Colorado CTE Course – Scope and Sequence

Course Name	Advanced PC Applications	Course Details	.5
		Course = 0.50 Carnegie Unit Credit	
Course Description	Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized. Printed documents, reports, slides, and forms are produced to communicate information.		
Note:	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all competencies are covered. This course aligns to CCNS (CIS218). Please contact your local community college for further information regarding opportunities for credit.		
SCED Identification #	10005	Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, field trips, remediation, or other content topics.	

All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at **https://www.cde.state.co.us/standardsandinstruction/essentialskills**

COURSE COMPETENCIES AND OUTCOMES

STUDENT COMPETENCIES

1. Demonstrate ability to effectively use styles and create multilevel lists and charts in a word processing application.
2. Develop and generate merged documents in a word processing application using data from various software applications.
3. Demonstrate use of advanced proofing options in word processing software.
4. Build documents and create web pages from reusable content and revise documents using markup tools.
5. Use financial and lookup functions in spreadsheet applications.
6. Manage large spreadsheet workbooks and use advanced sorting and filtering.
7. Create charts, diagrams and templates using spreadsheet software.
8. Demonstrate the ability to use advanced formulas and functions in a spreadsheet.
9. Create spreadsheet templates.
10. Create a database and design tables, forms, and reports.
11. Demonstrate use and understanding of database relational concepts.
12. Enhance a database with advanced features.
13. Customize forms and reports in a database.
14. Create templates and review, publish and protect presentations.
15. Apply advanced graphic technics and insert audio and video in presentations.
16. Demonstrate ability to effectively deliver a presentation.
17. Demonstrate advanced techniques and features to integrate data between applications.
18. Demonstrate ability to determine which application is best for various uses.

TOPICAL OUTLINE:

I.   Working with Documents
II.   Developing More Complex Spreadsheets
III.   Database Manipulation
IV.   Enhancing Presentations
V.   Integration of Data Between Applications

*Framework from CCNS

CTSO Integration

DECA:
- Business Research Operations Events
- Project Management Events
- Entrepreneurship Events
- Integrated Marketing Campaign Events

FBLA:
- Word Processing
- Spreadsheet Applications
- Computer Applications
- Database Design & Applications
- Website Design
- E-business
- Any presentation event