



Word Processing 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 Word Processing microcredential is one of the 16-microcredentials offered as part of the college's Quality Enhancement Plan (QEP) entitled: **Digital Fluency and Innovation**. The QEP is a key element of the ACC re-accreditation process. This microcredential will equip you with the skills to confidently utilize word processing software for work, school, and personal use.

Prerequisite

None

Textbook

No textbook is required. All learning resources are Open Educational Resources (OER) 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

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

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.

Management system. To support you throughout your learning journey, you will have a Digital Navigator who will serve as your facilitator. The Digital Navigator is the primary point of contact and support for anything related to this Word Processing 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 derived 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. Create and format documents using basic, intermediate, and advanced word processing tools to produce professional and visually appealing content.
2. Apply advanced editing and formatting techniques, including templates, styles, themes, and page layouts, to enhance document structure, consistency, and readability.
3. Incorporate and manage advanced document elements, such as charts, tables, watermarks, and citations, to improve functionality and visual representation.
4. Collaborate effectively using word processing tools by sharing, tracking changes, and integrating feedback to complete team-based projects.
5. Evaluate and utilize cross-functional capabilities, such as integration with other software (e.g., Excel and PowerPoint), to develop comprehensive document solutions.

6. **Integrative Learning:** Synthesize and transfer ideas and experiences to new, complex situations by utilizing varying software to address diverse challenges and objectives.

Assignments and Quizzes

Project assignment solutions must be submitted through Blackboard Ultra learning management system. The Digital Navigator will not accept emailed 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 Ultra 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 Word Processing microcredential has three 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 Word Processing microcredential badge, you must earn competency level badges 1 through 3, 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 Word Processing 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 through Blackboard Ultra to stay up to date with the schedule.

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

Communication

Students should use only their ACC email account (email ending in austincc.edu) or the Blackboard Ultra Learning Management System when communicating with the Digital Navigator.

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

The Digital Navigator understands 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, if you are feeling overwhelmed, or if you 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 – Basic Word Processing Skills

1. Identify the basic features and components of Microsoft Word and Google Docs.
2. Practice how to navigate the menus, toolbars, and options within the applications.
3. Create new documents and modify existing ones using appropriate text formatting techniques.
4. Apply basic document formatting features, including font styles, sizes, colors, and alignment.
5. Apply formatting techniques to integrate images, tables, and bullet-point lists that enhance document structure and improve visual appeal.

Competency 2 – Intermediate Word Processing Skills

1. Evaluate spelling and grammar checks to enhance document accuracy and readability.
2. Utilize find and replace functionality to locate and modify text within documents.
3. Implement auto-correct and auto-format features to improve productivity and consistency.
4. Demonstrate how to use templates for editing.
5. Analyze and apply advanced formatting techniques such as styles, and themes to create consistent and professional-looking documents.
6. Generate and manage footnotes, endnotes, and citations to enhance document referencing.

7. Implement advanced page layouts, including sections, breaks, and columns, to optimize document structure and readability.
8. Utilize customization features, such as toolbar customization and keyboard shortcuts, to streamline the editing process and improve efficiency.

Competency 3 – Advanced Word Processing Skills

1. Modify document appearance by incorporating watermarks, headers, footers, and cover pages to meet specific requirements.
2. Create and manage table of contents to facilitate document navigation and enhance user experience.
3. Insert and format advanced objects such as charts, shapes, and tables to enhance document content and visual representation.
4. Integrate documents with other applications, such as Excel and PowerPoint, to leverage cross-functional capabilities and enhance document content.
5. Collaborate effectively by sharing documents, tracking changes, and incorporating comments and suggestions.
6. Evaluate and respond to tracked changes, accepting, or rejecting edits based on the context.

Capstone

WORD PROCESSING MICROCREDENTIAL – SUGGESTED SCHEDULE

Week	Topic	Learning Materials	Assignment
Week 1 – 2	Basic Word Processing Skills	Learning activities listed under the following Competency 1 sub-modules: 1.1 Intro to Word Processing 1.2 Basic Document Creation and Formatting	Under the “Start Here” module complete steps 1-5. Practice Quiz 1.1 Practice Quiz 1.2 Assignment 1.1 Assignment 1.2
Week 2 – 3	Intermediate Word Processing Skills	Learning activities listed under the following Competency 2 sub-modules: 2.1 Editing Tools and Techniques 2.2 Advanced Formatting and Styles 2.3 Advanced Editing and Efficiency	Practice Quiz 2.1 Practice Quiz 2.2 Assignment 2.1 Assignment 2.2
Week 3 – 4	Advanced Word Processing Skills	Learning activities listed under the following Competency 3 sub-modules: 3.1 Document Customization 3.2 Advanced Features 3.3 Collaboration and Reviewing	Practice Quiz 3.1 Practice Quiz 3.2 Practice Quiz 3.3 Assignment 3.1 Assignment 3.2 Assignment 3.3
Week 5	Capstone	Demonstrate mastery of content by completing the capstone project	Capstone Assignment