

# 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

**July—September  
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  
JUL  
AUG  
SEPT

## INTRO TO WINDOWS

### WINDOWS 7— LEVEL 1

Jul 6  
Aug 3  
Sept 2

### UPGRADING TO WIN 10

Jul 6  
Aug 5  
Sept 3

### WINDOWS 10—LEVEL 1

Jul 7  
Aug 9  
Sept 7

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

## OTHER CLASSES

### POWERPOINT 2010/2013

Level 1&2  
Call for dates

### POWERPOINT 2016/2019/365

Level 1  
Jul 14 OR Aug 17 OR Sept 10

### POWERPOINT 2016/2019/365

Level 2  
Jul 22 OR Aug 26

### PUBLISHER

Call for dates

## SPREADSHEETS

### EXCEL 2010/2013

LEVEL 1,2&3  
Call For Dates

### EXCEL 2016/2019/365

LEV 1  
Jul 8 OR Aug 10 OR Sept 1

### EXCEL 2016/2019/365

LEV 2  
Jul 12 & 13 OR Aug 11 & 12  
OR Sept 9 & 10

### EXCEL 2016/2019/365

LEV 3  
Sept 15 & 16

### OUTLOOK 2010/2013

Call for Dates

### OUTLOOK 2016/2019/365

Jul 20 OR Aug 18 OR Sept 14

### INTERNET - LEVEL 1

Call for Dates

### INTERNET PARASITE

REMOVAL  
Jul 21 OR Aug 4

## WORD PROCESSORS

### WORD 2010/2013

LEVEL 1,2&3  
Call For Dates

### WORD 2016/2019/365

LEV 1  
Jul 8 OR Aug 10 OR Sept 9

### WORD 2016/2019//365

LEV 2  
Jul 14 & 15 OR Aug 18 & 19  
OR Sept 16 & 17

### WORD 2016/2029/365

LEV 3  
Sept 27 & 28

### UPGRADING TO EXCEL 365

Jul 29 OR Aug 5 OR Sept 17

### UPGRADING TO WORD 365

Jul 28 OR Aug 20 OR Sept 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  
Jul 19 & 20 OR Aug 12 & 13

### ACCESS 2016/2019/365

LEV 2  
Jul 27 & 28 OR Aug 24 & 25

### ACCESS 2016/2019/365

LEV 3  
Sept 15 & 16

### MOS CERTIFICATIONS

(Microsoft Office)

Jul 8—Sept 31  
Aug 10—Oct 30  
Sept 1—Nov 30

### EXCEL VISUAL BASIC

Aug 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**

