

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



January—March

2024

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. 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

2024
JAN
FEB
MAR

INTRO TO WINDOWS

UPGRADING TO WIN 11

Jan 5
Feb 2
Mar 8

WINDOWS 11—LEVEL 1

Jan 8
Feb 1
Mar 1

SPREADSHEETS

EXCEL 2010/2013

LEVEL 1,2&3
Call For Dates

EXCEL 2016/2019/365

LEV 1
Jan 9 OR Feb 5 OR Mar 7

EXCEL 2016/2019/365

LEV 2
Jan 18 & 19 OR Feb 15 & 16
OR Mar 20 & 21

EXCEL 2016/2019/365

LEV 3
Mar 28 & 29

WORD PROCESSORS

WORD 2010/2013

LEVEL 1,2&3
Call For Dates

WORD 2016/2019/365

LEV 1
Jan 10 OR Feb 8 OR Mar 1

WORD 2016/2019/365

LEV 2
Jan 22 & 23 OR Feb 15 & 16
OR Mar 14 & 15

WORD 2016/2019/365

LEV 3
Mar 28 & 29

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
Jan 11 OR Feb 9 OR Mar 18

POWERPOINT 2016/2019/365

Level 2
Jan 25 OR Feb 14 OR Mar 20

PUBLISHER

Call for dates

OUTLOOK 2010/2013

Call for Dates

OUTLOOK 2016/2019/365

Jan 23 OR Feb 7
OR Mar 4

INTERNET - LEVEL 1

Call for Dates

INTERNET PARASITE

REMOVAL
Jan 15 OR Feb 21

UPGRADING TO EXCEL 365

Jan 16 OR Feb 7 OR Mar 7

UPGRADING TO WORD 365

Jan 12 OR Feb 14 OR Mar 22

MOS CERTIFICATIONS (Microsoft Office)

Jan 9—Mar 30
Feb 5—Apr 30
Mar 4—May 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

