



Colorado BMEF CTE Course – Scope and Sequence

Course Name	Introduction to PC Applications	Course Details	Credits = .5 (Semester)		
		Course = 0.50 Carnegie Unit Credit			
Course Description	This course introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.				
Note	This is a suggested scope and sequence for the course content. If locally adapted, make sure all competency/performance indicators are covered. Course competencies align to CCNS . (CIS1015) The Microsoft Office Specialist Certification could be completed as part of this course.				
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					
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment	Competency / Performance Indicator	Outcome / Measurement	CTSO Integration
Basic computer concepts and terminology		Describe current and emerging hardware; configure, install, and upgrade hardware; diagnose problems; and repair hardware.	Discuss basic hardware and software concepts associated with personal computers	Identify and use basic hardware, software terminology	FBLA: Introduction to Information Technology, Help Desk, Computer Problem Solving
			Utilize terminology related to networking and the Internet		FBLA: Introduction to Information Technology, Help Desk, Computer Problem Solving, Networking Concepts, Network Design, Cyber Security

Operating system(s) and file management		Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems and utilities.	Demonstrate the ability to navigate within an operating system	Create a mail merge	FBLA: Introduction to Information Technology, Computer Problem Solving, Spreadsheet Applications, Computer Applications, Word Processing
			Utilize principles of file management		FBLA: Word Processing, Computer Applications
			Create word processing documents, spreadsheets, relational databases and presentations Modify word processing documents, spreadsheets, relational databases and presentations		FBLA: Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing
Word Processing Software		Use various input technologies to enter and manipulate information appropriately.	Apply formatting techniques to word processing documents, spreadsheets, databases and presentations. Utilize visual elements (graphics, charts, tables, pictures, and screen clips) in word processing documents, spreadsheets, databases, and presentations. Format a word processing report inserting citations, footnotes and a bibliography.	Integrate word processing, spreadsheets, databases, and presentations.	FBLA: Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing

			Utilize columns, borders and shading and web links.		
Spreadsheet software		Use various input technologies to enter and manipulate information appropriately.	Produce spreadsheets with formulas and functions utilizing relative and absolute cell references	Integrate spreadsheets	FBLA: Spreadsheet Applications
Database Software		Use multimedia software to create media rich projects.	Create a database with multiple objects	Integrate word processing	FBLA: Computer applications, word processing
			Create database forms, queries, and reports		FBLA: Computer applications, Database Design & Applications, Spreadsheet Applications
Presentation Graphics Software		Use multimedia software to create media rich projects	Apply animation and transitions in a presentation	Insert audio and video in a presentation	FBLA: Computer Applications
Ethical and Legal Issues		Describe, analyze, develop, and follow policies for managing ethical and legal issues in organizations and in a technology-based society	Analyze ethical decision making in legal and ethical situations in a technology based society	Apply ethical considerations to issues in technology based decision making.	FBLA: Introduction to Information Technology, Computer Problem Solving, Cyber Security

Academic Standards Alignment

Colorado CTE courses are required to integrate academic and essential skills into course content. The following academic standards have been identified as aligned to this course and should be integrated throughout instruction.

[CO CTE Academic Standards Resources](#) (Rubrics, integration strategies, etc)

[CDE Colorado Academic Standards Online](#) (Online standards lookup tool)

Reading, Writing, & Communicating

Standard 1: Oral Expression and Listening

- **Prepared Graduate 1:** Collaborate effectively as group members or leaders who listen actively and respectfully; pose thoughtful questions, acknowledge the ideas of others; and contribute ideas to further the group's attainment of an objective.

Standard 2: Reading for All Purposes

- **Prepared Graduate 4:** Read a wide range of informational texts to build knowledge and to better understand the human experience.
- **Prepared Graduate 5:** Understand how language functions in different contexts, command a variety of word-learning strategies to assist comprehension, and make effective choices for meaning or style when writing and speaking.

Standard 3: Writing and Composition

- **Prepared Graduate 7:** Craft informational/explanatory texts using techniques specific to the genre.
- **Prepared Graduate 9:** Demonstrate mastery of their own writing process with clear, coherent, and error-free polished products.

Standard 4: Research Inquiry and Design

- **Prepared Graduate 10:** Gather information from a variety of sources; analyze and evaluate its quality and relevance; and use it ethically to answer complex questions.

Note: Mathematics and Science standards will be added in the future. Visit the [Colorado Academic Standards](#) page for the most current version.