

PC Applications Schedule



Day Classes: 9:00 AM - 4:00 PM								
Intro to PCs								
Price	Mar	Apr	May	Jun	Jul	Aug	Sep	
NEW! Intro to PCs with Windows 10	\$239	2		1		1		1
Word Processing and Note Taking								
Price	Mar	Apr	May	Jun	Jul	Aug	Sep	
Word Level 1 - Basic Documents, Tables & Graphics	\$239	4	1	4	2	8	3	2
Word Level 2 - Styles, Sections & Templates	\$239	12	15	18	17	15	12	17
Word Level 3 - Long Documents, Forms, Macros & Mail Merge	\$289	25		28		22		29
Word: Templates and Macros	\$289	31		20		28		9
Office OneNote - Develop digital note-taking skills	\$239	18		13		29		24
Spreadsheets								
Price	Mar	Apr	May	Jun	Jul	Aug	Sep	
Maximizing PivotTables in Excel	\$289		8		8		4	
NEW! Excel Functions and Formulas	\$289	26		21		27		10
Amazing Macros in Excel	\$289	23			15		31	
Excel: Dashboards	\$289	19			22		26	
Excel: Tips & Tricks	\$289		22		5		27	
Excel Level 1 - Worksheet Essentials	\$239	5	2	5	3	9	5	3
Excel Level 2 - Multiple Workbooks, Subtotals & Advanced Charts	\$239	16	16	14	18	16	11	16
Excel Level 3 - Auditing & analysis tools/importing & exporting data	\$239	27	30	19	25	23	19	23
Presentations								
Price	Mar	Apr	May	Jun	Jul	Aug	Sep	
PowerPoint Level 1 - Creating & Modifying Presentations	\$239		7		10		6	
PowerPoint Level 2 - Graphics, Multimedia, Interactive elements	\$239	10		7		14		15
Contact Management & Email								
Price	Mar	Apr	May	Jun	Jul	Aug	Sep	
Outlook Level 1 - Email, Calendar & Contact Basics	\$239		14		4		13	
Outlook Level 2 - Customizing, Filters, Folders	\$239		28		16		20	
Databases								
Price	Mar	Apr	May	Jun	Jul	Aug	Sep	
Access Level 1 - Managing Data, Table Relationships & Reports	\$239	6	3	6	1	7	10	18
Access Level 2 - Controlling Data , Queries & Customized Reports	\$239	13	17	12	11	13	18	25
Access Level 3 - SQL Queries, Macros & Database Management	\$239	24		27		21		30
Planning/Project Management								
Price	Mar	Apr	May	Jun	Jul	Aug	Sep	
Project Level 1: Creating and modifying a project plan	\$349	30		29		20		22
Project Level 2 - Managing a Project & Reports	\$349		21		24		17	
Office 365								
Price	Mar	Apr	May	Jun	Jul	Aug	Sep	
NEW! Office 365 Online Productivity Apps	\$395		9		9		24	
NEW! Office 365® Online (with Skype® for Business)	\$395		23		23		25	
NEW! Office 365™ Online (with Teams™ for the Desktop)	\$395		15		17		12	
NEW! Teams	\$395	31		20		28		9
Google G Suite								
Price	Mar	Apr	May	Jun	Jul	Aug	Sep	
NEW! Using Google G Suite	\$289		9		9		24	
Day Classes: 8:30 AM - 4:00 PM								
Knowledge Worker								
Price	Mar	Apr	May	Jun	Jul	Aug	Sep	
NEW! Tableau Desktop Part 1	\$995	10-11			16-17		4-5	
NEW! Tableau Desktop Part 2	\$995	12-13			23-24		11-12	
Power BI Desktop	\$1,195	12-13		19-20		15-16		
Excel VBA Level 1	\$895	19-20		26-27		22-23		
Excel VBA Level 2	\$895				3-4		18-19	
Access VBA Level 1 – Forms and Controls	\$495	27		1		21		
SQL: Writing Reports & Report Builder L1	\$995	12-13		26-27		29-30		
SQL: Writing Reports & Report Builder L2	\$995		23-24		6/30-7/1		18-19	

Custom courses and corporate pricing are available. Call (800) 974-1115 or visit our website at www.panurgyvt.com

We offer Microsoft Office 2010, 2013 and 2016 for Private Classes

Graphics, Internet & Professional Applications Schedule



Day Classes: 9:00 AM - 4:00 PM									
Graphics	Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type	\$625	2	2-3		4-5		7-8		1-2
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping	\$625	2		1-2		1-2		3-4	
Adobe InDesign Level 1 - Basics of Creating Documents	\$625	2		6-7		3-4		5-6	
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning	\$625	2	4-5		6-7		9-10		14-15
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking	\$625	2		8-9		8-9		10-11	
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts	\$625	2	9-10		11-12		13-14		16-17
Adobe Photoshop Photo Printing & Color	\$625	2	11-12		13-14		15-16		21-22
Adobe Photoshop Web Production - Web Graphics, JPEG, PNG, GIF	\$625	2	16-17						
Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications	\$239	1		10		10		17	
Adobe Captivate: The Essentials	\$625	2							
Adobe Captivate: Beyond The Essentials	\$625	2							
Internet	Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows	\$239	1		20		12		27	
Flash Level 1 - Explore Tools & Create Animations	\$625	2	18-19		18-19		20-21		23-24
NEW! 40410 JavaScript, HTML and CSS Web Development	\$995	2	9-10						
NEW! Introduction to JavaScript	\$1,695	3	23-25		26-28				
NEW! Cascading Style Sheets	\$795	2	19-20		21-22				
NEW! Bootstrap Development Course	\$795	2		9-10					
NEW! Introduction to WordPress	\$395	1		21		19			
Professional Applications	Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
NEW! Camtasia 2019: The Essentials	\$395	1		10		17		12	
NEW! QuickBooks for Windows: Introduction	\$295	1	6		22				
NEW! QuickBooks for Windows: Advanced	\$295	1		24					
NEW! AutoCAD for Novice User	\$1,695	5	16-20		18-22				
NEW! Crystal Reports 2016 Designer 1	\$795	2	9-10		11-12				
NEW! Crystal Reports 2016 Designer 2	\$795	2		13-14					
NEW! Crystal Reports 2016 Designer 3	\$795	2	30-31		26-27				

Technical Education Schedule



Day Classes: 8:30 AM - 4:00 PM

Administration, Security & Tools		Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
CPEH	Certified Professional Ethical Hacker	\$2,995	5	2-6 16-20		11-15	22-26			
CISSP CISSO	Certified Information Systems Security Professional/Officer-Boot Camp	\$3,595	5	2-6 9-13		5-8	15-19			
ITIL	ITIL 4 Foundation	\$1,595	2		2-3					
PMP	Project Management Professional (PMP) Certification Preparation includes training aids, reference guides, practice exams, simulation and post-class support	\$2,695	5	9-13						
Cisco		Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
SWITCH	Implementing Cisco Switched Networks	\$3,495	5	2-6	13-17		8-12			
ROUTE	Implementing Cisco IP Routing	\$3,495	5	9-13 23-27		4-8 11-15		27-31		
CCNA	NEW! Implementing and Administering Cisco® Solutions v1.0 (CCNA)	\$3,995	5			4-8				
TSHOOT	Troubleshooting & Maintaining Cisco IP Networks	\$3,495	5	9-13		18-22	15-19			
CompTIA		Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
A+	A+ Certification: Boot Camp - prep for 220-901 & 902 - Exams inc.	\$3,595	5	3/28-4/3		11-15	13-17			
	NEW! Cloud Essentials	\$1,995	2	3/30-31			22-23			14-15
L+	Linux+	\$2,475	4	16-20	6-10	18-22				
N+	Network+ - Boot Camp - Exams Inc.	\$3,595	5	16-20		18-22				
	Project+	\$3,595	5	23-27		18-22		27-31		9/28-10/2
S+	Security+ - Boot Camp - Exams Inc.	\$3,595	5		13-17					
CySA+	Cybersecurity Analyst+	\$3,595	5		20-24		22-26			21-25
PenTest+	PenTest+	\$3,595	5	9-13		11-15				
SQL		Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
	SQL Fundamentals	\$495	1			28				
	SQL Server I	\$895	2				9-10			
	SQL Server II (Queries)	\$895	2			12-13		22-23		
	SQL Server III	\$895	2							
	SQL: Writing Reports and Report Builder L1	\$995	2			26-27		29-30		
	SQL: Writing Reports and Report Builder L2	\$995	2				6/30-7/1		18-19	
	SQL Administration	\$495	1			21		28		
Windows Server 2012/2016		Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
20410	Installing & Configuring Windows Server 2012	\$2,695	5		4/27-5/1		6/29-7/3			
20411	Administering Windows Server 2012	\$2,695	5		4/27-5/1		6/29-7/3			

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Day Classes: 8:30 AM - 4:00 PM

Windows Server 2012/2016		Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
	Configuring & Administering Hyper-V	\$1,295	2		2-3					
	Windows Server 2016: Installing & Configuring	\$1,295	2		9-10					
	Windows Server 2016: Storage Solutions	\$1,295	2	5-6						
	Windows Server 2016: Essential Services	\$1,295	2	12-13						
	Windows Server 2016: Domain Infrastructure (Active Directory)	\$1,295	2	19-20			16-17			
	Windows PowerShell Fundamentals	\$1,295	2			12-13		15-16		
	Windows PowerShell Level 2	\$1,295	2				3-4		4-5	
20740	NEW! Installation, Storage & Compute with Windows Server 2016	\$2,695	5		4/27-5/1					
20741	NEW! Networking with Windows Server 2016	\$2,695	5		4/27-5/1					
20742	Identity with Windows Server 2016	\$2,695	5	2-6		4-8				
20744	Securing Windows Server 2016	\$2,695	5	3/30-4/3						
Azure		Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
10979	Azure Fundamentals	\$1,195	2		13-14		15-16			
20487	Developing Windows Azure and Web Services	\$2,695	5							
Exchange		Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
20345-1	Administering Microsoft Exchange Server 2016	\$2,695	5	16-20			8-12			
20345-2	Designing and Deploying Microsoft Exchange Server 2016	\$2,695	5	23-27			15-19			
	Exchange Administration	\$595	1							
Operating Systems: Windows 10		Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
10982	Supporting and Troubleshooting Windows 10	\$2,695	5		13-17		15-19			
MD-100T00	NEW! Installing, Configuring, Protecting & Maintaining Windows 10	\$2,695	5	9-13		5-9				
MD-101T00	NEW! Managing Modern Desktop (Windows 10)	\$2,695	5	16-20		11-15				
SharePoint & Office 365		Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
10997	NEW! Office 365 Administration & Troubleshooting	\$1,725	3		6-8		8-10		10-12	
55298	NEW! Introduction to SharePoint 2019	\$595	1		27					
55299	NEW! SharePoint 2019 Site Owner Training	\$1,195	2		28-29					
55293	NEW! SharePoint End user 2019	\$1,795	3			4-6				
20339-1	Planning and Administering SharePoint 2016	\$2,695	5		4/27-5/1			20-24		
20339-2	Advanced Technologies of SharePoint 2016	\$2,695	5			4-8		27-31		

Talent Development Schedule



Day Classes: 9:00 AM - 4:00 PM									
Customer Service (CS)	Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
Excellence in Service: Basic - developing basic CS skills	\$325	1		2		1		5	
Excellence in Service: Advanced - service standards	\$325	1	2		1		1		1
Managing Anger - causes & effects of anger	\$325	1	9		8		8		3
NEW! Dealing with Challenging Customer Interactions	\$325	1		3		8		7	
Leadership and Supervision	Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
Change Management - handling phases of transition process	\$325	1		1		2		6	
Coaching - establishing a positive coaching relationship	\$325	1		7		12		13	
Creating a High Performance Team	\$325	1	3		4		9		9
Delegation Skills for Leaders - getting work done thru others	\$325	1		14		22		28	
Emotional Intelligence	\$325	1	10		11		10		10
Leadership Institute: Essentials for Supervisors (3 days)	\$895	3	16-18	7-9	13-15	17-19	15-17	12-14	16-18
NEW! Leadership Institute 2 (2 days)	\$625	2	5-6		7-8	8-9		3-4	28-29
Leading Virtual Teams - support vteam cultures	\$325	1	11		19		13		14
Managerial Leadership - leading to vision fulfillment	\$325	1		15		23		24	
Managing Conflict	\$325	1	19		21		14		21
Managing Innovation & Creativity - supporting new ideas	\$325	1		27		25		25	
Mentoring - maximize the benefits of mentoring	\$325	1		16		26		26	
Positive Staff Development - developing talent	\$325	1	20		22		20		28
NEW! Six Thinking Hats - managing discussions effectively	\$325	1	23		1		27		30
NEW! Managing Difficult People	\$325	1		17		29		27	
Leadership Skills for Women	\$325	1	31		29		21		11
Project Mgt/Business Analyst	Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
Project Management Fundamentals - principles/methodology	\$325	1		6		3		10	
Project Management Essentials (3 days) - 4 Credits	\$895	3	11-13		6-8		22-24		23-25
Process Improvement	\$325	1	30		27		28		31
Human Resources	Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
Effective Recruiting Strategies	\$325	1		10		4		11	
Negotiating	\$325	1	4		5		29		29
Managing Multigenerational Teams-intergenerational issues	\$325	1		28		5		14	
Organizational Skills - applied balance of time & information	\$325	1	16		12		30		2
Sexual Harassment Prevention - in the workplace	\$325	1	24			9		19	
Personal Development	Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
Attitude	\$325	1	5		28		31		15
Business Etiquette - appropriate behavior in the workplace	\$325	1		13		10		12	
Effective Business Writing - practical writing	\$325	1	17		18		14		22
Effective Office Communication Strategies in the workplace	\$325	1	25		20		29		23
Email Management - Become more productive & save time	\$325	1		29		11		20	
Writing Effective Email - Make the most of your email	\$325	1		24		24		21	
Facilitation - gain tools for facilitation	\$325	1	26		22		13		25
Grammar Skills - fundamental language principles	\$325	1	27		26		28		16
Managing Upward - guide to upward professional mobility	\$325	1	13		15		7		18
Problem Solving Skills - resolution strategies	\$325	1	6		8		10		14
Stress Management	\$325	1	12		27		30		21
Time Management - productive time use	\$325	1	17		26		24		11
Professional Presentation	Price	Days	Mar	Apr	May	Jun	Jul	Aug	Sep
Effective Presentations - skilled public speaking - creating and doing	\$625	2		20-21		15-16		17-18	
Presentations: Preparing, Developing and Delivery - how to	\$325	1	6		6		30		21
Train the Trainer - training strategies & methods	\$325	1	18		20		31		2