

Course Name	ACE Computer literacy II: Software Applications		Course Details	The intensity and duration of student support, should be scaffolded and faded as students progress through levels I-IV
			Course = 0.50 Carnegie Unit Credit	
Course Description	As developmentally appropriate, this course (or series of courses) is designed for students to expand their knowledge of Microsoft Windows and Office Suite applications. Students will receive hands-on experience in MS Windows, Word, Excel, PowerPoint and other programs. Topics covered include working with files, creating and formatting documents, form letters and mailing labels, advanced table techniques and managing long documents. This course will also cover computer history, hardware, software and operating concepts. Students will analyze and critique web applications associated with securing employment, such as job applications and employment search sites. Whenever possible, the appropriate use and safety of social media, internet ethics and exploration should be embedded into the curriculum.			
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 essential knowledge and skills are covered.			
SCED Identification #	10001 10002 10003 10004 10005 10009 10010 72250	Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, worksite tours, 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				

Instructional Unit Topic https://docs.google.com/document/d/1Vibkv9UfXp_RkPPI172efnH9YHh26NyVKrPIbLbdN0Y/edit?usp=sharing	Suggested Length of Instruction	CTE or Academic Standard Alignment +	Competency / Performance Indicator	Outcome / Measurement	CTSO Integration <i>*ACE CTE students may qualify for any CTSO depending on</i>
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Unit 1 – Software Applications		<p>ESSK.01.02 Demonstrate language arts knowledge and skills required to pursue the full-range of post-secondary and career opportunities</p> <p>ESSK.04.01 Use Personal Information Management (PIM) applications to increase workplace efficiency</p> <p>ESSK.04.08 Employ database applications to manage data.</p> <p>ESSK.04.09 Employ collaborative/groupware applications to facilitate group work.</p> <p>ESSK.04.10 Employ computer operations</p>	ACE Software Applications 1	<p>Introduces basics of word processing software to create, edit, format, and print documents as well as advanced features to enhance documents. This course includes working with images, creating/using styles, formatting multi-page documents using advanced features of headers/footers and section breaks, integrating software to create and format tables and charts, using mail merge, and creating documents with columns. This course, when taken with CL-4A meets the requirements of CIS 135 in the CCNS.</p>	<i>pathway and local option</i>
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		<p>applications to manage work task</p> <p>ESSK.04.11 Use computer-based equipment (containing embedded computers or processors) to control devices</p> <p>ESSK.09.07 Identify and explore career opportunities in one or more career pathways to build an understanding of the opportunities available in the cluster.</p> <p>ESSK.09.10 Examine licensing, certification and credentialing requirements at the national, state and local levels to maintain compliance with industry requirements.</p> <p>ESSK.10.02 Employ planning and time management skills and tools to enhance results and complete work tasks.</p>			
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	1 semester – 1 year		ACE Software Applications 2	<p>Introduces basic to advanced features of spreadsheet software to design and create accurate, professional worksheets for use in business and industry. The course includes entering data, creating formulas, professional formatting, creating charts, creating, sorting and filtering tables, creating and using templates, applying built-in functions, creating pivot tables, applying “what-if analysis” with data tables, creating macros, and using solver features. This course, when taken with CL-4B meets the requirements of CIS 155 in the CCNS.</p>	<p>Successful Career Students of Colorado (SC)² - see website for competition integration</p> <p>SC2- Website</p>
			<p>ACE Software Applications 3</p>	<p>Focuses on the creation of presentation slides utilizing graphics, visual elements, and media. Utilizes software to display information and communicate a message. Emphasizes proper presentation skills and techniques. This course, when taken with CL-4C meets the requirements of CIS 165 in the CCNS.</p>	

<p>Unit 2 – Career Research Unit 3 – MS Windows Unit 4 – Powerpoint Presentation Unit 5 – Excel – Personal budg Unit 6 – Workplace documents and folders Unit 7 – Web Applications Unit 8 – Critique Applications and Authenticity of information Unit 9 – Safety</p>		<p>ESSK.01.02 Demonstrate language arts knowledge and skills required to pursue the full-range of post-secondary and career opportunities ESSK.04.01 Use Personal Information Management (PIM) applications to increase workplace efficiency ESSK.04.08 Employ database applications to manage data. ESSK.04.09 Employ collaborative/groupware applications to facilitate group work. ESSK.04.10 Employ computer operations applications to manage work task ESSK.04.11 Use computer-based equipment (containing embedded computers or processors) to control devices ESSK.09.07 Identify and explore career opportunities in one or more career pathways to build an understanding of</p>		<p>Successful Career Students of Colorado (SC)² - see website for competition integration SC2- Website</p>
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		<p>the opportunities available in the cluster.</p> <p>ESSK.09.10 Examine licensing, certification and credentialing requirements at the national, state and local levels to maintain compliance with industry requirements.</p> <p>ESSK.10.02 Employ planning and time management skills and tools to enhance results and complete work tasks.</p>			
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Outcome/Measurement	Novice	Advanced Beginner	Strategic Learning	Emerging Expert
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1.	Resist distractions, maintain attention, and continue the task at hand through frustration or challenges	... and set goals and develop strategies to remain focused on learning goals	... and focus on learning goals by employing motivation and familiar strategies for engagement and evaluate progress, making necessary changes to stay the course	... and work effectively in a climate of ambiguity and changing priorities
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+ Colorado Department of Education, Colorado Academic Standards, Essential Skills
<https://www.cde.state.co.us/standardsandinstruction/essentialskills>