

ENHANCE YOUR SKILLS & INCREASE YOUR EMPLOYABILITY

NO-COST professional development workshops at Virginia Wesleyan University and The HIVE.

Register today at vwu.edu/workshops

If you've completed a previous workshop and would like to enroll in another, please email ceinfo@vwu.edu.

Upcoming WORKSHOPS

APRIL 9 – JUNE 4

INFORMATION TECHNOLOGY PROJECT MANAGEMENT VIRGINIA WESLEYAN UNIVERSITY

Saturdays from 8:00 a.m.-12:00 p.m. — 5817 Wesleyan Dr., Virginia Beach (Clarke Hall, Room 125)

Participants will gain skills essential to managing projects within the scope of information technology. IT project managers plan and manage IT projects at every phase, including defining project goals; determining the systems and technology needed; creating detailed schedules; building a budget; identifying staffing needs; and hiring and managing the project staff. Once completed, students will know the fundamentals of project management and how they apply to the field of IT.

APRIL 11- JUNE 1

MICROSOFT EXCEL CERTIFICATION TRAINING THE HIVE IN VIRGINIA BEACH

Mondays/Wednesdays from 6:00-8:00 p.m. — 140 Independence Blvd., Virginia Beach

Participants will learn to create, modify, and format Microsoft Excel worksheets, perform calculations, and print workbooks. Teaches formulas and formatting techniques, use of lists, illustrations, and charts. Also showcases Excel's advanced features, such as pivot tables, audit worksheets, data tools, macros, and collaboration methods.

APRIL 11- JUNE 1

SUPPLY CHAIN MANAGEMENT A-Z: OPERATIONS AND LOGISTICS BASIC THE HIVE IN VIRGINIA BEACH

Mondays/Wednesdays from 6:00-8:00 p.m. — 140 Independence Blvd., Virginia Beach

This workshop will provide the basics of supply chain management, operations and logistics, and customer service. Participants will learn transportation and logistics, how to manage a shipment, and how to manage export and import documents. Topics include shipping processes, document management for exporting and importing products, and transportation costs.

APRIL 12 – JUNE 2

ESSENTIALS OF GOOGLE OFFICE PRODUCTS VIRGINIA WESLEYAN UNIVERSITY

Tuesdays/Thursdays from 6:00-8:00 p.m. — 5817 Wesleyan Dr., Virginia Beach (Clarke Hall, Room 125)

Google Workspace provides access to Gmail and the collection of Google office products. Learn how to use Google Workspace products to create documents, spreadsheets, and presentations. This workshop will cover the basics and essentials needed to use Google Docs, Sheets, and Slides. **A Gmail account is required for this workshop.**