

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

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
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

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

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

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

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

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

UPGRADING TO EXCEL 365

Oct 29 OR Nov 5 OR Dec 17

UPGRADING TO WORD 365

Oct 28 OR Nov 21 OR Dec 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
Oct 19 & 20 OR Nov 13 & 14

ACCESS 2016/2019/365

LEV 2
Oct 27 & 28 OR Nov 24 & 25

ACCESS 2016/2019/365

LEV 3
Dec 15 & 16

MOS CERTIFICATIONS

(Microsoft Office)

Oct 8—Oct 31
Nov 10—Nov 30
Dec 7—Dec 31

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**

