

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

**JANUARY—MARCH
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
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 2016/2029/365
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**

