

Curriculum 2025

Business Administration Certificate



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WHY DWC?

\$16.4K

average increase in salary of
certificate program students



Why Business Administration?

There are two fundamental components of any business administration position today: technology and business soft skills. In the Business Administration Certificate from Digital Workshop Center, we will help you become an expert in both areas with a blended learning approach focused on business software, as well as essential office skills such as leadership, time management, and problem solving.

Throughout the entirety of your program, your instructors will act as your mentors to teach you difficult concepts in an easy to understand format. Classes at DWC are kept small so you receive individual attention in a hands-on learning classroom.

Once you have earned your business administration certificate, you will show prospective employers that you know business best practices to be more productive while on the job. You will also be able to demonstrate that you understand what it takes to be successful working in a professional office setting.

PROGRAM LENGTH*
83 total hours.
23 total sessions
of 3.5 hours each.
Plus four 1-hr
Capstone project
meetings.

TARGET STUDENT
Beginner

PRE-REQUISITES
Basic Digital
Literacy is
required.

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

Possible Business Administration Career Paths

Business administration professionals are in demand for a range of industries. According to the U.S. Bureau of Labor Statistics, [over 31,000 jobs](#) are projected to be available each year over the decade.



OFFICE MANAGER

Office managers oversee the administrative operations of a company, including managing expenses, planning work schedules, and organizing meetings while working to design and implement strategies to improve workplace productivity.



HUMAN RESOURCE SPECIALIST

Handling all employee-related matters, human resource specialists serve as a mediator between employees and management while ensuring the rules of the workplace comply with state and federal regulations.



ADMINISTRATIVE ASSISTANT

Administrative assistants are responsible for routine clerical and organizational tasks to ensure files are arranged correctly, documents are prepared, and appointments are scheduled.

Performance Based Objectives

Upon successful completion of this program, students will:

- ✓ Create and edit dynamic spreadsheets using Excel
- ✓ Analyze and forecast data using advanced features of Excel such as PivotTables, Charts, and Functions
- ✓ Write complex professional documents in Word
- ✓ Communicate effectively on a team using Outlook with features such as email, calendar, tasks and contacts
- ✓ Create engaging presentations in PowerPoint using features such as animations, transitions and master pages
- ✓ Understand the difference between Google Apps products and Microsoft Office
- ✓ Improve your business soft skills including communication, team building, and time management to be a better team member

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 Business Administration Certificate Program (Live) meets twice per week for 3.5 hours per session on a fixed schedule.

MODULES		HOURS*	SESSIONS
MODULE 1	Business Soft Skills	14	4
MODULE 2	Microsoft Word	14	4
MODULE 3	Microsoft Excel	27	8
MODULE 4	Microsoft PowerPoint	14	4
MODULE 5	Microsoft Outlook	7	2
MODULE 6	Google Workspace	3	1
MODULE 7	Capstone Project	4	4
Total		83	27

*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



MODULE 1 / 14 HRS / 4 SESSIONS

Business Soft Skills

- Getting Started with Management
- Developing your Leader Mindset (Being Adaptable, Demonstrating Accountability, Demonstrating Courage)
- Developing a Collaborative Team (Communicating Effectively, Engaging and Inspiring Others)
- Conflict resolution (Managing Talent, Collaborating, Relating Well to Others)
- Problem-solving (Solving Complex Problems, Strategizing, Being Innovative)
- Management in the 21st Century (Social Media, Diversity, ADA, HIPPA etc)
- Managing Success. (Managing Execution, Driving for Results, Maximizing Productivity)
- Managing Time/Delegating (Managing the Business)

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](#)

MODULE 2 / 14 HRS / 4 SESSIONS

Microsoft Word

includes Word Beginners (Level 1) and Word Intermediate (Level 2)

- 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 and manage ordered and unordered lists
- Customize your own tables and charts
- Work with formatting using styles and themes
- Add images to your documents
- Create customized graphic elements
- Insert content using Quick Parts
- Control text flow
- Use templates to automate document creation
- Perform complex mail merges efficiently
- Use macros to automate common tasks



MODULE 3 / 27 HRS / 8 SESSIONS

Microsoft Excel

includes Excel Beginners (Level 1), Excel Intermediate (Level 2), Excel Advanced (Level 3) & Excel PivotTables

- 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
- Understand how to write and use advanced formulas with functions including text, date, logical, conditional, and lookup functions
- Organize worksheet and table data using various techniques
- Create and modify charts
- Analyze data using PivotTables, Slicers, and PivotCharts
- Insert and modify graphic objects in a worksheet
- Customize and enhance workbooks and the Microsoft Office Excel environment
- Enhance productivity and efficiency by improving the workflow
- Automate repetitive tasks using Macros
- Work with developer tools including form controls (command button, text box, check box)
- Collaborate with other Excel users
- Trace and Audit formula errors
- Analyze data
- Link multiple workbooks
- Confidently import and export Excel data
- Analyze large amounts of data using PivotTables and PivotCharts
- Create a basic Excel PivotTable
- Group and summarize your data in creative ways
- File and sort your PivotTable
- Use advanced features of PivotTables
- Format PivotTables easily
- Use conditional formatting within PivotTables

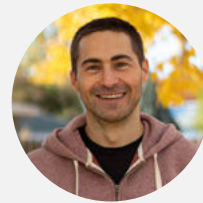



MODULE 4 / 14 HRS / 4 SESSIONS

Microsoft PowerPoint

includes PowerPoint Beginners (Level 1) and PowerPoint Advanced (Level 2)

- 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
- Customize the PowerPoint environment
- Customize a design template
- Understand Slide Master slides to become more efficient
- Add diagrams and special effects to your presentation
- Create custom animations and transitions
- Use the various options to customize slide shows
- Use PowerPoint to collaborate on a presentation
- Finalize a presentation

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 5 / 7 HRS / 2 SESSIONS

Microsoft Outlook

includes Outlook Beginners (Level 1)

- 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

ALUMNI SUCCESS STORIES



"Look at the Digital Workshop Center to see if it provides those skills at a much more affordable cost than traditional college would."

Kathy Bush
DWC Alum

READ TESTIMONIALS



MODULE 6 / 3 HRS / 1 SESSION

Google Workspace

- 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



***“Excellent resources,
generous opportunity,
and high quality
instruction.”***

Terrian Heck
DWC Alum

READ TESTIMONIALS

MODULE 7 / 4 HRS / 4 SESSIONS

Capstone Project

In Module 7, 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 within business administration
- What to expect in interviews
- Final 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
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Time Commitment	83 hours
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Career Services Support	Yes
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1:1 With Instructors	Yes
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Live Lectures	Yes
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Assigned Cohort	Yes
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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.



WE OFFER SCHOLARSHIPS

You may only apply for one of the following scholarships:

Tech Skills Scholarship

For unemployed, dislocated workers, or those looking to up-skill, re-skill, or add new skills

Women and Tech Scholarship

For women looking to re-skill, up-skill or add new skills in a technology career

Veterans Tech Skills Scholarship

For active or retired military service members and their families

[LEARN MORE](#)

WHERE OUR GRADS HAVE BEEN HIRED



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](tel: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](#)