

DON'T JUST ACHIEVE
YOUR GOALS...
EXCEED THEM

Offer Training

2024
25

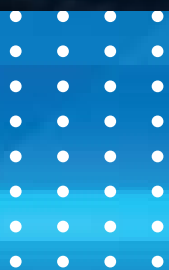
Virtual class | Montreal | Quebec | Laval

Updated: October 23th, 2024

Note : If a date differs between the downloaded calendar and the website, the website date takes precedence

2024 : Dream tomorrow!

Versalys first choice
for businesses, is
now virtual



versalys

All of the skills development solutions
you need are within reach :

- Public and private training
- Customized training, coaching
- Online training
- Self-training
- Customized webinar

INFORMATION TECHNOLOGY | OFFICE AUTOMATION
COMPUTER GRAPHICS AND WEB | BUSINESS WRITING | PROJECT MANAGEMENT
SKILL DEVELOPMENT AND ORGANIZATIONAL DEVELOPMENT

A team of 40 experienced instructors are available for your training needs!

*All office automation courses are offered simultaneously, in French and English virtual classrooms
The classroom training courses are offered alternately for Montreal, Quebec and Laval according to the legend*



Office automation

Microsoft	Duration	Rate	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025
Windows													
Beginner regular	1 j	175 \$	-	14 L	-	-	28	-	22	-	6	-	1
Access													
Beginner	2 D	350 \$	3-4 M	-	19-20 Q	-	20-21	6-7	3-4 L	8-9 M	12-13 Q	-	14-15
Intermediate	2 D	350 \$	-	14-15 M	-	-	27-28	-	-	15-16 L	4-5 M	-	28-29
Avanced (VBA)	2 D	650 \$	10-11 L	-	5-6 M	-	-	10-11	-	-	19-20	-	-
Access	10 H15	175 \$											
Excel													
Beginner for professionals	1 D	175 \$	11 L	11 Q 22	2	-	14 L	25 M	25 Q	9 L	3 27 M	3 31 Q	12
Beginner regular	2 D	350 \$	3-4 L 23-24	20-21 M	12-13	-	13-14 Q	6-7 L	9-10 M	15-16 Q	10-11 18-19 M	10-11 L	7-8
Intermediate	2 D	350 \$	17-18 L 30-31	12-13 Q 28-29 M	3-4	6-7 13,14 20-21	3-4 M	3-4 Q 11-12 27-28 Fr	10-11 L 22-23	1er-2 M 22-23 L	5-6 19-20 Q	15-16 M 24-25	4-5 21-22
Avanced (VBA)	2 D	650 \$	15-16	7-8 L 18-19	17-18 M	-	6-7 L	20-21 M	24-25	29-30 L	26-27 M	17-18	26-27
Dashboard	2 D	650 \$	21-22	25-26	-	-	20-21	-	29-30	26-27	-	29-30	-
Power Pivot	1 D	325 \$	25 L	-	11	-	7	26	22	-	27	18	-
Excel Complex calculation workshop	3 H	275 \$	-	25 am	-	-	19 am	11 am	17 am	-	13 am	8 am	-
Excel Pivot table report	3 H	275 \$	1 pm	27 pm	10 pm	23 am	21 pm	21 am	18 pm	16 am	13 pm	11 am	8 pm
Power BI Desktop	On request												
Excel (only Virtual Class) 													
Excel Automate a workbook	1 H 30	99 \$	-	25 pm	-	20							
Excel Beginner Part 1	3 H	99 \$	28 pm	1 pm	9 pm	8 am	5 am	12 am	15 am	21 am	17 pm	9 am	6 am
Excel Beginner Part 2	3 H	99 \$	30 am	5 am	-	9 pm	5 pm	19 am	15 pm	26 am	25 pm	9 pm	6 pm
Excel Workbook	3 H	99 \$	30 pm	5 pm	-	25 am	23 pm	23am	-	18 am	15 am	13 am	10 pm
Excel Data base and pivot table	3 H	99 \$	31 am	-	16 am	15 am	-	19 pm	-	21 pm	-	22 am	-
Excel Avanced functions	3 H	99 \$	31 pm	-	16 pm	16 pm	-	11 pm	17 pm	26 pm	25 am	8 pm	-
Excel Charts	3 H	99 \$	-	6 am	-	24 pm	22 am	22 pm	19 am	17 pm	14 am	12 pm	9 am
Excel Macro command	3 H	179 \$	-	4 am	-	6 pm	23 am	23 pm	20 am	18 pm	15 pm	13 pm	10 am
Excel VBA 1	3 H	179 \$	-	4 pm	-	23 pm	21 am	21 pm	18 am	16 pm	13 am	11 pm	8 am
Excel VBA 2	3 H	179 \$	-	6 pm	-	24 am	22 pm	22 am	19 pm	17 am	14 pm	12 am	9 pm
Excel The dialog boxes	3 H	179 \$	-	-	-	16 am	-	-	20 pm	-	-	22 pm	-
Excel 2010, 2013, 2016, 2019	13 H 10	175 \$	Self-training formula - 1-year free license Access to videos and evaluations										

Legend

L

Laval

M

Montreal

Q

Quebec



Virtual class



In-person training

EN

In english only



Microsoft	Duration	Rate	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025
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Outlook

Beginner	1 D	175 \$	21 M	-	6 L 19	24 Q	14 M	21 L	4	2 Q	10 M	18 L	28
Intermediate	1 D	175 \$	31	4 L	9	17 Q	7 M	-	11 L	9 30 Q	17 M	25 L	-
Outlook 2010, 2013, 2016, 2019		175 \$	Self-training formula - 1-year free license Access to videos and evaluations										

PowerPoint

Beginner for professionals	1 D	175 \$	10 M	-	11 L	-	14 Q	7 M	22 L	23 Q	13 M	4	-
Beginner regular	2 D	350 \$	-	14-15 M	-	9-10	12-13 M	20-21 L	3-4	1-2 Q	11-12 M	24-25 L	14-15
Intermediate	2 D	350 \$	3-4	21-22 M	-	16-17 Q	6-7 M	-	10-11 L	9 30 Q	19-20 M	16-17 L	28-29

PowerPoint (only Virtual Class)

Beginner part 1	3 H	99 \$	1 am	7 am	3 pm	8 am	19 am	18 pm	16 pm	28 am	25 am	22 pm	20 am
Beginner Part 2	3 H	99 \$	2 pm	14 pm	4 pm	15 pm	19 pm	19 pm	23 pm	28 pm	25 pm	23 pm	20 pm
Quickly create a presentation	1 H 30	99 \$	1 pm	-	4 am	8 am	19 am	18 pm	16 pm	28 am	25 am	22 pm	20 am
Use masks	1 H 30	99 \$	1 pm	-	4 am	15 pm	19 pm	19 pm	23 pm	28 pm	25 pm	23 pm	20 pm
PowerPoint 2010, 2013, 2016, 2019, 365		175 \$	Self-training formula - 1-year free license Access to videos and evaluations										

Project

Beginner	2 D	650 \$	8-9	-	12-13	16-17	20-21 M	20-21 Q	-	15-16 L	10-11 M	-	7-8
Intermediate	1 D	325 \$	-	-	19	-	-	-	25	-	27	-	-
Méthodologie et mise en pratique avec Project 2016		325 \$	Self-training formula - 1-year free license Access to videos and evaluations										

Visio

Débutant	1 D	175 \$	7 Q	-	16 L	9	21 M	27	15 Q	27	13 L	-	19
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Word

Beginner for professionals	1 D	175 \$	11 M	-	10 Q	-	13 Q	20 M	4 L	30 Q	-	11 M	22
Beginner regular	2 D	350 \$	-	5-6 Q	-	13-14	17-18	17-18	14-15 M	12-13	9-10 L	14-15	11-12
Intermediate	2 D	350 \$	15-16 M	19-20 Q	-	6-7 Q	6-7 M	10-11 L	28-29	28-29	-	22-23 M	26-27
Avanced	2 D	350 \$	-	28-29 Q	-	-	20-21	-	16-17	-	-	-	-

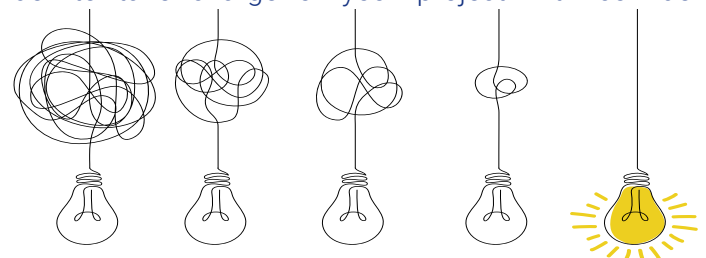
Word (only Virtual Class)

Tables	1 H 30	99 \$	24 am	-	3 am	-	-	14 am	-	8 am	-	-	6 am
Performing mail merge	1 H 30	99 \$	24 am	-	3 am	-	-	14 am	-	8 am	-	-	6 am
Styles	3 H	99 \$	24 pm	-	2 pm	-	-	14 pm	-	8 pm	-	-	6 pm
Word 2010, 2013, 2016, 2019, 365		175 \$	Self-training formula - 1-year free license Access to videos and evaluations										

Coaching Option

When the needs are specific, it is sometimes necessary to be accompanied in order to properly evaluate the solutions available to you. The coaching option is a wise choice to benefit from the expertise of our office automation / computer graphics trainers. With the support of the coach, you will be able to determine the right work method, the right tools to use and complete your learning in order to take charge of your project with confidence.

Ask our advisors: contact@versalys.com



Infographics and Web

Using the various tools included with this software as recommended !

All office automation courses are offered simultaneously, in French and English virtual classrooms
The classroom training courses are offered alternately for Montreal, Quebec and Laval according to the legend



Adobe	Duration	Rate	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	Sept. 2025
Acrobat, Beginner	1 j	325 \$	1		6	31	-	7	-	8	-	31	-	11
Acrobat, Intermediate	1 j	325 \$	-	1	-	-	4	-	24	-	27	-	-	18
Illustrator, Beginner	2 j	650 \$	3-4	-	-	30	-	-	22-23	-	-	15-16	-	-
Illustrator CC/CS6	8 h 20	325 \$	Self-training formula - 1-year free license Access to videos and evaluations											
InDesign, Beginner	2 j	650 \$	17-18	-	-	28-29	-	-	29-30	-	-	17-18	-	16-17
InDesign CC/CS6	9 h 40	325 \$	Self-training formula - 1-year free license Access to videos and evaluations											
Photoshop, Beginner	2 j	650 \$	-	-	4-5	-	-	13-14	-	-	25-26	-	-	23-24
Photoshop CS6	8 h 20	325 \$	Self-training formula - 1-year free license Access to videos and evaluations											
Muse	1 j		On request											

Microsoft

Publisher	1 j		On request											
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Foxit Phantom

Foxit Phantom PDF Beginner	1 j	325 \$	31	-	20	-	27	-	2	-	6	-	1 ^e	-
Foxit Phantom PDF Intermediate	1 j	325 \$	16	-	-	14	-	-	25	-	-	15	-	-

Classes can be given in your environment, in our rooms or in a virtual classroom.

Management Project*



In collaboration with Manon Allard internationally certified trainer in project management (PMP) Project Management Institute (PMI) since 2007.
Three training courses offered publicly or privately

Management Project	Duration	Rate	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025
Initiation à la gestion de projet*	2 x 3H30	495 \$	2 et 9 am	-	11 et 18 am	-	12 et 19 am	19 et 26 am	30 et 7 am	22 et 29 am			
Gestion des risques d'un projet*	2 x 3H30	495 \$	-	22 et 29 am	-	24 et 31 am	-	-	11 et 18 am	-			

* In French



A team of 15 IT specialists share their practical knowledge and pedagogical skills with our clients.

Unless otherwise specified, all IT courses are offered simultaneously, in French and English, in Montreal, Quebec City, and in a virtual classroom on the same dates.

Microsoft Certified			Duration	Rate	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	
M55354B	Administering Office 365	5 j	2 675 \$	-	18-22	-	-	-	-	-	-	-	-	-	-	-
M55606A	Microsoft 365 Security Administration	5 j	2 675 \$	-	-	-	27-31	-	-	-	-	-	-	-	-	-
M55615A	Deploying and Managing Windows 11 with Microsoft Configuration Manager and Intune (Workshop)	3 j	1 605 \$	-	-	-	-	-	-	3-7	-	-	-	-	-	-
AZ-104 T00	Azure Administrator	4 j	2 140 \$	-	-	10-13	-	-	-	-	-	-	-	-	-	-
MD-102T00	Microsoft 365 Endpoint Administrator	5 j	2 675 \$	-	-	-	-	-	-	-	-	-	-	-	-	-
SC-200	Security Operations Analyst	4 j	2 140 \$	-	-	-	-	-	-	-	-	-	-	-	-	-
SC-300	Identity and Access Administrator	4 j	2 140 \$	-	-	3-6	-	-	-	-	-	-	-	-	-	-
PL-200	Power Platform Functional Consultant	4 j	2 140 \$	22-24	-	-	-	-	-	-	-	-	-	-	-	-
PL-300	Power BI Data Analyst	3 j	1 605 \$	-	6-8	-	-	-	-	-	-	-	-	-	-	-



Recognized for their responsiveness (constant updating) and the quality of their equipment for over 10 years, Ahead Technology is a major player in the field and the company is regularly consulted for their expertise. With the most comprehensive equipment on the market, their equipment far exceeds requirements. The experience of their instructors allows them to replace theory with exercises, real-life examples and knowledge transfer. Their clients are located in North America, Europe and Asia. They provide excellence through quality services, partnerships and focusing on their customers.

Ahead Technology has been a partner of Versalys for over 15 years.

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Itil®	Duration	Rate	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	Sept. 2025
ITIL® V4 Foundation Certification Program	3 D	1 850 \$	-	-	3-5	-	19-21	-	-	28-30	-	-	26-28	-
ITIL® 4 Awareness for Decision Makers	1 D	620 \$	-	22	-	23	-	-	29	-	-	21	-	-
ITIL® 4 Specialist : Create deliver and support (CDS) Certification Program	3 D	2 826 \$	-	-	-	-	-	25-27	-	-	11-13	-	-	10-12
ITIL® 4 Specialist: Drive Stakeholder Value (DSV) Certification Program	3 D	2 826 \$	23-25	-	-	28-30	-	-	23-25	-	-	29-31	-	-
ITIL® 4 Strategist: Direct Plan and Improve (DPI) Certification Program	3 D	2 826 \$	-	27-29	-	-	18-20	-	-	21-23	-	-	19-21	-

* Are you interested in self-training? Contact your Director of Business Development.



Malicis is a partner of Versalys for over 5 years.

Malicis is a leading information technology consulting firm. The Malicis team is made up of the best CITRIX experts in the field of virtual infrastructure

Citrix	Duration	
Citrix XenDesktop/Xen App 7.x - Administration et gestion des applications*	5 D	FOR MORE INFORMATION CLIC HERE
Citrix XenDesktop/Xen App 7.x - Installation & configuration*	5 D	

* Available in French only

Cisco training courses are available thanks to our collaboration with



CISCO - Live Online		Duration	Rate	Oct. 2024	Nov. 2024	Dec. 2024
CCNA	Implementing and Administering Cisco Solutions	5 D	4195 \$	7-11	4-8	16-20
ENCOR	Implementing and Operating Cisco Enterprise Network Core Technologies	5 D	4300 \$	21-25	18-23	9-13
SISE4	Cisco Security Training	5 D	3995 \$	7-11	4-8	16-20

Business Writing



In our everyday work, writing short or long texts can be a challenge in one or more aspects. Our experts in written communication offer workshops to focus on helping you develop the skills you need. ** Disponible aussi en présentiel sur demande*

For everyone	Duration	Rate	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025
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Business Writing

Courriel : Acroître l'efficacité de ses messages AT-006	3 h 30	250 \$	17 - V am Fr pm En	18 - V am Fr pm En	16 - V am Fr pm En	20 - V am Fr pm En	24 - V am Fr pm En	-	14 - V am Fr pm En	20 - V am Fr pm En	16 - V am Fr pm En	-	25 V am Fr pm En
Prise de notes, compte rendu et procès-verbal	1 j	495 \$	15-16 - V am Fr pm En	20-21 - V am Fr pm En	17-18 - V am Fr pm En	28-29 - V am Fr pm En	25-26 - V am Fr pm En	-	15-16 - V am Fr pm En	21-22 - V am Fr pm En	17-18 - V am Fr pm En	15-16 - V am Fr pm En	26-27 - V am Fr pm En
Concevoir une documentation technique *	1 j	495 \$	-	20-21 am V	-	-	20-21 pm V	-	-	14-15 am V	-	9-10 pm V	-
Rédiger des textes concis * AT-004	3 h 30	250 \$	9 am V	19 pm V	11 am V	14 pm V	18 am V	-	8 pm V	13 am V	10 pm V	-	19 am V
Optimiser la révision de ses écrits * AT-008	3 h 30	250 \$	10 pm V	14 am V	12 pm V	15 pm V	19 am V	-	9 pm V	14 am V	11 pm V	-	20 am V
Réviser les principales règles de grammaire * AT-002	3 h 30	250 \$	9 pm V	19 am V	11 pm V	14 am V	18 pm V	-	8 am V	13 pm V	10 am V	-	19 pm V
Démystifier l'accord du participe passé * AT-001	3 h 30	250 \$	10 pm V	14 am V	12 pm V	15 am V	19 pm V	-	9 am V	14 pm V	11 am V	-	20 pm V
Respecter les conventions typographiques * AT-003	3 h 30	250 \$	3 pm V	15 am V	9 pm V	13 am V	17 pm V	-	7 am V	12 pm V	9 am V	-	18 pm V
Rapport : apprendre à bien structurer sa démarche * 007	3 h 30	250 \$	1 am V	15 pm V	9 am V	13 pm V	17 am V	-	7 pm V	12 am V	9 pm V	-	18 am V
Grammaire anglaise	2 j	890 \$	-	-	10 au 13 pm V	-	-	-	15 au 17 pm V	-	22-24 pm V	-	-

* available in French only