

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	2		1		6		4
Word Processing and Note Taking	Price	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Word Level 1 - Basic Documents, Tables & Graphics	\$239	2	1	2	6	5	2	2
Word Level 2 - Styles, Sections & Templates	\$239	21	13	17	13	12	9	11
Word Level 3 - Long Documents, Forms, Macros & Mail Merge	\$289	30		30		18		21
Office OneNote - Develop digital note-taking skills	\$239	14		4		24		28
Spreadsheets	Price	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Maximizing PivotTables in Excel	\$289		18		14		7	
NEW! Excel Functions and Formulas	\$289	23		9		10		7
Amazing Macros in Excel	\$289		25		20		15	
Excel: Dashboards	\$289		21		21		22	
Excel: Tips & Tricks	\$289	21		16		11		14
Excel Level 1 - Worksheet Essentials	\$239	9	5	3	2	6	1	1
Excel Level 2 - Multiple Workbooks, Subtotals & Advanced Charts	\$239	14	14	8	9	13	8	15
Excel Level 3 - Auditing & analysis tools/importing & exporting data	\$239	27	28	18	16	20	24	29
Presentations	Price	Sep	Oct	Nov	Dec	Jan	Feb	Mar
PowerPoint Level 1 - Creating & Modifying Presentations	\$239		7		14		11	
PowerPoint Level 2 - Graphics, Multimedia, Interactive elements	\$239	8		15		25		24
Contact Management & Email	Price	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Outlook Level 1 - Email, Calendar & Contact Basics	\$239		6		7		3	
Outlook Level 2 - Customizing, Filters, Folders	\$239		26		21		28	
Databases	Price	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Access Level 1 - Managing Data, Table Relationships & Reports	\$239	13	8	4	7	11	3	3
Access Level 2 - Controlling Data , Queries & Customized Reports	\$239	23	19	11	13	18	14	8
Access Level 3 - SQL Queries, Macros & Database Management	\$239	28		18		27		22
Diagrams	Price	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Visio Level 1	\$289		14		28		17	
Visio Level 2	\$289	27		4		24		10
Office 365 (Microsoft 365)	Price	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Office 365 Online Productivity Apps	\$395		21		8		4	
Office 365® Online (with Skype® for Business)	\$395					7		
Office 365™ Online (with Teams™ for the Desktop)	\$395		18		1		2	
Teams	\$395	13		1		10		10
Google G Suite	Price	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Using Google G Suite	\$289		25		20		10	
Day Classes: 8:30 AM - 4:00 PM								
Knowledge Worker	Price	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Analyzing and Presenting Data with Excel - Power Query, Data Model, Visualization & Presentation	\$995			22-23		17-18		
Tableau Desktop Part 1	\$995	13-14			20-21			
Tableau Desktop Part 2	\$995	14-15				6-7		
PL900 Microsoft Power Platform Fundamentals	\$1,295			18-19				
DA100 Analyzing Data with Microsoft Power BI	\$2,495		25-28	15-18	6-9			
Power BI Desktop	\$1,195					10-11		
Excel VBA Level 1	\$895		18-19					
Excel VBA Level 2	\$895			22-23				
Access VBA Level 1 – Forms and Controls	\$495				29			
SQL: Writing Reports & Report Builder L1	\$995		18-19					
SQL: Writing Reports & Report Builder L2	\$995					12-13		

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	9-10		1-2		5-6		
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping		\$625	2		4-5		1-2			
Adobe InDesign Level 1 - Basics of Creating Documents		\$625	2		6-7		6-7			
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning		\$625	2			3-4		12-13		
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking		\$625	2		28-29		8-9			
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts		\$625	2	20-21		22-23		18-19		
Adobe Photoshop Photo Printing & Color		\$625	2	2-3		29-30		20-21		
Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications		\$239	1		12		10		17	
Internet		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows		\$239	1		28		15		28	
Adobe Acrobat Advanced - Enhancing PDFs, Interactive PDF Forms		\$295	1	24		29		7		
Introduction to JavaScript		\$1,495	3	8-10		3-5				
Bootstrap Development Course		\$625	2							
NEW! HTML Programming: Level 1		\$395	1		6		7			
Professional Applications		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
QuickBooks for Windows: Introduction		\$295	1	20		8		25		
QuickBooks for Windows: Advanced		\$295	1		4		16		14	
Crystal Reports 2016 Designer 1		\$695	2		11-12					
Crystal Reports 2016 Designer 2		\$695	2		13-14					
Crystal Reports 2016 Designer 3		\$695	2	6-7		15-16				

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	\$3,395	4	20-24		8-12				
CISSO	Certified Information Systems Security Officer-Boot Camp	\$3,395	5		4-8		6-10			
ITIL	ITIL Foundation Certification Boot Camp	\$2,695	3		6-8	17-19				
PMP	Project Management Professional (PMP)	\$2,595	5	20-24	18-22	15-19	6-10			
CompTIA Certification Boot Camps		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
A+	A+ Certification: Boot Camp - Exams inc.	\$2,995	5	20-24	11-15	1-5	11/29-12/3			
	Cloud Essentials+	\$2,495	3			22-24				
	Cloud+	\$2,995	5		4-8		6-10			
CASP+	CompTIA Advanced Security Practitioner - Exams inc.	\$2,995	5	20-24	18-22	15-19	13-17			
CySA+	Cybersecurity Analyst+ - Exams inc.	\$2,995	5	20-24		1-5	6-10			
ITF+	IT Fundamentals+	\$2,995	5	20-24		1-5	13-17			
L+	Linux+	\$3,395	5		11-15	11/29-12/3				
N+	Network+ - Boot Camp - Exams inc.	\$2,995	5	9/27-10/1	18-22	8-12	6-10			
	PenTest+	\$3,395	5	27-30		8-12	6-10			
	Project+	\$2,995	5		18-22	11/29-12/3				
S+	Security+ - Boot Camp - Exams inc.	\$2,995	5		4-8	15-19	13-17			
	Server+	\$2,995	5			1-5				
Cisco		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
CCNA	Implementing and Administering Cisco® Solutions	\$4,295	5		4-8	7-11	13-17	3-7		
ENCOR	Implementing Cisco Enterprise Network Core Technologies	\$4,295	5	20-24	11-15	1-5		10-14	21-25	
SCOR	Implementing and Operating Cisco Security Core Technologies	\$4,295	5			8-12				
CLCOR	Implementing and Operating Cisco Collaboration Core Technologies	\$4,295	5		4-8	8-12	13-17	17-21		14-18
SQL		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	SQL Fundamentals	\$495	1		18					
	SQL Server I	\$895	2			22-23				
	SQL Server II (Queries)	\$895	2				20-21			
	SQL Server III	\$895	2					6-7		
	SQL Administration	\$495	1							
SQL		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	SQL: Writing Reports and Report Builder L1	\$995	2		18-19					
	SQL: Writing Reports and Report Builder L2	\$995	2					12-13		

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				20-21			
	Windows PowerShell Fundamentals	\$1,295	2		18-19			4-5		
	Windows PowerShell Level 2	\$1,295	2			22-23		13-14		
20740	NEW! Installation, Storage & Compute with Windows Server 2016	\$2,795	5			1-5	13-17			
20741	Networking with Windows Server 2016	\$2,995	5	20-24		1-5	13-17			
20742	Identity with Windows Server 2016	\$2,995	5	9/27-10/1		8-12				
20744	Securing Windows Server 2016	\$2,995	5		11-15	15-19				
WS-011	NEW! Windows Server 2019 Administration	\$2,975	5		4-8	1-5				
Azure		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
AZ-900	Microsoft Certified Azure Fundamentals	\$1,195	2	27-28	7-8	8-9				
AZ-104	NEW! Microsoft Azure Administrator	\$2,795	4	20-24	18-22	1-5	6-10			
Operating Systems: Windows 10		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
MD-100	NEW! Installing, Configuring, Protecting & Maintaining Windows 10	\$2,995	5	27-30	11-15	15-19	13-17			
MD-101	NEW! Managing Modern Desktops (Windows 10)	\$2,995	5		18-22	1-5	6-10			
SharePoint & Microsoft 365		Price	Days	Sep	Oct	Nov	Dec	Jan	Feb	Mar
10997	NEW! Office 365 Administration & Troubleshooting	\$1,675	3	1-3	13-15		11/29-12-1			
MS-030	NEW! Office 365 Administrator	\$2,995	5		11-15	11/29-12/3				
MS-040	NEW! Manage SharePoint and OneDrive in Microsoft 365	\$1,995	3		6-8	22-24	20-22			
MS-500	NEW! Microsoft 365 Security Administration	\$3,395	5	20-24	25-29	15-19				
MS-700	NEW! Managing Microsoft Teams	\$2,795	4	27-30	11-14	2-5				
MS-900	NEW! Microsoft 365 Fundamentals	\$1,195	1	27	11	22	21			
55197	NEW! Microsoft SharePoint Server 2016 for the Site Owner/Power User	\$1,195	2		11-12	15-16				

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