

PC Applications Schedule



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

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	Jan	Feb	Mar	Apr	May	Jun	Jul
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type			\$625	2	14-15		4-5		5-6		12-13
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping			\$625	2		1-2		29-30		2-3	
Adobe InDesign Level 1 - Basics of Creating Documents			\$625	2		3-4		1-2		24-25	
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning			\$625	2	6-7		2-3		19-20		14-15
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking			\$625	2		11-12		8-9		17-18	
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts			\$625	2	27-28		3-4		27-28		22-23
Adobe Photoshop Photo Printing & Color			\$625	2	13-14		10-11		13-14		26-27
Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications			\$239	1		10		30		10	
Internet			Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows			\$239	1		11		21		11	
Adobe Acrobat Advanced - Enhancing PDFs, Interactive PDF Forms			\$295	1	8		30		26		30
NEW! Introduction to JavaScript			\$1,695	3	6-8		1-3				
NEW! Bootstrap Development Course			\$795	2		4-5					
Professional Applications			Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
NEW! QuickBooks for Windows: Introduction			\$295	1	28		4		20		7
NEW! QuickBooks for Windows: Advanced			\$295	1		12		23		4	
NEW! Crystal Reports 2016 Designer 1			\$795	2		17					
NEW! Crystal Reports 2016 Designer 2			\$795	2		15					
NEW! Crystal Reports 2016 Designer 3			\$795	2			8				

Technical Education Schedule



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

Administration, Security & Tools		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
CPEH	Certified Professional Ethical Hacker	\$2,995	4		9-12	23-26		4-7	15-18	27-30
CISSO	Certified Information Systems Security Officer-Boot Camp	\$3,295	5	25-29		8-12	19-23	24-28		12-16
ITIL	ITIL Foundation Certification Boot Camp	\$2,395	3	27-29		10-12	21-23		2-4	14-16
PMP	Project Management Professional (PMP) Certification Preparation includes training aids, reference guides, practice exams, simulation and post-class support	\$2,995	5	18-22	22-26		15-19	17-21		19-23
CompTIA Certification Boot Camps		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
A+	A+ Certification: Boot Camp - Exams inc.	\$3,395	5	11-15	22-26		5-9	17-21	6/28-7/2	
	Cloud Essentials+	\$1,995	3	6-8	17-19	3/31-4/2		12-14	23-25	
	Cloud+	\$2,995	5	11-15	22-26		5-9	17-21	6/28-7/2	
CASP+	CompTIA Advanced Security Practitioner - Exams inc.	\$3,295	5		1-5	15-19	26-30		7-11	19-23
CySA+	Cybersecurity Analyst+ - Exams inc.	\$3,295	5	4-8	15-19	3/29-4/2		10-14	21-23	
ITF+	IT Fundamentals+	\$2,995	5	11-15	22-26		5-9	17-21	6/28-7/2	
L+	Linux+	\$2,995	5		8-12	22-26		3-7	14-18	26-30
N+	Network+ - Boot Camp - Exams inc.	\$3,295	5	25-29		1-5	12-16	24-28		12-16
	PenTest+	\$2,995	5	4-8	15-19	3/29-4/2		10-14	21-25	
	Project+	\$2,995	5		8-12	22-26		3-7	14-18	26-30
S+	Security+ - Boot Camp - Exams inc.	\$3,295	5	25-29		8-12	19-23		7-11	12-16
	Server+	\$2,995	5		8-12	22-26		3-7	14-18	26-30
Fundamentals		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
	The Microsoft Technology Associate (MTA) is Microsoft's newest suite of technology certification exams that validate fundamental knowledge needed to begin building a career using Microsoft technologies. This program provides an appropriate entry point to a future career in technology and assumes some hands-on experience or training but does not assume on-the-job experience.									
	NEW! MTA: Database Fundamentals	\$1,675	3	6-8	17-19	3/31-4/2		12-14	23-25	
	NEW! MTA: Networking Fundamentals	\$1,675	3	27-29		10-12	21-23		2-4	14-16
	NEW! MTA: Security Fundamentals	\$1,675	3		3-5	17-19	28-30		9-11	21-23
	NEW! MTA: Windows Operating System Fundamentals	\$1,675	3	13-15	24-26		7-9	19-21	6/30-7/2	
	NEW! MTA: Introduction to Programming using Python	\$2,795	5		1-5	15-19	26-30		7-11	19-23
SQL		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
	SQL Fundamentals	\$495	1	6				17		12
	SQL Server I	\$895	2						2-3	
	SQL Server II (Queries)	\$895	2	13-14				20-21		15-16
	SQL Server III	\$895	2						7-8	
	SQL: Writing Reports and Report Builder L1	\$995	2					20-21		22-23
	SQL: Writing Reports and Report Builder L2	\$995	2						16-17	
	SQL Administration	\$495	1					19		21

Technical Education Schedule



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

Windows Server 2012/2016/2019		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
20410	Installing & Configuring Windows Server 2012	\$2,795	5	4-8	15-19	3/29-4/2		10-14		
20411	Administering Windows Server 2012	\$2,795	5	11-15	22-26		5-9	17-21		
	Configuring & Administering Hyper-V	\$1,295	2						1-2	
	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							
	Windows PowerShell Fundamentals	\$1,295	2					20-21		21-22
	Windows PowerShell Level 2	\$1,295	2	20-21					10-11	
20740	NEW! Installation, Storage & Compute with Windows Server 2016	\$2,795	5	4-8	15-19	3/29-4/2		10-14	21-25	
20741	NEW! Networking with Windows Server 2016	\$2,795	5	11-15	22-26		5-9	17-21		
20742	Identity with Windows Server 2016	\$2,795	5			1-5	12-16	24-28		
20744	Securing Windows Server 2016	\$2,795	5		1-5	15-19	26-30		7-11	19-23
WS-011	NEW! Windows Server 2019 Administration	\$2,795	5	4-8	15-19	3/29-4/2		10-14	21-25	
Azure		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
AZ-900	Microsoft Certified Azure Fundamentals	\$1,095	2	11-12	22-23		5-6	17-18	28-29	
AZ-104	NEW! Microsoft Azure Administrator	\$2,235	4	19-22		9-12	20-23		1-4	
Exchange		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
20345-1	Administering Microsoft Exchange Server 2016	\$2,795	5	4-8	15-19	3/29-4/2		10-14	21-25	
20345-2	Designing and Deploying Microsoft Exchange Server 2016	\$2,795	5	4-8	15-19	3/29-4/2		10-14	21-25	
Operating Systems: Windows 10		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
MD-100	NEW! Installing, Configuring, Protecting & Maintaining Windows 10	\$2,795	5	25-29		8-12	19-23		7-11	12-16
MD-101	NEW! Managing Modern Desktops (Windows 10)	\$2,795	5		1-5	15-19	26-30		7-11	12-16
SharePoint & Microsoft 365		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
10997	NEW! Office 365 Administration & Troubleshooting	\$1,725	3		3-5	17-19	28-30		9-11	21-23
MS-030	NEW! Office 365 Administrator	\$2,795	5		1-5	15-19	26-30		7-11	19-23
MS-040	NEW! Manage SharePoint and OneDrive in Microsoft 365	\$1,725	3	27-29		10-12	21-23		2-4	14-16
MS-500	NEW! Microsoft 365 Security Administration	\$2,295	4	12-15		9-12	20-23		1-4	13-16
MS-700	NEW! Managing Microsoft Teams	\$2,795	4	4-7	15-18	3/29-4/1		10-13	21-24	
MS-900	NEW! Microsoft 365 Fundamentals	\$1,095	1	25		8	19		2	12
20339-1	Planning and Administering SharePoint 2016	\$2,795	5	11-15	22-26		5-9	17-21	6/28-7/2	
20339-2	Advanced Technologies of SharePoint 2016	\$2,795	5	11-15	22-26		5-9	17-21	6/28-7/2	
55197	NEW! Microsoft SharePoint Server 2016 for the Site Owner/Power User	\$1,095	2		1-2	15-16	26-27		7-8	

Talent Development Schedule



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