

PC Applications Schedule



Day Classes: 9:00 AM - 4:00 PM									
Intro to PCs		Price	Jan	Feb	Mar	Apr	May	Jun	Jul
Intro to PCs with Windows 10		\$239	6		4		2		6
Word Processing and Note Taking		Price	Jan	Feb	Mar	Apr	May	Jun	Jul
Word Level 1 - Basic Documents, Tables & Graphics		\$239	5	2	2	1	4	1	12
Word Level 2 - Styles, Sections & Templates		\$239	12	9	11	6	9	8	19
Word Level 3 - Long Documents, Forms, Macros & Mail Merge		\$289	18		21		26		26
Office OneNote - Develop digital note-taking skills		\$239	24		28		23		11
Spreadsheets		Price	Jan	Feb	Mar	Apr	May	Jun	Jul
Maximizing PivotTables in Excel		\$289		7		4		14	
Excel Functions and Formulas		\$289	10		7		12		21
Amazing Macros in Excel		\$289		15		28		21	
Excel: Dashboards		\$289		22		19		27	
Excel: Tips & Tricks		\$289	11		14		23		18
Excel Level 1 - Worksheet Essentials		\$239	6	1	1	7	5	9	7
Excel Level 2 - Multiple Workbooks, Subtotals & Advanced Charts		\$239	13	8	15	14	17	23	14
Excel Level 3 - Auditing & analysis tools/importing & exporting data		\$239	20	24	29	25	24	28	25
Presentations		Price	Jan	Feb	Mar	Apr	May	Jun	Jul
PowerPoint Level 1 - Creating & Modifying Presentations		\$239		11		8		9	
PowerPoint Level 2 - Graphics, Multimedia, Interactive elements		\$239	25		24		26		13
Contact Management & Email		Price	Jan	Feb	Mar	Apr	May	Jun	Jul
Outlook Level 1 - Email, Calendar & Contact Basics		\$239		3		11		2	
Outlook Level 2 - Customizing, Filters, Folders		\$239		28		21		22	
Databases		Price	Jan	Feb	Mar	Apr	May	Jun	Jul
Access Level 1 - Managing Data, Table Relationships & Reports		\$239	11	3	3	5	3	6	5
Access Level 2 - Controlling Data , Queries & Customized Reports		\$239	18	14	8	12	10	16	19
Access Level 3 - SQL Queries, Macros & Database Management		\$239	27		22		19		28
Diagrams		Price	Jan	Feb	Mar	Apr	May	Jun	Jul
Visio Level 1		\$289		17		18		10	
Visio Level 2		\$289	24		10		17		12
Office 365 (Microsoft 365)		Price	Jan	Feb	Mar	Apr	May	Jun	Jul
Office 365 Online Productivity Apps		\$395		4		11		13	
Office 365® Online (with Skype® for Business)		\$395	7						
Office 365™ Online (with Teams™ for the Desktop)		\$395		2		18		23	
Teams		\$395	10		10		16		20
Google G Suite		Price	Jan	Feb	Mar	Apr	May	Jun	Jul
Using Google G Suite		\$289		10		26		30	
Day Classes: 8:30 AM - 4:00 PM									
Knowledge Worker		Price	Jan	Feb	Mar	Apr	May	Jun	Jul
Analyzing and Presenting Data with Excel - Power Query, Data Model, Visualization & Presentation		\$995	17-18		14-15			7-8	
Tableau Desktop Part 1		\$995					19-20		11-12
Tableau Desktop Part 2		\$995	6-7					22-23	
PL900 Microsoft Power Platform Fundamentals		\$1,295							
DA100 Analyzing Data with Microsoft Power BI		\$2,495							
Power BI Desktop		\$1,195	10-11		16-17		23-24		19-20
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			17-18		23-24		13-14
SQL: Writing Reports & Report Builder L2		\$995	12-13				25-26		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	Jan	Feb	Mar	Apr	May	Jun	Jul
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type			\$495	1							
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping			\$495	1							
Adobe InDesign Level 1 - Basics of Creating Documents			\$495	1			3				
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning			\$495	1							
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking			\$495	1		10					
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts			\$495	1							
Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications			\$295	1		17		26		21	
Internet			Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows			\$295	1		28					
Adobe Acrobat Advanced - Enhancing PDFs, Interactive PDF Forms			\$295	1	7						
Introduction to JavaScript			\$1,495	3							
HTML Programming: Level 1			\$395	1		8		12		7	
Professional Applications			Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
QuickBooks for Windows: Introduction			\$295	1	25			12		6	
QuickBooks for Windows: Advanced			\$295	1		14			19		26
Crystal Reports 2016 Designer 1			\$695	2	24-25		28-29				
Crystal Reports 2016 Designer 2			\$695	2	26-27						
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	Jan	Feb	Mar	Apr	May	Jun	Jul
CEH	Certified Ethical Hacker	\$3,495	5	1/31-2/4		21-25		9-13	6/27-7/1	
CISSP	Certified Information Systems Security Professional	\$2,995	5	24-28		14-18		2-6	20-24	
CISM	NEW! Certified Information Security Manager	\$1,995	3		15-17		18-20			6-8
PMP	Project Management Professional (PMP)	\$2,495	5	3-7	1/31-2/4	21-25	18-22	9-13	6-10	
CompTIA Certification Boot Camps		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
A+	A+ Certification	\$2,795	5	3-7	21-25	21-25	18-22	9-13		
	Cloud+	\$2,795	5	1/31-2/4				2-6		
CASP+	CompTIA Advanced Security	\$2,995	5		7-11	7-11	4-8	2-6	6-10	
CySA+	Cybersecurity Analyst+	\$2,795	5	10-14	2/28-3/4		25-29	23-27	13-17	
L+	Linux+	\$2,995	5		7-11		11-15		6-10	
N+	Network+ -	\$2,795	5	10-14	7-11	3/28-4/1	25-29	16-20		
S+	Security+	\$2,495	5	17-21	14-18	7-11	4-8	2-6		
	Server+	\$2,795	5		14-18			2-6		
Cisco		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
CCNA	Implementing and Administering Cisco® Solutions	\$2,795	5	17-21	14-18	7-11	4-8			
ENCOR	Implementing Cisco Enterprise Network Core Technologies	\$2,995	5	10-14	21-25		4-8	16-20	13-17	6/27-7/1
SCOR	Implementing and Operating Cisco Security Core Technologies	\$3,795	5	10-14		14-18	25-29			
SQL		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
	SQL Fundamentals	\$495	1			18		16		
	SQL Server I	\$895	2					17-18		
	SQL Server II (Queries)	\$895	2						16-17	
	SQL Server III	\$895	2	6-7						14-15
	SQL Administration	\$495	1							
	SQL: Writing Reports and Report Builder L1	\$995	2			17-18		23-24		13-14
	SQL: Writing Reports and Report Builder L2	\$995	2	12-13				25-26		25-26
Windows Server		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
	Configuring & Administering Hyper-V	\$1,295	2			16-17			6-7	
	Windows PowerShell Fundamentals	\$1,295	2	4-5				25-26		11-12
	Windows PowerShell Level 2	\$1,295	2	13-14					8-9	

Technical Education Schedule



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

Azure		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
AZ-104	NEW! Microsoft Azure Administrator	\$2,380	4	24-27	7-10	21-24	11-14	23-26		
AZ-500	NEW! Microsoft Azure Security Technologies	\$2,995	5	24-27		28-31		5/31-6/3		
AZ-700	NEW! Designing and Implementing Microsoft Azure	\$2,995	3	17-19		7-9		16-18		18-20
AZ-900	NEW! Microsoft Certified Azure Fundamentals	\$1,190	2	1/31-2/1		21-22		9-10	27-28	
Microsoft 365		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
MD-100/101	NEW! Microsoft 365 Modern Desktop Administrator	\$3,995	5	10-14		14-18		16-20		
MS-100	NEW! Microsoft 365 Identity and Services	\$2,975	5		14-18	21-25	18-22	19-23	13-17	
MS-101	NEW! Microsoft 365 Mobility and Security	\$2,795	5	1/31-2/4	2/28-3/4		4-8	2-6	6/27-7/1	

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		4		1	
Excellence in Service: Advanced - service standards		\$325	1	5		1		5		20
Managing Anger - causes & effects of anger		\$325	1	10		9		11		11
Dealing with Challenging Customer Interactions		\$325	1		16		1		15	
Leadership and Supervision		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
NEW! - Appreciative Inquiry		\$325	1		18		13		7	
NEW! - Building Better Teams		\$325	1		20		10		30	
Change Management - handling phases of transition process		\$325	1		7		6		13	
Coaching - establishing a positive coaching relationship		\$325	1		9		13		29	
Creating a High Performance Team		\$325	1	6		2		13		7
Delegation Skills for Leaders - getting work done thru others		\$325	1		18		20		6	
NEW! - Diversity, Equity, & Inclusion		\$325	1		2		12		10	
Emotional Intelligence		\$325	1	7		3		12		13
Leadership Institute: Essentials for Supervisors (3 days)		\$895	3	19-21	9-11	14-16	6-8	18-20	14-16	19-21
NEW! Leadership Institute: More Essentials (2 days)(outline soon)		\$695	2			29-30	27-28	23-24	21-22	26-27
Leadership Skills for Women		\$325	1	26		30		24		18
Leading Virtual Teams - support vteam cultures		\$325	1	12		4		20		26
NEW! - Managing the Virtual Workplace		\$325	1		22		12		16	
Managerial Leadership - leading to vision fulfillment		\$325	1		25		29		29	
Managing Conflict		\$325	1	14		10		25		14
NEW! - Managing Difficult Conversations		\$325	1		28		27		17	
Managing Innovation & Creativity - supporting new ideas		\$325	1		23		15		24	
Mentoring - maximize the benefits of mentoring		\$325	1		22		22		3	
Positive Staff Development - developing talent		\$325	1	19		8		18		25
Parallel Thinking - managing discussions effectively		\$325	1	21		25		16		15
Managing Difficult People		\$325	1		11		14		21	
Managing Multigenerational Teams-intergenerational issues		\$325	1		14		25		28	
Project Mgt/Business Analyst		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Project Management Fundamentals - principles/methodology		\$325	1		15		26		27	
Process Improvement		\$325	1	27		16		13		22
Personal Development		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Attitude		\$325	1	13		7		3		27
Business Etiquette - appropriate behavior in the workplace		\$325	1		23		21		2	
NEW! - Collaboration		\$325	1		17		19		3	
Effective Business Writing - practical writing		\$325	1	14		14		2		8
Effective Office Communication Strategies in the workplace		\$325	1	26		29		4		21
Email Management - Become more productive & save time		\$325	1		24		28		8	
Writing Effective Email - Make the most of your email		\$325	1		8		5		14	
Facilitation - gain tools for facilitation		\$325	1	31		22		20		27
Grammar Skills - fundamental language principles		\$325	1	28		31		6		6
Managing Upward - guide to upward professional mobility		\$325	1	17		28		18		15
Organizational Skills - applied balance of time & information		\$325	1	21		23		10		22
Problem Solving Skills - resolution strategies		\$325	1	28		18		11		8
Stress Management		\$325	1	17		21		9		25
Time Management - productive time use		\$325	1	31		15		5		19
Be Your Best Virtual Self		\$200	1/2		4		22		9	
Professional Presentation		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Effective Presentations - skilled public speaking - creating and doing		\$625	2		24-25		25-26		21-22	
Presentations: Preparing, Developing and Delivery - how to		\$325	1	26		17		23		29
Train the Trainer - training strategies & methods		\$325	1	19		31		25		28