

# 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



**April—June**

**2023**

## 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

2023  
APR  
MAY  
JUN

### INTRO TO WINDOWS

#### UPGRADING TO WIN 11

Apr 5  
May 2  
Jun 2

#### WINDOWS 11—LEVEL 1

Apr 6  
May 1  
Jun 1

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

### SPREADSHEETS

#### EXCEL 2010/2013

LEVEL 1,2&3  
Call For Dates

#### EXCEL 2016/2019/365 LEV 1

Apr 3 OR May 3 OR Jun 7

#### EXCEL 2016/2019/365 LEV 2

Apr 18 & 19 OR May 16 & 17  
OR Jun 12 & 13

#### EXCEL 2016/2019/365 LEV 3

Jun 28 & 29

### WORD PROCESSORS

#### WORD 2010/2013

LEVEL 1,2&3  
Call For Dates

#### WORD 2016/2019/365 LEV 1

Apr 6 OR May 4 OR Jun 1

#### WORD 2016/2019/365 LEV 2

Apr 26 & 27 OR May 16 & 17  
OR Jun 14 & 15

#### WORD 2016/2019/365 LEV 3

Jun 6 & 7

### 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 16

#### POWERPOINT 2016/2019/365

Level 2  
Apr 25 OR May 15 OR Jun 20

#### PUBLISHER

Call for dates

#### OUTLOOK 2010/2013

Call for Dates

#### OUTLOOK 2016/2019/365

Apr 24 OR May 10  
OR Jun 8

#### INTERNET - LEVEL 1

Call for Dates

#### INTERNET PARASITE REMOVAL

Apr 13 OR May 29

#### UPGRADING TO EXCEL 365

Apr 13 OR May 15 OR Jun 7

#### UPGRADING TO WORD 365

Apr 12 OR May 15 OR Jun 9

#### MOS CERTIFICATIONS (Microsoft Office)

Apr 3—Jun 30

May 3—Jul 30

Jun 1—Aug 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**

