



Intro to Computers and Internet Search Microcredential Syllabus¹



Digital Navigator:
Virtual Office Hours:
E-mail:

Microcredential Description

Microcredentials are a new way of learning at Austin Community College (ACC), and we're excited about the possibilities.. This Intro to Computers and Internet Search microcredential is one of the 16-microcredentials offered as part of the college's Quality Enhancement Plan (QEP) entitled: **Digital Fluency and Innovation**. This microcredential will equip you with the skills to interact easily and confidently in a digital world by providing an understanding of how computers and the Internet work.

Prerequisite

None

Textbook

No textbook is required. All learning resources are OER (Open Educational Resources) and are shared under each competency learning activity section in this microcredential.

Technology

- You must have access to a computer with an Internet connection. ACC has [support for students who need reliable computer technology](#) and high-speed internet to complete microcredential work.
- **Microsoft Office 365:** available for free download at the following link: [ACC MS Office 365](#)
- [Add your digital badge to your LinkedIn profile](#)

Instructional Methodology

¹ This syllabus is intended to give the student guidance on what may be covered during the microcredential and will be followed as closely as possible. Students will be notified of any changes via email and Blackboard Ultra announcements.

This microcredential is 100% online and scheduled to be completed in five weeks. All microcredential resources, including quizzes, assignments, announcements, grades, surveys, and instructional materials, will be available through the Blackboard Ultra Learning Management System. To support you throughout your learning journey, you will have a Digital Navigator who will serve as your facilitator. The Digital Navigator serves as the primary point of contact and support for all matters related to the Intro to Computers and Internet Search microcredential.

For students new to distance education, please review the ACC Distance Education General Information available at <https://online.austincc.edu/faq/>

Copyright Notice

The materials in this microcredential are only for the use of students enrolled in this microcredential for purposes associated with this microcredential and may not be retained or further disseminated.

The content in this microcredential on Blackboard Ultra is derivative work from the Digital Fluency and Innovation team, open educational resources (OER), and/or public instructional resources. This content is distributed under the fair use provisions of the U.S. Copyright Law or the TEACH Act, and further copying and redistributing this material violates copyright law.

Withdrawal Policy

Students must earn the Start Here Module Completion award within the first 7 days of the microcredential session. Not achieving this award will lead to the student's removal from the microcredential.

To earn the Start Here Module Completion award, students must complete all of the steps of the Start Here module and achieve a score of 80% or higher on the orientation quiz. Award status can be verified by clicking on the award icon in the course menu or by accessing the award panel in the sidebar of the course homepage.

Students may withdraw from the microcredential session at any point by completing the form at the following link: [Student Withdrawal Form](#).

Microcredential Objectives / Learning Outcomes

By the end of this microcredential, the student will be able to:

1. Explain foundational hardware and software concepts to build a solid understanding of computer functionality and applications.
2. Apply navigation and file management skills to organize digital content and effectively complete tasks on a computer.

3. Demonstrate effective Internet search techniques by locating, refining, and retrieving relevant information.
4. Analyze the ethical use of digital content and evaluate consumer rights in protecting personal data privacy.
5. Propose solutions to basic computer security and privacy challenges using problem-solving skills and informed analysis.
6. **Problem Solving:** Design, evaluate, and implement a strategy to achieve a desired goal utilizing digital media.
7. **Ethical Reasoning:** Interpret the ramifications of alternative actions in ethical settings with digital media.

Assignments and Quizzes

Project assignment solutions must be submitted through Blackboard Ultra. The Digital Navigator will not accept email submissions.

Quizzes are electronically administered via Blackboard Ultra. Paper versions are *not* supplied.

Assignment and quiz links can be found under each competency module.

All project assignments are typically graded within 48 hours after submission. Grades are recorded in Blackboard and may be accessed via the “Gradebook” tab (top navigation bar in the microcredential).

There are NO makeup exams or extra credit assignments given in this microcredential.

Levels of Competency Attainment

The Intro to Computers and Internet Search microcredential has four competency levels and a capstone project.

To earn a competency level badge, you must earn a score of at least 80% on all competency assignments and a score of at least 80% on all competency quizzes. These competency level badges will be granted exclusively within the learning management system and are non-transferable.

To be awarded the Intro to Computers and Internet Search microcredential badge, you must earn competency level badges 1 through 4, AND score 80% or higher on the capstone project. This microcredential badge is awarded through ACC’s badging system, Suitable, and can be showcased on platforms like LinkedIn and shared with potential employers.

Upon earning the Intro to Computers and Internet Search microcredential badge, students will receive a notification within two weeks after the official end date of the session, along with guidelines on accessing and displaying the badge on LinkedIn.

Microcredential Policies

Students are expected to regularly monitor their ACC email and this microcredential on the Blackboard Ultra learning management system to stay up to date with the schedule.

Regular and timely completion of work is expected of all students.

Communication

Students should ONLY use their ACC email account (email ending in austincc.edu) or Blackboard Ultra email system when communicating with the Digital Navigator.

All microcredential material, announcements, any updates or changes, and grades will be posted on this microcredential on Blackboard. Students are expected to check Blackboard Ultra and their ACC email accounts regularly (at least twice a week) for this microcredential. Student emails from non-ACC accounts will not be acknowledged.

The Digital Navigator recognizes that some material may be challenging to grasp and will gladly provide additional examples or one-on-one assistance upon request. Contact your Digital Navigator if you have a question about the content, are feeling overwhelmed, or need an additional attempt on a practice quiz.

Microcredential progress

Students are expected to keep up with the schedule of the microcredential and demonstrate progress as they engage with the material and resources related to each of the competencies. Each new concept builds on previous concepts, and regular progress through the material is crucial to success on quizzes and project assignments.

If an assignment takes longer than expected to complete and you struggle, reach out to the Digital Navigator for guidance. You are not alone. Time is valuable and critical. Use it wisely.

It will be challenging to catch up if you fall behind. If you feel you are falling behind, reach out to the Digital Navigator PROMPTLY to find ways to get you back on track.

COLLEGE POLICIES AND STUDENT RESOURCES

ACC student resources

- [College Policies and Student Support Services](#)
- [Student Accessibility Services & Assistive Technology \(SAS\)](#)

Blackboard Ultra Resources

- [Blackboard Tutorials – Students – YouTube](#)
- [Quick Start for Blackboard Learn – Ultra](#)
- [Viewing grades in Blackboard Ultra](#)
- [Changing Personal Settings in Blackboard Ultra](#)

MICROCREDENTIAL COMPETENCY MODULES – LEARNING OBJECTIVES

Competency 1 – Computer Concepts and Definitions

1. Identify basic hardware concepts and definitions to understand computer functionality.
2. Describe basic software concepts and definitions to differentiate between system and application software.
3. Apply problem-solving skills to analyze basic computer security and privacy issues and propose appropriate solutions.

Competency 2 – Working with the Computer

1. Demonstrate navigation through various programs on a computer to complete tasks efficiently.
2. Organize files and folders on a computer to maintain a structured and accessible system.
3. Explain different types of screenshots and their appropriate uses.

Competency 3 – Internet Search

1. Demonstrate how to access and navigate the Internet to locate information and resources.
2. Perform a basic web search to retrieve relevant information.
3. Refine search techniques to narrow results and improve the relevance of information found.

Competency 4 – Ethics in Information Technology

1. Analyze the importance of ethical practices in the use of digital content and their implications on society.
2. Assess the significance of consumer rights in protecting personal data and ensuring privacy.

Capstone

INTRO TO COMPUTERS AND INTERNET SEARCH MICROCREDENTIAL – SUGGESTED SCHEDULE

Week	Topic	Learning Materials	Assignment
Week 1	Computer Concepts and Definitions	Learning activities listed under the following Competency 1 sub-modules: 1.1 Hardware 1.2 Computer Software 1.3. Computer Security and Privacy	Under the “Start Here” module complete steps 1-5. Practice Quiz 1.1 Practice Quiz 1.2 Practice Quiz 1.3 Assignment 1.1 Assignment 1.2 Assignment 1.3
Week 2	Working with Computers	Learning activities listed under the following Competency 2 sub-modules: 2.1 Working with Computers 2.2 Working with Files and Folders 2.3 Working with Screenshots	Practice Quiz 2.1 Practice Quiz 2.2 Practice Quiz 2.3 Assignment 2.1 Assignment 2.2 Assignment 2.3
Week 3	Internet Search	Learning activities listed under the following Competency 3 sub-modules: 3.1. Accessing and Navigating the Internet 3.2. Searching, Filtering, and Evaluating Digital Information	Practice Quiz 3.1 Practice Quiz 3.2 Assignment 3.1 Assignment 3.2
Week 4	Ethics in Information Technology	Learning activities listed under the following Competency 4 sub-modules: 4.1 Ethical Research 4.2 Consumer Rights	Practice Quiz 4.1 Practice Quiz 4.2 Assignment 4.1 Assignment 4.2
Week 5	Capstone	Demonstrate mastery of content by completing the capstone project	Capstone Assignment