

## 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

## 30 YEARS...

Computer Education Institute is celebrating 30 years in business in 2022. From the very start; we have dedicated ourselves to ensuring our students are our number ONE priority. To the level of offering FREE phone support to anyone that has taken our classes. And it isn't just for 60 days or 2 years....it is FOREVER! Take just one of our classes to experience the CEI difference.

# CEI Computer Education Institute

100 W. US Hwy 20 — Porter, IN 46304

2022  
JAN  
FEB  
MAR

## INTRO TO WINDOWS

### UPGRADING TO WIN 10

Jan 5  
Feb 4  
Mar 2

### WINDOWS 10—LEVEL 1

Jan 6  
Feb 7  
Mar 3

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

## SPREADSHEETS

### EXCEL 2010/2013

LEVEL 1,2&3  
Call For Dates

### EXCEL 2016/2019/365 LEV 1

Jan 4 OR Feb 1 OR Mar 1

### EXCEL 2016/2019/365 LEV 2

Jan 18 & 19 OR Feb 15 & 16  
OR Mar 15 & 16

### EXCEL 2016/2019/365 LEV 3

Mar 29 & 30

## WORD PROCESSORS

### WORD 2010/2013

LEVEL 1,2&3  
Call For Dates

### WORD 2016/2019/365 LEV 1

Jan 7 OR Feb 3 OR Mar 4

### WORD 2016/2019/365 LEV 2

Jan 27 & 28 OR Feb 17 & 18  
OR Mar 17 & 18

### WORD 2016/2019/365 LEV 3

Mar 23 & 24

## DATABASES

### ACCESS

LEVEL 1,2&3

Call For Dates

## OTHER CLASSES

### POWERPOINT 2010/2013

Level 1&2  
Call for dates

### POWERPOINT 2016/2019/365

Level 1  
Jan 11 OR Feb 9 OR Mar 10

### POWERPOINT 2016/2019/365

Level 2  
Jan 25 OR Feb 21 OR Mar 28

### PUBLISHER

Call for dates

### OUTLOOK 2010/2013

Call for Dates

### OUTLOOK 2016/2019/365

Jan 21 OR Feb 10  
OR Mar 14

### INTERNET - LEVEL 1

Call for Dates

### INTERNET PARASITE REMOVAL

Jan 14 OR Feb 24

### UPGRADING TO EXCEL 365

Jan 13 OR Feb 8 OR Mar 7

### UPGRADING TO WORD 365

Jan 12 OR Feb 21 OR Mar 8

### MOS CERTIFICATIONS

(Microsoft Office)

Jan 8—Mar 31

Feb 9—May 31

Mar 7—Jun 30

**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**

