

## 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

**2025**  
**OCT**  
**NOV**  
**DEC**

### INTRO TO WINDOWS

#### UPGRADING TO WIN 11

Oct 3  
Nov 3  
Dec 3

#### WINDOWS 11—LEVEL 1

Oct 7  
Nov 4  
Dec 4

### SPREADSHEETS

#### EXCEL 2010/2013

LEVEL 1,2&3  
Call For Dates

#### EXCEL 2016/2019/365

LEV 1  
Oct 8 OR Nov 5 OR Dec 5

#### EXCEL 2016/2019/365

LEV 2  
Oct 15 & 16 OR Nov 13 & 14  
OR Dec 11 & 12

#### EXCEL 2016/2019/365

LEV 3  
Dec 15 & 16

### WORD PROCESSORS

#### WORD 2010/2013

LEVEL 1,2&3  
Call For Dates

#### WORD 2016/2019/365

LEV 1  
Oct 3 OR Nov 7 OR Dec 8

#### WORD 2016/2019/365

LEV 2  
Oct 20 & 21 OR Nov 17 & 18  
OR Dec 2 & 3

#### WORD 2016/2019/365

LEV 3  
Dec 17 & 18

### 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 13 OR Nov 10 OR Dec 8

#### POWERPOINT 2016/2019/365

Level 2  
Oct 24 OR Nov 19 OR Dec 10

#### PUBLISHER

Call for dates

#### OUTLOOK 2010/2013

Call for Dates

#### OUTLOOK 2016/2019/365

Oct 24 OR Nov 11  
OR Dec 9

#### INTERNET - LEVEL 1

Call for Dates

#### INTERNET PARASITE

REMOVAL  
Call for Dates

#### UPGRADING TO EXCEL 365

Oct 10 OR Nov 14 OR Dec 8

#### UPGRADING TO WORD 365

Oct 7 OR Nov 19 OR Dec 18

#### A+, Network+, Security+

Call for Dates

#### MOS CERTIFICATIONS (Microsoft Office)

Oct 3—Dec 30  
Nov 4—Jan 30  
Dec 2—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**

