

PC Applications Schedule



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

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	Nov	Dec	Jan	Feb	Mar	Apr	May
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type	\$625	2	15-16						
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping	\$625	2	29-30						
Adobe InDesign Level 1 - Basics of Creating Documents	\$625	2		13-14					
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning	\$625	2	1-2						
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking	\$625	2		8-9					
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts	\$625	2	22-23		18-19				
Adobe Photoshop Photo Printing & Color	\$625	2	29-30		20-21				
Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications	\$239	1		10		17		26	
Internet									
	Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows	\$239	1		15		28			
Adobe Acrobat Advanced - Enhancing PDFs, Interactive PDF Forms	\$295	1	29		7				
Introduction to JavaScript	\$1,495	3	3-5						
HTML Programming: Level 1	\$395	1		7		8		12	
Professional Applications									
	Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
QuickBooks for Windows: Introduction	\$295	1	8		25			12	
QuickBooks for Windows: Advanced	\$295	1		16		14			19
Crystal Reports 2016 Designer 1	\$695	2		13-14					
Crystal Reports 2016 Designer 2	\$695	2		8-9					
Crystal Reports 2016 Designer 3	\$695	2	15-16						

Technical Education Schedule



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

Administration, Security & Tools		Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
CPEH	Certified Professional Ethical Hacker	\$3,395	4	8-12						
CISSO	Certified Information Systems Security Officer-Boot Camp	\$3,395	5		6-10					
ITIL	ITIL Foundation Certification Boot Camp	\$2,695	3	17-19						
PMP	Project Management Professional (PMP)	\$2,595	5	15-19	6-10					
CompTIA Certification Boot Camps		Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
A+	A+ Certification: Boot Camp - Exams inc.	\$2,995	5	1-5	11/29-12/3	3-7	21-25	21-25	18-22	9-13
	Cloud Essentials+	\$2,495	3	22-24						
	Cloud+	\$2,995	5		6-10					
CASP+	CompTIA Advanced Security Practitioner - Exams inc.	\$2,995	5	15-19	13-17					
CySA+	Cybersecurity Analyst+ - Exams inc.	\$2,995	5	1-5	6-10					
ITF+	IT Fundamentals+	\$2,995	5	1-5	13-17					
L+	Linux+	\$3,395	5	11/29-12/3						
N+	Network+ - Boot Camp - Exams inc.	\$2,995	5	8-12	6-10	10-14	7-11	3/28-4/1	25-29	16-20
	PenTest+	\$3,395	5	8-12	6-10					
	Project+	\$2,995	5	11/29-12/3						
S+	Security+ - Boot Camp - Exams inc.	\$2,995	5	15-19	13-17	17-21	14-18			
	Server+	\$2,995	5	1-5						
Cisco		Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
CCNA	Implementing and Administering Cisco® Solutions	\$4,295	5	7-11	8-12	3-7				
ENCOR	Implementing Cisco Enterprise Network Core Technologies	\$4,295	5	1-5		10-14	21-25		4-5	16-20
SCOR	Implementing and Operating Cisco Security Core Technologies	\$4,295	5	8-12				14-18	25-29	
CLCOR	Implementing and Operating Cisco Collaboration Core Technologies	\$4,295	5	8-12	13-17	17-21				
SQL		Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
	SQL Fundamentals	\$495	1					18		
	SQL Server I	\$895	2	22-23						16-17
	SQL Server II (Queries)	\$895	2		20-21					
	SQL Server III	\$895	2			6-7				
	SQL Administration	\$495	1							
SQL		Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
	SQL: Writing Reports and Report Builder L1	\$995	2					17-18		23-24
	SQL: Writing Reports and Report Builder L2	\$995	2			12-13				25-26

Technical Education Schedule



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

Windows Server 2012/2016/2019		Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
	Configuring & Administering Hyper-V	\$1,295	2		20-21			16-17		
	Windows PowerShell Fundamentals	\$1,295	2			4-5				25-26
	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							
20742	Identity with Windows Server 2016	\$2,995	5							
20744	Securing Windows Server 2016	\$2,995	5		11/29-12/3					
WS-011	NEW! Windows Server 2019 Administration	\$2,975	5	8-12	11/29-12/3					
Azure		Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
AZ-900	Microsoft Certified Azure Fundamentals	\$1,195	2	8-9	2-3					
AZ-104	NEW! Microsoft Azure Administrator	\$2,795	4	1-5	6-10					
Operating Systems: Windows 10		Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
MD-100	NEW! Installing, Configuring, Protecting & Maintaining Windows 10	\$2,995	5	15-19	13-17					
MD-101	NEW! Managing Modern Desktops (Windows 10)	\$2,995	5	1-5	6-10					
SharePoint & Microsoft 365		Price	Days	Nov	Dec	Jan	Feb	Mar	Apr	May
MS-030	NEW! Office 365 Administrator	\$2,995	5							
MS-040	NEW! Manage SharePoint and OneDrive in Microsoft 365	\$1,995	3		8-10					
MS-500	NEW! Microsoft 365 Security Administration	\$3,395	5	15-19						
MS-700	NEW! Managing Microsoft Teams	\$2,795	4	2-5	6-9					
MS-900	NEW! Microsoft 365 Fundamentals	\$1,195	1	24						
55197	NEW! Microsoft SharePoint Server 2016 for the Site Owner/Power User	\$1,195	2							

Talent Development Schedule



Day Classes: 9:00 AM - 4:00 PM

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