

PC Applications Schedule



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

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	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type	\$625	2	1-2		2-3		4-5		4-5
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping	\$625	2		1-2		1-2		1-2	
Adobe InDesign Level 1 - Basics of Creating Documents	\$625	2		5-6		3-4		3-4	
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning	\$625	2	14-15		4-5		6-7		2-3
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking	\$625	2		7-8		7-8		8-9	
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts	\$625	2	16-17		9-10		11-12		8-9
Adobe Photoshop Photo Printing & Color	\$625	2	21-22		12-13		13-14		10-11
Adobe Photoshop Web Production - Web Graphics, JPEG, PNG, GIF	\$625	2							
Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications	\$239	1		13		9		10	
Adobe Captivate: The Essentials	\$625	2							
Adobe Captivate: Beyond The Essentials	\$625	2							
Internet	Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows	\$239	1		9		10		11	
Adobe Acrobat Advanced - Enhancing PDFs, Interactive PDF Forms	\$295	1	23		17		8		30
Flash Level 1 - Explore Tools & Create Animations	\$625	2	23-24		18-19				
NEW! 40410 JavaScript, HTML and CSS Web Development	\$995	2							
NEW! Introduction to JavaScript	\$1,695	3							
NEW! Cascading Style Sheets	\$795	2	3-4						
NEW! Bootstrap Development Course	\$795	2							
NEW! Introduction to WordPress	\$395	1		14					
Professional Applications	Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
NEW! Camtasia 2019: The Essentials	\$395	1							
NEW! QuickBooks for Windows: Introduction	\$295	1	25						
NEW! QuickBooks for Windows: Advanced	\$295	1	25						
NEW! AutoCAD for Novice User	\$1,695	5	14-18						
NEW! Crystal Reports 2016 Designer 1	\$795	2	28-29		12-13				
NEW! Crystal Reports 2016 Designer 2	\$795	2		26-27					
NEW! Crystal Reports 2016 Designer 3	\$795	2	1-2						

Technical Education Schedule



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

Administration, Security & Tools		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
CPEH	Certified Professional Ethical Hacker	\$2,995	5			17-20				
CISSO	Certified Information Systems Security Officer-Boot Camp	\$3,595	5	14-18						
ITIL	ITIL Foundation Certification Boot Camp	\$2,395	3							
PMP	Project Management Professional (PMP) Certification Preparation includes training aids, reference guides, practice exams, simulation and post-class support	\$2,995	5	14-18		11-17				
Cisco		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
SWITCH	Implementing Cisco IP Switched Networks	\$3,595	5			11/30-12/4				
ROUTE	Implementing Cisco IP Routing	\$3,595	5		26-30					
CCNA	NEW! Implementing and Administering Cisco® Solutions v1.0 (CCNA)	\$3,995	5	21-25	12-16	16-20				
TSHOOT	Troubleshooting & Maintaining Cisco IP Networks	\$3,595	5	14-18			7-11			
CompTIA		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
A+	A+ Certification: Boot Camp - prep for 220-901 & 902 - Exams inc.	\$3,595	5	12-16	3-7	7-11	5-9			
	NEW! Cloud Essentials	\$1,995	3	14-16			7-9			
L+	Linux+	\$2,995	5	14-18						
N+	Network+ - Boot Camp - Exams Inc.	\$2,995	5	17-21	8-12	12-16-10-14				
	Project+	\$2,995	5	9/28-10/2		11/30-12/4				
S+	Security+ - Boot Camp - Exams Inc.	\$2,995	5	21-25	12-16	2-6	14-18			
CySA+	Cybersecurity Analyst+	\$3,295	5	21-25	12-16					
CASP+	NEW! CompTIA Advanced Security Practitioner	\$3,295	5		5-9					
SQL		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	SQL Fundamentals	\$495	1	18		13		6		
	SQL Server I	\$895	2				3-4			
	SQL Server II (Queries)	\$895	2					13-14		
	SQL Server III	\$895	2							
	SQL: Writing Reports and Report Builder L1	\$995	2							
	SQL: Writing Reports and Report Builder L2	\$995	2							
	SQL Administration	\$495	1				18			
Windows Server 2012/2016/2019		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
20410	Installing & Configuring Windows Server 2012	\$2,695	5			2-6	14-18			
20411	Administering Windows Server 2012	\$2,695	5			2-6	14-18			

Technical Education Schedule



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

Windows Server 2012/2016/2019		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	Configuring & Administering Hyper-V	\$1,295	2				9-10			
	Windows Server 2016: Installing & Configuring	\$1,295	2							
	Windows Server 2016: Storage Solutions	\$1,295	2							
	Windows Server 2016: Essential Services	\$1,295	2							
	Windows Server 2016: Domain Infrastructure (Active Directory)	\$1,295	2				16-17			
	Windows PowerShell Fundamentals	\$1,295	2				2-3			
	Windows PowerShell Level 2	\$1,295	2					20-21		
20740	NEW! Installation, Storage & Compute with Windows Server 2016	\$2,695	5			2-6	14-18			
20741	NEW! Networking with Windows Server 2016	\$2,695	5			2-6	14-18			
20742	Identity with Windows Server 2016	\$2,695	5			9-13	14-18			
20744	Securing Windows Server 2016	\$2,695	5	14-18			7-11			
WS-011	NEW! Windows Server 2019 Administration	\$2,695	5		12-16	16-20	14-18			
Azure		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
AI-900	Microsoft Certified Azure Fundamentals	\$1,095	2			24-25				
Exchange		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
20345-1	Administering Microsoft Exchange Server 2016	\$2,695	5			16-20				
20345-2	Designing and Deploying Microsoft Exchange Server 2016	\$2,695	5			11/30-12/4				
Operating Systems: Windows 10		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
10982	Supporting and Troubleshooting Windows 10	\$2,695	5		19-23		7-11			
MD-100	NEW! Installing, Configuring, Protecting & Maintaining Windows 10	\$2,695	5	9/28-10/2		11/30-12/4				
MD-101	NEW! Managing Modern Desktop (Windows 10)	\$2,695	5	9/28-10/2		16-20				
SharePoint & Microsoft 365		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
10997	NEW! Office 365 Administration & Troubleshooting	\$1,725	3		12-14		14-16			
MS-030	NEW! Office 365 Administrator	\$2,695	5							
MS-040	NEW! Manage SharePoint and OneDrive in Microsoft 365	\$1,595	3							
MS-500	NEW! Microsoft 365 Security Administration	\$2,195	4	8-11	13-16		1-4			
MS-700	NEW! Managing Microsoft Teams	\$2,695	5	21-25		16-20				
MS-900	NEW! Microsoft 365 Fundamentals	\$1,095	1	14		23				
20339-1	Planning and Administering SharePoint 2016	\$2,695	5		12-16					
20339-2	Advanced Technologies of SharePoint 2016	\$2,695	5		19-23					
55197	NEW! Microsoft SharePoint Server 2016 for the Site Owner/Power User	\$1,095	2			11/30-12/1				

Talent Development Schedule



Day Classes: 9:00 AM - 4:00 PM									
Customer Service (CS)	Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Excellence in Service: Basic - developing basic CS skills	\$325	1		1		1		1	
Excellence in Service: Advanced - service standards	\$325	1	1		2		4		1
Managing Anger - causes & effects of anger	\$325	1	3		23		11		29
NEW! Dealing with Challenging Customer Interactions	\$325	1		13		8		11	
Leadership and Supervision	Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Change Management - handling phases of transition process	\$325	1		2		2		3	
Coaching - establishing a positive coaching relationship	\$325	1		19		16		12	
Creating a High Performance Team	\$325	1	9		3		5		8
Delegation Skills for Leaders - getting work done thru others	\$325	1		20		21		17	
Emotional Intelligence	\$325	1	10		23		8		30
Leadership Institute: Essentials for Supervisors (3 days)	\$895	3	14-16	6-8	16-18	9-11	12-14	8-10	15-17
Leading Virtual Teams - support vteam cultures	\$325	1	14		23		6		5
Managerial Leadership - leading to vision fulfillment	\$325	1		22		22		16	
Managing Conflict	\$325	1	21		11		22		2
Managing Innovation & Creativity - supporting new ideas	\$325	1		23		11		26	
Mentoring - maximize the benefits of mentoring	\$325	1		29		14		25	
Positive Staff Development - developing talent	\$325	1	28		5		4		12
NEW! Six Thinking Hats - managing discussions effectively	\$325	1	30		12		27		8
NEW! Managing Difficult People	\$325	1		20		16		12	
Leadership Skills for Women	\$325	1	11		13		28		30
Project Mgt/Business Analyst	Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Project Management Fundamentals - principles/methodology	\$325	1		5		3		2	
Project Management Essentials (3 days) - 4 Credits	\$895	3	23-25		4-6		6-8		24-26
Process Improvement	\$325	1	31		4		28		31
Human Resources	Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Effective Recruiting Strategies	\$325	1		6		4		5	
Negotiating	\$325	1	29		9		11		30
Managing Multigenerational Teams-intergenerational issues	\$325	1		14		17		26	
Organizational Skills - applied balance of time & information	\$325	1	2		19		12		29
Sexual Harassment Prevention - in the workplace	\$325	1		30		29		18	
Personal Development	Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Attitude	\$325	1	15		10		19		22
Business Etiquette - appropriate behavior in the workplace	\$325	1		27		7		4	
Effective Business Writing - practical writing	\$325	1	22		12		20		23
Effective Office Communication Strategies in the workplace	\$325	1	23		3		26		19
Email Management - Become more productive & save time	\$325	1		21		18		19	
Writing Effective Email - Make the most of your email	\$325	1		9		29		4	
Facilitation - gain tools for facilitation	\$325	1	25		24		15		18
Grammar Skills - fundamental language principles	\$325	1	16		11		21		10
Managing Upward - guide to upward professional mobility	\$325	1	18		19		25		4
Problem Solving Skills - resolution strategies	\$325	1	14		6		27		11
Stress Management	\$325	1	21		20		29		15
Time Management - productive time use	\$325	1	11		4		19		3
NEW! Be Your Best Virtual Self	\$200	1						22	
Professional Presentation	Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Effective Presentations - skilled public speaking - creating and doing	\$625	2		15-16		14-15		23-24	
Presentations: Preparing, Developing and Delivery - how to	\$325	1	21		13		21		9
Train the Trainer - training strategies & methods	\$325	1	2		20		5		1