

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

**October-December
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
OCT
NOV
DEC

INTRO TO WINDOWS

UPGRADING TO WIN 10

Oct 5
Nov 2
Dec 2

WINDOWS 10—LEVEL 1

Oct 6
Nov 4
Dec 1

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

SPREADSHEETS

EXCEL 2010/2013

LEVEL 1,2&3
Call For Dates

EXCEL 2016/2019/365

LEV 1
Oct 7 OR Nov 3 OR Dec 7

EXCEL 2016/2019/365

LEV 2
Oct 18 & 19 OR Nov 16 & 17
OR Dec 12 & 13

EXCEL 2016/2019/365

LEV 3
Dec 14 & 15

WORD PROCESSORS

WORD 2010/2013

LEVEL 1,2&3
Call For Dates

WORD 2016/2019/365

LEV 1
Oct 10 OR Nov 3 OR Dec 1

WORD 2016/2019//365

LEV 2
Oct 27 & 28 OR Nov 17 & 18
OR Dec 14 & 15

WORD 2016/2029/365

LEV 3
Dec 5 & 6

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
Oct 11 OR Nov 9 OR Dec 11

POWERPOINT 2016/2019/365

Level 2
Oct 25 OR Nov 14 OR Dec 20

PUBLISHER

Call for dates

OUTLOOK 2010/2013

Call for Dates

OUTLOOK 2016/2019/365

Oct 21 OR Nov 10 OR
Dec 8

INTERNET - LEVEL 1

Call for Dates

INTERNET PARASITE

REMOVAL
Oct 14 OR Nov 21

UPGRADING TO EXCEL 365

Oct 13 OR Nov 15 OR Dec 7

UPGRADING TO WORD 365

Oct 12 OR Nov 14 OR Dec 10

MOS CERTIFICATIONS

(Microsoft Office)

Oct 1—Dec 30
Nov 2—Jan 31
Dec 7—Feb 30
28

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**

