

## 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

2026  
JAN  
FEB  
MAR

### INTRO TO WINDOWS

#### UPGRADING TO WIN 11

Jan 7  
Feb 3  
Mar 3

#### WINDOWS 11—LEVEL 1

Jan 8  
Feb 4  
Mar 5

### SPREADSHEETS

#### EXCEL 2010/2013

LEVEL 1,2&3  
Call For Dates

#### EXCEL 2016/2019/365

LEV 1  
Jan 8 OR Feb 5 OR Mar 6

#### EXCEL 2016/2019/365

LEV 2  
Jan 15 & 16 OR Feb 10 & 11  
OR Mar 23 & 24

#### EXCEL 2016/2019/365

LEV 3  
Mar 30 & 31

### WORD PROCESSORS

#### WORD 2010/2013

LEVEL 1,2&3  
Call For Dates

#### WORD 2016/2019/365

LEV 1  
Jan 9 OR Feb 6 OR Mar 4

#### WORD 2016/2019/365

LEV 2  
Jan 22 & 23 OR Feb 12 & 13  
OR Mar 14 & 15

#### WORD 2016/2019/365

LEV 3  
Mar 26 & 27

### 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 13 OR Feb 9 OR Mar 17

#### POWERPOINT 2016/2019/365

Level 2  
Jan 21 OR Feb 17 OR Mar 19

#### PUBLISHER

Call for dates

#### OUTLOOK 2010/2013

Call for Dates

#### OUTLOOK 2016/2019/365

Jan 20 OR Feb 18  
OR Mar 9

#### INTERNET - LEVEL 1

Call for Dates

#### INTERNET PARASITE

REMOVAL  
Jan 16 OR Feb 20

#### UPGRADING TO EXCEL 365

Jan 20 OR Feb 19 OR Mar 10

#### UPGRADING TO WORD 365

Jan 27 OR Feb 26 OR Mar 24

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

Call for dates

#### MOS CERTIFICATIONS (Microsoft Office)

Jan 8—Mar 31  
Feb 5—Apr 30  
Mar 6—May 28

**CALL FOR NIGHT TIME  
CLASS SCHEDULES**

**All 1 Day classes are \$225  
2-day classes are \$450  
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**

