

Digital Workshop Center

Welcome Guide

for new certificate program students

How to get started, where to find everything you need, and what to expect in class

---

Checklists for getting started, My Account directions, equipment, funding, and FAQs

DIGITAL WORKSHOP center

// Contents

01	Welcome and your enrollment timeline	3
02	New student checklist	4
03	Using My Account	5
04	Equipment and software	6
05	Your first class	7
06	During your program and your capstone	8
07	Funding questions, including WIOA and VR	9
08	Exploring DWC: how training works	10
09	Shopping checklist and programs at a glance	11
10	Popular classes	13
11	Frequently asked questions	14
12	Helpful links and contact	15

01 // Welcome

Congratulations on enrolling in your certificate program at Digital Workshop Center. You have taken an important step toward new career skills, and whether you are changing careers, adding a skill, or getting back to work, our team is here to support you every step of the way.

Our mission is simple: **empowering you with skills, not degrees.** Since 2006, DWC has trained adult learners through live, instructor-led classes taught by people who work in the fields they teach. Every class meets live on Zoom, so you always have direct access to your instructor.

This guide answers the questions we hear most, from your first steps and where to find your class details in My Account to what to expect on day one and how to get help along the way. If you are still exploring programs, sections 08 to 10 are for you. If you have a question it does not answer, call or email our admissions team. We are happy to help.

Sincerely,



Stu Crair
Director, Digital Workshop Center

Two ways to use this guide

Exploring DWC? See sections 08 to 10. **Just enrolled?** Start with the new student checklist on page 4.

Your enrollment timeline

1. Explore programs and book a free info session
2. Choose a program and plan your funding
3. Complete enrollment and register
4. Set up your computer and software
5. Attend live classes
6. Finish your capstone, graduate, and use career coaching



02 // New student checklist

Just enrolled? Congratulations. Check off each step before your first class.

- [ ] **1.** Complete the student enrollment form.
- [ ] **2.** Register for your class, with the payer steps if an agency or employer pays.
- [ ] **3.** Watch for your confirmation email and keep it.
- [ ] **4.** Find your Zoom link, schedule, class folder, and class instructions in My Account.
- [ ] **5.** Check your computer and install any required software.
- [ ] **6.** Install Zoom and test your camera, microphone, and speakers.
- [ ] **7.** Join your first class 15 minutes early.
- [ ] **8.** Save the support contacts: info@digitalworkshopcenter.com and 970-980-8091.

Details for every step are on the next pages. Questions? Call **970-980-8091** or email **info@digitalworkshopcenter.com**.

03 // Using My Account

My Account is your student portal. It is where you register for classes and find everything you need for class day.

1. **Go to My Account.** Click My Account at the top of any page on digitalworkshopcenter.com.
2. **Sign in.** Sign in to your student account. Having trouble? Email info@digitalworkshopcenter.com or call 970-980-8091 and we will help.
3. **Open your registration.** Select your class to see session dates and times, the Zoom join link, the class folder link, and class instructions, including any breaks.
4. **Join from there.** On class day, use the Zoom link in your class details and join 15 minutes early.

What you will find in My Account

- [ ] Your registrations and session dates and times
- [ ] The Zoom join link for your class (the same link for every session)
- [ ] Your class folder link for files and materials
- [ ] Class instructions for your class, including any breaks

Registering? Use the registration link from your admissions advisor, or register in My Account. Paying yourself? Pay at checkout, or ask your advisor about a payment plan.

When an agency or employer pays

1. When asked who is paying, choose **Organization**.
2. Enter the organization's name exactly as it appears on your authorization or purchase order, with its office address, not your home address.
3. Choose **Pay by invoice**. Do not enter a credit card; DWC bills the organization directly.
4. Enter your own name and email as the attendee.

This applies to WIOA, Vocational Rehabilitation, and employer-paid training.

04 // Equipment and software

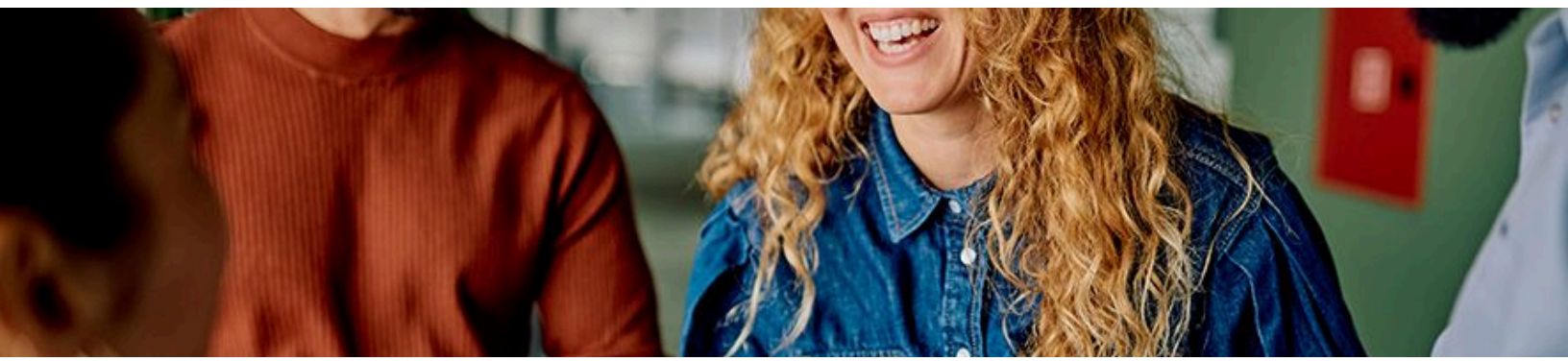
Live online training needs a computer that keeps up with Zoom and your program software at the same time. Check each item before your first class.

- [ ] A reliable Mac or PC that meets the minimum specs for your program
- [ ] High-speed internet that can handle live video for the full session
- [ ] A webcam, a microphone, and speakers or a headset
- [ ] Room to see your work: one large screen split in two, or two monitors, so you can watch the instructor and work at the same time
- [ ] Zoom installed (the free version works) and tested
- [ ] Your program software installed and running before session 1

Software some programs need

Program	What to have
Advanced Graphic Design, Digital Media Production	Adobe Creative Cloud (student pricing available after you enroll)
Data Analytics, Business Administration, Blueprint	Microsoft 365
AI for Business Professionals	A Microsoft 365 Copilot license
Project Management	The PMI student materials kit

Paid software subscriptions are not included in tuition. Minimum and recommended specs, purchase links, and student discounts for every program: computer and software requirements.



05 // Your first class

Your instructor guides you through hands-on exercises in real time and answers questions as you go. Here is how to be ready.

Join early. Open the Zoom link from My Account 15 minutes before your first session, so there is time to fix any setup issues. The same link works for every session.

Camera on. Live classes work best when you can see each other. Find a quiet spot with good light.

Have software open. Install required software before session 1 and have it running for every class.

Open the class folder. Lesson files and practice materials are in your class folder, linked in My Account.

Check the breaks. Your class instructions list holidays and breaks with no class.

Ask questions. Small live classes mean you can ask as you go. Your instructor is your mentor before, during, and after class.



06 // During your program

Help is close at hand from your first session to graduation.

Missed a session?	Class recordings are automatically uploaded to your class folder within 2 business days after each session. Students keep access to the recordings for up to a year after they graduate. Recordings support live attendance rather than replace it.
Stuck on class material?	Tech support for class material is included during your class and for 30 days after it ends. Email info@digitalworkshopcenter.com or post in the DWC Slack channel with your question and any files, and we connect you with your instructor. See technical support.
Need to reschedule?	One-on-one students reschedule with their instructor. Cohort and small-class students can catch up with recordings. Emergencies are handled case by case. Withdrawal and refund policies are in the terms and conditions and your enrollment agreement.
Planning your job search?	Book career coaching for resumes, LinkedIn, portfolios, interviews, and job search: up to 4 sessions a month in your program, then 1 a month for up to 6 months after graduation.

Your capstone project

Most certificate programs end with a capstone project: a chance to bring together everything you learned and apply it to a real-world challenge. The result is a portfolio-ready project you can show employers. Your instructor helps you plan it, reviews your work, and gives feedback as you refine it.

Questions to consider as you plan: Who is the project for, and what do they need? What problem are you solving? How will the final deliverable show the skills from your program?



07 // Funding questions

Many DWC students use funding to pay for training, and many combine more than one option. Here is where to start.

WIOA	Local workforce centers can fund training for eligible adults and dislocated workers. DWC programs are approved in several states: see WIOA approved training programs and the WIOA guide.
Vocational Rehabilitation	State VR agencies fund training for people with disabilities, often starting with a Situational Assessment. See the DVR guide. Counselors can refer a client.
Your employer	DWC invoices employers directly and provides purchase order paperwork. Request a quote.
Payment plans	Climb Credit offers 0% financing over 12 months or loans over 36 months, with credit approval and a $100 registration fee. Compare plans.
Scholarships and discounts	The Tech Skills, Women and Tech, and Next Mission scholarships, and the Community Heroes Discount. Blueprint is not eligible.

If an agency or employer pays

Stay in touch with your counselor or manager throughout your program, and register with the payer steps on page 5 so the bill goes to the right place. DWC does not decide agency eligibility or approval.

Questions for your counselor

- [ ] Am I eligible, and who decides?
- [ ] Is DWC approved with your office, and for which program?
- [ ] What does the funding cover: tuition, exam fees, software?
- [ ] What do you need from me and from DWC?
- [ ] How will we stay in touch during my training?

See every option side by side on the financial aid overview.

08 // Exploring DWC: how training works

Every DWC class meets live on Zoom with an instructor who works in the field. There are no self-paced videos: your instructor guides you through hands-on exercises and answers questions in real time. You can enroll from anywhere in the United States. Certificate programs come in three formats.

Cohort programs

A set schedule with start dates listed on the program page. Programs such as Data Analytics, Digital Marketing, and Project Management run as cohorts.

Small live classes

Rolling enrollment in small live classes. Classes typically start within 2 to 3 weeks of enrollment. Class start timing depends on enrollment and cannot be guaranteed.

Private one-on-one

Business Administration and Blueprint Basic Digital Literacy are private, one-on-one programs scheduled around you and your instructor.

What every certificate program includes

- Live classes on Zoom with a working professional, never self-paced videos
- Instructor mentoring before, during, and after class
- Class recordings in your class folder after each session
- Class files and practice materials
- Industry certification exam prep in many programs
- A capstone project in most programs, ready for your portfolio
- Career coaching: up to 4 sessions a month in your program, then 1 a month for up to 6 months after graduation
- A professional certificate issued by Digital Workshop Center



Stand-alone classes, such as Excel or Photoshop, are shorter, live, and end with a certificate of completion. See section 10.

09 // Shopping checklist

Choosing a program is a big decision. Use this checklist to compare your options, then bring the questions on the right to a free info session with an admissions advisor. There is no obligation to enroll.

Six steps to choose with confidence

- [ ] Pick a goal: a new career, a promotion, or one specific skill
- [ ] Compare program pages and curriculum guides: hours, schedule, format, credentials
- [ ] Check the format: cohort, small live classes, or private one-on-one
- [ ] Check the computer and software requirements, including paid software
- [ ] Explore funding: WIOA, Vocational Rehabilitation, employers, payment plans, scholarships (financial aid)
- [ ] Book a free info session or apply to a program

Questions to ask in your info session

1. **Which program fits my goal, and why?**
2. **What format is it, and when could I start?**
3. **How many hours a week will class and practice take?**
4. **What software or equipment do I need, and what does it cost?**
5. **Which funding options could apply to me?**
6. **What credential or certification exam prep is included?**
7. **What happens after I apply?**

Programs at a glance

All 14 certificate programs are taught live online over Zoom and end with a professional certificate issued by Digital Workshop Center.

Program	Format	Hours	Credential or exam prep
DATA, AI, AND WEB DEVELOPMENT			
Data Analytics	Live cohort	198	Portfolio and capstone project
AI for Business Professionals	Small live classes	78	Microsoft AB-730 exam voucher included
Frontend Web Development	Small live classes	198	Portfolio and capstone project
IT AND CYBERSECURITY			
IT Support Specialist (CompTIA A+)	Small live classes	36	CompTIA A+ Core 1 and Core 2 vouchers included
Network Technician (CompTIA Network+)	Small live classes	42	CompTIA Network+ voucher included
CompTIA Security+	Small live classes	48	CompTIA Security+ voucher included
DESIGN, MEDIA, AND MARKETING			
Advanced Graphic Design	Live cohort	115.5	Adobe Certified Professional exam prep (exam fee separate)
UX Design	Small live classes	198	Portfolio case study
Digital Media Production	Live cohort	168	Portfolio and capstone project
Digital Marketing	Live cohort	198	Google Marketing certificates during the program
BUSINESS, FINANCE, AND PROJECT MANAGEMENT			
Project Management	Live cohort	42	Meets PMI's 35 contact hours for CAPM and PMP
QuickBooks Bookkeeper	Small live classes	67	QuickBooks ProAdvisor exam prep (free exam through Intuit)
Business Administration	Private one-on-one	83	Microsoft Office Specialist exam prep (fees separate)
DIGITAL FOUNDATIONS			
Blueprint Basic Digital Literacy	Private one-on-one	48	Computer, Microsoft 365, and Google Workspace basics

Hours, schedules, and tuition can change; see each program page at digitalworkshopcenter.com/certification-programs.

10 // Popular classes

Excel, Power BI, AI, and leadership are the classes people ask for most, with Microsoft Office and Adobe close behind for team training. Stand-alone classes are live, taught online by an instructor, end with a certificate of completion, and are available by request, with private and group rates.

Class area	What you can take
Microsoft Excel	Beginner through advanced classes, plus the Excel Master Program for one-on-one depth
Microsoft Power BI	Beginner, intermediate, and advanced classes, 12 hours each, for dashboards and reports
AI training	From the half-day AI Fundamentals for the Workplace to AI for leaders and managers
Leadership development	Live workshops for new and growing leaders
Microsoft Office	Word, PowerPoint, and Outlook classes from beginner to advanced
Adobe Creative Cloud	Photoshop, Illustrator, InDesign, and more, taught live by working designers

Browse every class in the full class catalog. Training a team? Request a team quote.

"The live online format was perfect for my schedule and helped me update my skill set to get the job I wanted. I was employed before I even finished my last capstone project..."

Alisha J., Digital Marketing and Advanced Graphic Design graduate

"...each instructor I had was at the top of their field and very very professional. The assignments involved real-world working projects that could be used in your portfolio..."

Matt F., DWC graduate

11 // Frequently asked questions

More answers at digitalworkshopcenter.com/about/faqs.

Who is this guide for?	Mainly new certificate program students getting ready for their first class. Sections 08 to 10 help people still exploring.
What is My Account?	The DWC student portal. Sign in to register and find your session dates, Zoom link, class folder, and instructions.
Trouble signing in to My Account?	Email info@digitalworkshopcenter.com or call 970-980-8091, and DWC will help you get in.
Where is my Zoom link?	In your class details in My Account and in your class instructions. The same link works for every session.
How long is tech support available?	For class material, during your class and for 30 days after it ends.
Can I use WIOA funding?	DWC is on the WIOA Eligible Training Provider List in seven states: Colorado, Utah, Oregon, Indiana, Iowa, Illinois, and Ohio. Your local workforce center decides eligibility and confirms which programs are approved in your area.
What if I miss a class?	Recordings are uploaded to your class folder within 2 business days after each session, and you keep access for up to a year after you graduate.
When do classes start?	Cohorts start on set dates. Small live classes typically start within 2 to 3 weeks of enrollment; class start timing depends on enrollment and cannot be guaranteed. One-on-one students set their start date with their instructor.
Is DWC accredited?	No. DWC is not a college and does not grant degrees. Graduates earn a professional certificate issued by Digital Workshop Center.
Can I enroll from any state?	Yes. All certificate programs are live online. Funding options may depend on where you live.

12 // Helpful links

Student links

My Account | Student enrollment form | Computer requirements

Support

Technical support | FAQs | Terms and conditions | Privacy policy

Funding

Financial aid overview | WIOA guide | DVR guide | Payment plans

Programs and classes

Certificate programs | Curriculum guides | Class catalog

Career resources

Career coaching | Updating your LinkedIn guide | Student stories

Job search

Find your local workforce center | U.S. Department of Labor: American Job Centers

Indeed | LinkedIn Jobs | Glassdoor | Monster

Questions? We are here to help

970-980-8091

info@digitalworkshopcenter.com | Book a free info session