

# 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**



«companyname»  
«Name»  
«Address»  
«City» «State» «Zip»

# CEI Computer Education Institute



**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  
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  
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

### 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 2016/2019/365

LEV 3  
Dec 5 & 6

### DATABASES

#### ACCESS

LEVEL 1,2&3

Call For Dates

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

### 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 28

**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**

