PC Applications Schedule

Day Classes: 9:00 AM - 4:00 PM								
Word Processing and Note Taking	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Word Level 1 - Basic Documents, Tables & Graphics	$239	1	2	1	3	3	1	4
Word Level 2 - Styles, Sections & Templates	$239	1	10	14	13	17	13	14
Word Level 3 - Long Documents, Forms, Macros & Mail Merge	$289	1	12	26	20	31	28	
Word: Templates and Macros	$289	1		5		7		20
NEW! Office OneNote - Develop digital note-taking skills	$239	1		15		4		28
Spreadsheets	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Maximizing PivotTables in Excel	$289	1	17		4		6	
Useful Excel Formulas and Functions	$289	1		28		18		25
Amazing Macros in Excel	$289	1		9		23		21
Excel: Dashboards & Reports	$289	1		29		29		27
Excel: Tips & Tricks	$289	1		2		15		15
Excel Level 1 - Worksheet Essentials	$239	1	3	6	5	8	5	5
Excel Level 2 - Multiple Workbooks, Subtotals & Advanced Charts	$239	1	16	13	12	16	12	13
Excel Level 3 - Auditing & analysis tools / importing & exporting data	$239	1	25	27	19	24	20	19
Presentations	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
PowerPoint Level 1 - Creating & Modifying Presentations	$239	1	11		11		11	
PowerPoint Level 2 - Graphics, Multimedia, Interactive elements	$239	1		8		10		6
Contact Management & Email	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Outlook Level 1 - Email, Calendar & Contact Basics	$239	1	12		6		4	
Outlook Level 2 - Customizing, Filters, Folders	$239	1	18		18		14	
Time Management with Outlook	$325	1	30		10		21	
Databases	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Access Level 1 - Managing Data, Table Relationships & Reports	$239	1	4	7	7	9	7	7
Access Level 2 - Controlling Data , Queries & Customized Reports	$239	1	15	16	14	25	15	18
Access Level 3 - SQL Queries, Macros & Database Management	$239	1	24	30	27	30	26	29
Planning/Project Management	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Project Level 1: Creating and modifying a project plan	$349	1	12		17		19	
Project Level 2 - Managing a Project & Reports	$349	1		12		28		26
Day Classes: 8:30 AM - 4:00 PM								
Knowledge Worker	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
NEW! Power BI Desktop	$1,195	2		29-30		24-25		21-22
Excel VBA Level 1	$895	2	18-19			3-4		7-8
Excel VBA Level 2	$895	2		15-16			7-8	
Access VBA Level 1 – Forms and Controls	$495	1		9		11		29
NEW! SQL: Writing Reports & Report Builder L1	$995	2	18-19	1-2		10-11		14-15
NEW! SQL: Writing Reports & Report Builder L2	$995	2	11-12		13-14		14-15	

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 Schedule

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

Graphics	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type	$625	2		1-2		14-15		4-5
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping	$625	2	1-2		3-4		4-5	
Adobe InDesign Level 1 - Basics of Creating Documents	$625	2	3-4		5-6		6-7	
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning	$625	2		5-6		16-17		6-7
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking	$625	2	11-12		10-11		11-12	
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts	$625	2		7-8		10-11		11-12
Adobe Photoshop Photo Printing & Color	$625	2		19-20		22-23		13-14
Adobe Photoshop Web Production - Web Graphics, JPEG, PNG, GIF	$625	2		12-13		24-25		18-19
NEW! Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications	$239	1	10		7		8	
Adobe Captivate: The Essentials	$625	2	15-16		12-13			20-21
Adobe Captivate: Beyond The Essentials	$625	2		27-28		30-31		
Internet	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows	$239	1	17		14		13	
Flash Level 1 - Explore Tools & Create Animations	$625	2		15-16		28-29		25-26
Flash Level 2 - Vector Illustration / Advanced Timeline Animation	$625	2	18-19		17-18		14-15	
NEW! Responsive Web Design - Intro to HTML5, CSS3 and JavaScript	$695	2		26-27		3-4		28-29
NEW! Dynamic Mobile Development - Client-side scripting with JavaScript, DOM, managing events, objects and CSS	$695	2	22-23		19-20		19-20	
NEW! PHP Programming	$695	2		12-13		10-11		7-8
NEW! Database Development Using MySQL	$1,295	4	23-26		17-18		21-22	
NEW! Search Engine Optimization	$395	1		27		18		22
NEW! E-Commerce Technologies - Develop an e-commerce website - connecting from a browser to database to facilitate sales	$995	3		29-30		24-25		27-29
NEW! Business Transition to an On-line Environment - Move to e-commerce	$395	1		29		31		1

Technical Education Schedule

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

	Administration, Security & Tools	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
CPEH	**Certified Professional Ethical Hacker**	$2,995	5			10-15			
CISSP CISSO	**Certified Information Systems Security Professional/Officer-Boot Camp**	$3,595	5	1-5		3-7			
ITIL	**ITIL Foundation Certification-Boot Camp**	$1,995	3	16-18		11-13			
PMP	**Project Management Professional (PMP) Certification Preparation** includes PMP training aids, reference guides, practice exams, simulation and post-class support	$2,495	5	8-12	5-9	3-7			
IAPP	**Certified Information Privacy Professional (CIPP)**	$1,995	2						
	Cisco	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
SWITCH	**Implementing Cisco Switched Networks**	$3,495	5		12-16				
ROUTE	**Implementing Cisco IP Routing**	$3,495	5	22-26		17-21			
CCNAX	**Interconnecting Cisco Networking Devices Accelerated**	$3,895	5	1-5	5-9	3-7			
CyberOps	**NEW! CCNA Cyber Ops - Boot Camp**	$3,895	5	8-12			7-11		
ICND 1	**Interconnecting Cisco Network Devices Part 1**	$3,495	5	15-19	12-16	10-14			
ICND 2	**Interconnecting Cisco Network Devices Part 2**	$3,495	5	1-5	26-30				
TSHOOT	**Troubleshooting & Maintaining Cisco IP Networks**	$3,495	5		26-30				
	CompTIA	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
A+	**A+ Certification: Boot Camp** - prep for 220-901 & 220-902 - Exams inc.	$3,595	5	15-19	12-16	10-14			
L+	**Linux+**	$2,475	4	8-12	5-9	3-7			
N+	**Network+ - Boot Camp - Exams Inc.**	$3,595	5	22-26		17-20			
S+	**Security+ - Boot Camp - Exams Inc.**	$3,595	5	10/29-11/2	26-30				
CySA+	**NEW! Cybersecurity Analyst+**	$3,595	5			3-7			
PenTest+	**NEW! PenTest+**	$3,595	5	1-5		10-14			
	Crystal Reports	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
	Crystal Reports XI Level 1	$695	2						
	Crystal Reports XI Level 2	$695	2						
	SQL	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
	SQL Fundamentals	$495	1		6		4		1
	SQL Server I	$895	2		15-16		17-18		7-8
	SQL Server II (Queries)	$895	2	4-5	29-30		31-2/1		28-29
	SQL Server III	$895	2	25-26		6-7		21-22	
	NEW! SQL: Writing Reports and Report Builder L1	$995	2	18-19	1-2		10-11		14-15
	NEW! SQL: Writing Reports and Report Builder L2	$995	2	11-12		13-14		14-15	
	SQL Administration	$495	1		1		11		22
	Windows Server 2012/2016	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**

Technical Education Schedule

Day Classes: 8:30 AM - 4:00 PM									
20410	**Installing & Configuring Windows Server 2012**	$2,695	5	22-26		17-21			
20411	**Administering Windows Server 2012**	$2,695	5	1-5	26-30				

Technical Education Schedule

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

	Windows Server 2012/2016	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
	Configuring & Administering Hyper-V	$1,295	2	4-5		20-21		21-22	
	NEW! Windows Server 2016: Installing & Configuring	$1,295	2	11-12		6-7		7-8	
	NEW! Windows Server 2016: Storage Solutions	$1,295	2		8-9		3-4		7-8
	NEW! Windows Server 2016: Essential Services	$1,295	2	25-26			17-18		14-15
	NEW! Windows Server 2016: Domain Infrastructure (Active Directory)	$1,295	2	18-19		6-7		14-15	
	Windows PowerShell Fundamentals	$1,295	2	4-5		13-14		7-8	
	Windows PowerShell Level 2	$1,295	2		1-2		24-25		21-22
20742	Identity with Windows Server 2016	$2,695	5	22-26		10-14			
20744	Securing Windows Server 2016	$2,695	5		5-9	17-21			
	Azure	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
10979	Azure Fundamentals	$1,195	2	11-12	8-9	6-7			
20487	Developing Windows Azure and Web Services	$2,695	5	22-26		17-21			
20532	Developing Microsoft Azure Solutions	$2,195	4	1-4	12-15				
20533	Implementing Microsoft Azure Infrastructure Solutions	$2,695	5	15-19	12-16				
	Exchange	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
20345-1	Administering Microsoft Exchange Server 2016	$2,695	5	15-19	12-16				
20345-2	Designing and Deploying Microsoft Exchange Server 2016	$2,695	5	22-26		17-21			
20341	Core Solutions of Microsoft Exchange Server 2013	$2,695	5	15-19	12-16				
20342	Adv. Solutions of Microsoft Exchange Server 2013	$2,695	5	22-26		17-21			
	Exchange Administration	$595	1	5			9		1
	Operating Systems: Windows 10	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
10982	Supporting and Troubleshooting Windows 10	$2,695	5	1-5	26-30				
20697-1	Installing & Configuring Windows 10	$2,695	5	1-5	12-16				
20697-2	Deploying & Managing Windows 10 Using Enterprise Services	$2,695	5	1-5	12-16	3-7			
	Office 365	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
20347	Enabling & Managing Office 365	$2,695	5	22-26		17-21			
	SharePoint	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
	SharePoint 2010 Foundation - Level 1: Create & Manage team sites (9am-4pm)	$795	2						
	SharePoint 2010 Foundation - Level 2: Manage site collections & components (9am-4pm)	$795	2						
	NEW! SharePoint Site Owner	$595	1	30		3			
20339-1	Planning and Administering SharePoint 2016	$2,695	5	1-5	26-30				
20339-2	Advanced Technologies of SharePoint 2016	$2,695	5	8-12	5-9	3-7			

Please contact us if you are interested in older classes not listed on this schedule.

Talent Development Schedule

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

Customer Service (CS)	Price	Days	Oct	Nov	Dec	Jan	Feb	Mar
Excellence in Service: Basic - developing basic CS skills	$325	1	1		3		4	
Excellence in Service: Advanced - service standards	$325	1	22		12		25	
Managing Anger - causes & effects of anger	$325	1		8		3		4
Leadership and Supervision	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Change Management - handling phases of transition process	$325	1	2		4		1	
Coaching - establishing a positive coaching relationship	$325	1	3		13		11	
Creating a High Performance Team	$325	1		1		11		8
Delegation Skills for Leaders - getting work done thru others	$325	1	10		21		20	
Emotional Intelligence for Managers	$325	1		26		9		11
Leadership Institute (3 days)	$895	3	10-12	14-16	10-12	14-16	11-13	18-20
Leading Virtual Teams - support vteam cultures	$325	1		27		10		12
Managerial Leadership - leading to vision fulfillment	$325	1	22		27		27	
Managing Conflict	$325	1		14		17		11
Managing Innovation & Creativity - supporting new ideas	$325	1	15		18		22	
Mentoring - maximize the benefits of mentoring	$325	1	30		4		26	
Positive Staff Development - developing talent	$325	1		14		18		5
NEW! Six Thinking Hats - managing discussions effectively	$325	1		28		22		21
Diverse Team Building	$325	1	29		19		27	
Leadership Skills for Women	$325	1		30		28		22
Project Mgt/Business Analyst	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Project Management Fundamentals - principles/methodology	$325	1	29		5		5	
Project Management Essentials (3 days)	$895	3		26-28		29-31		25-27
Business Analyst Fundamentals (2 days)	$650	2	17-19		17-19		12-14	
NEW! Process Improvement	$325	1		19		23		14
Human Resources	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Effective Recruiting Strategies	$325	1	4		6		6	
Interviewing Skills - guidelines to interview effectively	$325	1		9		24		28
Managing Multigenerational Teams-intergenerational issues	$325	1	23		14		15	
Organizational Skills - applied balance of time & information	$325	1		28		16		29
Sexual Harassment Prevention - in the workplace	$325	1	16		21		22	
Personal Development	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Attitude	$325	1		20		7		7
Business Etiquette - appropriate behavior in the workplace	$325	1	5		7		7	
Effective Business Communication - practical writing	$325	1	24		20		19	
Effective Office Communication Strategies in the workplace	$325	1		13		8		6
Email Netiquette - communication guidelines	$325	1	26		20		21	
Email Management - Become more productive & save time	$325	1	25		19		28	
Writing Effective Email - Make the most of your email	$325	1	31		17		25	
Facilitation - gain tools for facilitation	$325	1		1		4		4
Grammar Skills - fundamental language principles	$325	1		16		11		12
Managing Upward - guide to upward professional mobility	$325	1		8		14		18
Problem Solving Skills - resolution strategies	$325	1		13		29		19
Stress Management	$325	1		20		31		20
Time Management with Outlook	$325	1	30		10		21	
Time Management - productive time use	$325	1		26		30		13
Professional Presentation	**Price**	**Days**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**
Effective Presentations - skilled public speaking.	$325	1	9		11		8	
Presentations: Preparing, Developing and Delivery	$325	1		20		8		8
Train the Trainer - learning to be a better instructor	$325	1		16		25		15