

# 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

**October-December  
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**  
OCT  
NOV  
DEC

## INTRO TO WINDOWS

### WINDOWS 7— LEVEL 1

Oct 6  
Nov 3  
Dec 2

### UPGRADING TO WIN 10

Oct 6  
Nov 5  
Dec 3

### WINDOWS 10—LEVEL 1

Oct 7  
Nov 9  
Dec 7

## SPREADSHEETS

### EXCEL 2010/2013

LEVEL 1,2&3  
Call For Dates

### EXCEL 2016/2019/365

LEV 1  
Oct 8 OR Nov 10 OR Dec 1

### EXCEL 2016/2019/365

LEV 2  
Oct 12 & 13 OR Nov 11 & 12  
OR Dec 9 & 10

### EXCEL 2016/2019/365

LEV 3  
Dec 15 & 16

## WORD PROCESSORS

### WORD 2010/2013

LEVEL 1,2&3  
Call For Dates

### WORD 2016/2019/365

LEV 1  
Oct 8 OR Nov 10 OR Dec 9

### WORD 2016/2019//365

LEV 2  
Oct 14 & 15 OR Nov 18 & 19  
OR Dec 16 & 17

### WORD 2016/2029/365

LEV 3  
Dec 7 & 8

## DATABASES

### ACCESS 2010/2013

LEVEL 1,2&3  
Call For Dates

### ACCESS 2016/2019/365

LEV 1  
Oct 19 & 20 OR Nov 11 & 12

### ACCESS 2016/2019/365

LEV 2  
Oct 27 & 28 OR Nov 24 & 25

### ACCESS 2016/2019/365

LEV 3  
Dec 15 & 16

## OTHER CLASSES

### POWERPOINT 2010/2013

Level 1&2  
Call for dates

### POWERPOINT 2016/2019/365

Level 1  
Oct 14 OR Nov 17 OR Dec 10

### POWERPOINT 2016/2019/365

Level 2  
Oct 22 OR Nov 26

### PUBLISHER

Call for dates

### OUTLOOK 2010/2013

Call for Dates

### OUTLOOK 2016/2019/365

Oct 20 OR Nov 18 OR Dec 14

### INTERNET - LEVEL 1

Call for Dates

### INTERNET PARASITE

REMOVAL  
Oct 21 OR Nov 4

### UPGRADING TO EXCEL 365

Oct 29 OR Nov 5 OR Dec 17

### UPGRADING TO WORD 365

Oct 28 OR Nov 22 OR Dec 2

### UPGRADING TO ACCESS

365  
Call for dates

### MOS CERTIFICATIONS

(Microsoft Office)

Oct 8—Dec 31

Nov 10—Jan 30

Dec 1—Feb 30

### EXCEL VISUAL BASIC

Nov 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**

