

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

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
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



CEI Computer Education Institute

100 W. US Hwy 20 — Porter, IN 46304

2021
JAN
FEB
MAR

INTRO TO WINDOWS

WINDOWS 7— LEVEL 1

Jan 6
Feb 2
Mar 2

UPGRADING TO WIN 10

Jan 6
Feb 5
Mar 3

WINDOWS 10—LEVEL 1

Jan 7
Feb 8
Mar 4

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

OTHER CLASSES

POWERPOINT 2010/2013

Level 1&2
Call for dates

POWERPOINT 2016/2019/365

Level 1
Jan 14 OR Feb 15 OR Mar 10

POWERPOINT 2016/2019/365

Level 2
Jan 22 OR Feb 26

PUBLISHER

Call for dates

SPREADSHEETS

EXCEL 2010/2013

LEVEL 1,2&3
Call For Dates

EXCEL 2016/2019/365

LEV 1
Jan 8 OR Feb 9 OR Mar 1

EXCEL 2016/2019/365

LEV 2
Jan 12 & 13 OR Feb 11 & 12
OR Mar 10 & 11

EXCEL 2016/2019/365

LEV 3
Mar 15 & 16

OUTLOOK 2010/2013

Call for Dates

OUTLOOK 2016/2019/365

Jan 20 OR Feb 18 OR Mar 12

INTERNET - LEVEL 1

Call for Dates

INTERNET PARASITE

REMOVAL

Jan 21 OR Feb 4

WORD PROCESSORS

WORD 2010/2013

LEVEL 1,2&3
Call For Dates

WORD 2016/2019/365

LEV 1
Jan 8 OR Feb 10 OR Mar 9

WORD 2016/2019//365

LEV 2
Jan 14 & 15 OR Feb 18 & 19
OR Mar 17 & 18

WORD 2016/2029/365

LEV 3
Mar 7 & 8

UPGRADING TO EXCEL 365

Jan 29 OR Feb 5 OR Mar 18

UPGRADING TO WORD 365

Jan 28 OR Feb 22 OR Mar 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
Jan 19 & 20 OR Feb 16 & 17

ACCESS 2016/2019/365

LEV 2
Jan 27 & 28 OR Feb 23 & 24

ACCESS 2016/2019/365

LEV 3
Mar 15 & 16

MOS CERTIFICATIONS

(Microsoft Office)

Jan 8—Mar 31
Feb 9—May 31
Mar 7—Jun 30

EXCEL VISUAL BASIC

Feb 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**

