

WORD 2016/2029/365

LEV 3
Jun 7 & 8

UPGRADING TO EXCEL 365

Apr 29 OR May 5 OR Jun 18

UPGRADING TO WORD 365

Apr 28 OR May 21 OR Jun 2

UPGRADING TO ACCESS

365
Call for dates

DATABASES

ACCESS 2010/2013

LEVEL 1,2&3
Call For Dates

ACCESS 2016/2019/365

LEV 1
Apr 19 & 20 OR May 13 & 14

ACCESS 2016/2019/365

LEV 2
Apr 27 & 28 OR May 24 & 25

ACCESS 2016/2019/365

LEV 3
Jun 15 & 16

MOS CERTIFICATIONS

(Microsoft Office)

Apr 8—Jul 31
May 10—Aug 30
Jun 7—Sept 31

EXCEL VISUAL BASIC

May 3

**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**

