

# 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

**July—September  
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**  
**JUL**  
**AUG**  
**SEPT**

## INTRO TO WINDOWS

### UPGRADING TO WIN 10

Jul 5  
Aug 2  
Sept 2

### WINDOWS 10—LEVEL 1

Jul 6  
Aug 4  
Sept 1

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

## SPREADSHEETS

### EXCEL 2010/2013

**LEVEL 1,2&3**  
Call For Dates

### EXCEL 2016/2019/365

**LEV 1**  
Jul 7 OR Aug 3 OR Sept 7

### EXCEL 2016/2019/365

**LEV 2**  
Jul 18 & 19 OR Aug 16 & 17  
OR Sept 15 & 16

### EXCEL 2016/2019/365

**LEV 3**  
Sept 29 & 30

## WORD PROCESSORS

### WORD 2010/2013

**LEVEL 1,2&3**  
Call For Dates

### WORD 2016/2019/365

**LEV 1**  
Jul 8 OR Aug 3 OR Sept 1

### WORD 2016/2019//365

**LEV 2**  
Jul 27 & 28 OR Aug 17 & 18  
OR Sept 14 & 15

### WORD 2016/2029/365

**LEV 3**  
Sept 22 & 23

## 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**  
Jul 11 OR Aug 9 OR Sept 12

### POWERPOINT 2016/2019/365

**Level 2**  
Jul 25 OR Aug 19 Sept 20

### PUBLISHER

Call for dates

### OUTLOOK 2010/2013

Call for Dates

### OUTLOOK 2016/2019/365

Jul 21 OR Aug 10 OR  
Sept 14

### INTERNET - LEVEL 1

Call for Dates

### INTERNET PARASITE

**REMOVAL**  
Jul 14 OR Aug 24

### UPGRADING TO EXCEL 365

Jul 13 OR Aug 9 OR Sept 7

### UPGRADING TO WORD 365

Jul 12 OR Aug 23 OR Sept 8

### MOS CERTIFICATIONS

**(Microsoft Office)**

Jul 1—Sept 31

Aug 2—Oct 30

Sept 7—Nov 30

### EXCEL VISUAL BASIC

Aug 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**

