

## 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  
JUL  
AUG  
SEPT

### INTRO TO WINDOWS

#### UPGRADING TO WIN 11

Jul 5  
Aug 2  
Sept 1

#### WINDOWS 11—LEVEL 1

Jul 6  
Aug 1  
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 6 OR Aug 3 OR Sept 7

#### EXCEL 2016/2019/365

LEV 2  
Jul 18 & 19 OR Aug 16 & 17  
OR Sept 12 & 13

#### EXCEL 2016/2019/365

LEV 3  
Sept 28 & 29

### WORD PROCESSORS

#### WORD 2010/2013

LEVEL 1,2&3  
Call For Dates

#### WORD 2016/2019/365

LEV 1  
Jul 7 OR Aug 4 OR Sept 6

#### WORD 2016/2019/365

LEV 2  
Jul 26 & 27 OR Aug 16 & 17  
OR Sept 14 & 15

#### WORD 2016/2019/365

LEV 3  
Sept 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  
Jul 11 OR Aug 9 OR Sept 12

#### POWERPOINT 2016/2019/365

Level 2  
Jul 25 OR Aug 15 OR Sept 20

#### PUBLISHER

Call for dates

#### OUTLOOK 2010/2013

Call for Dates

#### OUTLOOK 2016/2019/365

Jul 24 OR Aug 10  
OR Sept 8

#### INTERNET - LEVEL 1

Call for Dates

#### INTERNET PARASITE

#### REMOVAL

Jul 13 OR Aug 29

#### UPGRADING TO EXCEL 365

Jul 13 OR Aug 15 OR Sept 7

#### UPGRADING TO WORD 365

Jul 12 OR Aug 14 OR Sept 21

#### MOS CERTIFICATIONS

(Microsoft Office)

Jul 3—Sept 30

Aug 3—Oct 30

Sept 1—Dec 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**

