

# Business Administration Certificate Program Guide



## Get Started

Business Admin Certificate cohorts begin approximately Jan, Apr, July, and Oct.

All programs are 100% online with live instruction.

Classes are hands-on and attendance is mandatory.

Every student must provide their own appropriate equipment and software.

## Classes



Schedules can be found on our website or email [info@digitalworkshopcenter.com](mailto:info@digitalworkshopcenter.com) for more info.

# 83

class hours to complete this program

# 6

avg months to complete  
Total length may vary

# 2

avg sessions per week  
7 hrs of avg weekly class time  
Additional time outside of class expected

## Planning Your Capstone

Capstone Projects develop methodologies for solving real-world problems. You will have an opportunity to build your portfolio, solve real-world challenges, and create a comprehensive final test of the skills learned throughout your program.

Visit the Capstone page on our website for more details.

## Before You Begin Capstone...

Who will you be working with?

What is their mission? Values?

What is their competitive advantage?

## Program Roadmap

### Example Certificate Program Timeline

Actual timeline may vary. Talk to a student advisor for more details

