

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

**APRIL—JUNE
2022**

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

2022
APR
MAY
JUN

INTRO TO WINDOWS

UPGRADING TO WIN 10

Apr 5
May 2
Jun 2

WINDOWS 10—LEVEL 1

Apr 6
May 4
Jun 3

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

SPREADSHEETS

EXCEL 2010/2013

LEVEL 1,2&3
Call For Dates

EXCEL 2016/2019/365

LEV 1
Apr 4 OR May 3 OR Jun 1

EXCEL 2016/2019/365

LEV 2
Apr 18 & 19 OR May 16 & 17
OR Jun 15 & 16

EXCEL 2016/2019/365

LEV 3
Jun 29 & 30

WORD PROCESSORS

WORD 2010/2013

LEVEL 1,2&3
Call For Dates

WORD 2016/2019/365

LEV 1
Apr 7 OR May 3 OR Jun 1

WORD 2016/2019//365

LEV 2
Apr 27 & 28 OR May 17 & 18
OR Jun 16 & 17

WORD 2016/2029/365

LEV 3
Jun 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
Apr 11 OR May 9 OR Jun 10

POWERPOINT 2016/2019/365

Level 2
Apr 25 OR May 20 June 24

PUBLISHER

Call for dates

OUTLOOK 2010/2013

Call for Dates

OUTLOOK 2016/2019/365

Apr 21 OR May 10 OR
Jun 14

INTERNET - LEVEL 1

Call for Dates

INTERNET PARASITE

REMOVAL
Apr 14 OR May 24

UPGRADING TO EXCEL 365

Apr 13 OR May 9 OR Jun 7

UPGRADING TO WORD 365

Apr 12 OR May 23 OR Jun 8

MOS CERTIFICATIONS

(Microsoft Office)

Apr 1—Jun 31
May 2—Jul 30
Jun 7—Aug 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**

