Curriculum 2025

Blueprint Program

Basic Digital Literacy Certificate Program

DIGITAL
WORKSHOP center

Table of Contents

WHY DWC?

$16.4K

average increase in salary of certificate program students

Why Blueprint Program?

No matter what skill level you are at, our Blueprint Program focuses on teaching you essential digital literacy skills in a one-on-one class setting. We will help you overcome your fears and challenges of technology to be able to perform basic tasks.

In addition, our Blueprint Basic Digital Literacy Certificate will teach you the importance of technology within your professional life. We help each student feel more connected and empowered by teaching essential technology tools in a low stress class environment.

If you are struggling to learn the basics of using your computer or you feel you don't have the confidence working with technology to find the next step in your career, then the Blueprint program is the best place to start.

PROGRAM LENGTH*
48 total hours.
24 total sessions.
Class length may vary.

TARGET STUDENT
Beginner

PRE-REQUISITES
None

*Additional coursework may need to be completed outside of class time.

Possible Career Paths

Basic digital literacy skills are essential for many jobs in today's economy. Building a foundation of digital literacy adds skills that can help you create new opportunities in the modern workforce.

ADMINISTRATIVE ASSISTANT

Although administrative assistants work in nearly every industry, about half of all workers in the occupation are employed in healthcare; education; and professional, scientific, and technical services.

GENERAL OFFICE CLERK

General office clerks perform a variety of clerical tasks, including answering telephones, typing documents, and filing records.

INFORMATION CLERK

Information clerks perform routine clerical duties, maintain records, collect data, and provide information to customers.

CUSTOMER SERVICE REPRESENTATIVE

Customer service representatives interact with customers to handle complaints, process orders, and answer questions.

Performance Based Objectives

Upon successful completion of this program, students will:

- ✓ Understand basic technology vocabulary and concepts
- ✓ Learn features of video conferencing (i.e. Zoom)
- ✓ Work with files and folders to organize documents
- ✓ Change settings and personalize the computer

- ✓ Learn best practices of working with common technology including browsers, search, email & more
- ✓ Understand common commands such as Save vs Save As, Print, Open, Rename & Delete
- ✓ Write professional documents and implement time-saving features in Microsoft Word
- ✓ Communicate effectively on a team using Outlook with features such as email, calendar, tasks and contacts

- ✓ Design a professional presentation using Microsoft PowerPoint
- ✓ Create and edit spreadsheets using Excel
- ✓ Understand the benefits of Google Apps and how they are utilized in business today
- ✓ Finish a real-world administrative project with one-on-one help from your mentor
- ✓ One-on-one job search and resume writing assistance with a career coach

WHY DWC?

1 on 1

career counseling and mentoring included

Curriculum

All instruction for this program is held on Zoom. You will be able to access class Zoom links through your student portal. The Blueprint Basic Digital Literacy Program (Live) meets approximately twice per week for 2 hours per session on a flexible schedule.

MODULES		HOURS*	SESSIONS
MODULE 1	Introduction to Computers	9	3
MODULE 2	Microsoft Office	32	16
MODULE 3	Google Workspace	3	1
MODULE 4	Capstone Project	4	4
Total		48	24

*All schedules are approximate and subject to change. Your instructor reserves the right to alter this calendar as circumstances may dictate.

*Each module may require registration in multiple stand-alone classes

*Session lengths vary from 1-3 hours depending on specific class

MODULE 1 / 9 HRS / 3 SESSIONS

Introduction to Computers

In Module 1, students will begin from the absolute beginning of how to use a computer in a workplace. Starting with terminology and navigating an operating system, students learn the right ways to organize files and communicate using video conferencing. By the end of this module, students will have a basic understanding of a computer and begin to build confidence.

- Navigate the Windows environment
- Manage Files and Folders
- Work with Programs
- Understand Zoom and video conferencing
- Browse the Internet
- Manage Storage Space

ALUMNI SUCCESS STORIES

"If you want your business to be successful, you need a digital footprint and you need the skill set to have it."

Crystal Gregory
DWC Alum

READ TESTIMONIALS

Microsoft Office

In Module 2, students dive into Microsoft Office and its productivity features that have become essential workplace skills. Throughout private lessons in Word, Excel, PowerPoint, and Outlook, each student will work one-on-one with an instructor as their mentor. By the end of this module, students will understand the importance of each of these Office tools and how vital they are to the modern workplace.

- Learn the environment and terminology in Microsoft Word
- Create a basic document using Microsoft Word
- Edit and format text
- Add tables and graphic elements to a document
- Control a document's page setup and its overall appearance
- Proof documents to make them more accurate
- Create a basic worksheet by using Microsoft Excel
- Perform calculations in an Excel worksheet
- Understand absolute vs relative references in a formula
- Modify an Excel worksheet
- Modify the appearance of data within a worksheet
- Manage Excel workbooks
- Print the content of an Excel worksheet
- Get started with the PowerPoint environment and terminology
- Create and format a presentation
- Add graphical objects to a presentation
- Modify objects on slides
- Add tables and charts to a presentation
- Work on basic animations and transitions
- Prepare to deliver a presentation
- Explore the Outlook interface, send mail, and respond to messages
- Compose email messages
- Organize email messages into folders
- Manage contacts and contact information
- Schedule appointments
- Schedule a meeting
- Manage tasks and notes

MODULE 3 / 3 HRS / 1 SESSION

Google Workspace

In Module 3, each student will explore the importance of using Google products in the workplace today. In any office setting today, Microsoft and Google products are skills that someone must possess to be a qualified candidate. This module will teach students how to use the most popular applications within Google Workspace and set students up for success moving forward.

- Setup a free Google Apps account
- Navigate in the environment
- Manage schedules in Google Calendar
- Store documents using Google Drive
- Upload existing documents created with Microsoft Office
- Create and share documents with Google Docs
- Collaborate with Google Docs, Sheets, Slides, Forms, and Drawings
- Communicate using Google Hangouts

ALUMNI SUCCESS STORIES
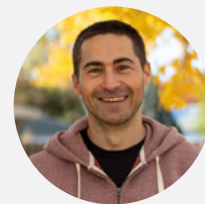
"That's what was great (about your instructors) because he is part of the graphic design world. His career is so vast. So we're learning technical skills, but he was also giving us a lot of real world situations..."

Michael Weaver
DWC Alum

READ TESTIMONIALS

MODULE 4 / 4 HRS / 4 SESSIONS

Capstone Project

In Module 4, students have an opportunity to put their finishing touches on their Capstone project. In addition, as students begin to look after graduation and to the next step of their career path, our instructors will provide extensive mentorship on what the job market trends look like, and how to prepare to find work. At the end of this module, students will present their final Capstone project and receive critique from their instructor.

• Finding work
• What to expect in interviews
• Final Capstone presentations and critique
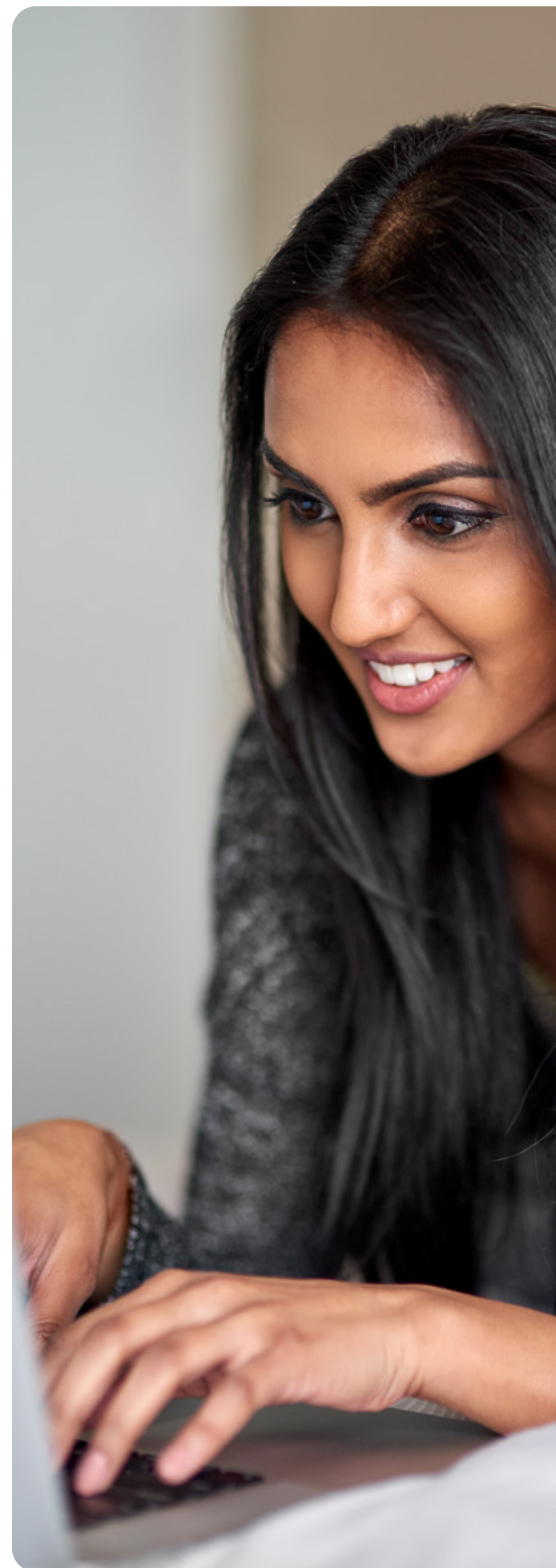
Pace & Schedule

At Digital Workshop Center, we know that how you choose to learn is one of the key factors driving your success. Combining live online learning through Zoom and individualized support, all students have access to a personalized and mentored learning experience.

Learn online. With guidance every step of the way.

DWC students have access to career coaching, Slack channels, and team support throughout the program.

Your program will be a cohort of students, all learning to together in a live lecture format.

Length	16 weeks
Time Commitment	48 hours
Career Services Support	Yes
1:1 With Instructors	Yes
Live Lectures	Yes
Flexible Scheduling	Yes

Why Digital Workshop Center?

Established in 2006, Digital Workshop Center is a school for tech careers focused on job skills and professional development. Our certificate programs are delivered in an online, bootcamp format with live instruction. DWC is an alternative option for nontraditional students and the professional workforce.

Welcome to the Digital Workshop Center
Watch later   Share
welcome
Watch on ▶ YouTube

WHERE OUR GRADS HAVE BEEN HIRED

**DIGITAL
WORKSHOP center**

Ready to Transform Your Career in Just 3 Simple Steps?

STEP 1

Talk to an Advisor

Schedule a quick 15-minute meeting with a student advisor. Ask questions about the enrollment process, tuition, schedules & more.

SCHEDULE MEETING

STEP 2

Discover the Digital Workshop Center Difference

Experience our unique approach before you commit. Attend our mandatory program orientation to get a feel for our hands-on, practical teaching style.

LEARN MORE

STEP 3

Easy Enrollment

Begin your journey effortlessly with our straightforward online application. It's fast, easy, and your first step towards a brighter future.

APPLY NOW

Contact Us

Phone: 970-908-8091
Email: info@digitalworkshopcenter.com

Have Questions?

Have questions about our programs? Reach out to our admissions team for more help.

CONTACT US