

Colorado BMEF CTE Course – Scope and Sequence

Course Name	Advanced PC Applications	Course Details	Credits = .5 (Semester)		
		Course = 0.50 Carnegie Unit Credit	Level 3		
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 (CIS2018). Please contact your local community college for further information regarding opportunities for credit. The Microsoft Office Specialist Certification could be completed as part of this course.ok,				
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
Unit I: Working with Documents A. Styles & Multilevel Lists B. Charts in Word C. Mail Merge & Data Integration D. Advanced Proofing Options E. Reusable Content & Web Pages F. Document Revision & Markup Tools	2–3 Weeks (~10–15 days)	CTE: Business Management & Admin	a. Use styles and multilevel lists b. Create merged documents from multiple data sources c. Apply advanced proofing tools d. Build reusable content & web pages e. Revise documents with markup tools	- Produce formatted reports with styles, multilevel lists, and charts - Generate mail-merged letters/labels using spreadsheet or database data - Demonstrate AutoCorrect, custom dictionaries, and track changes - Create and publish a Word-based web page - Revise documents using comments and markup tools	FBLA: Computer Applications, Business Communication, Introduction to Business Communication, Future Business Leader, Business Plan DECA: Business Services Operations Research,

					Business Solutions Project, Integrated Marketing Campaign Events, Marketing Communications, Professional Selling
Unit II: Developing More Complex Spreadsheets A. Financial & Lookup Functions B. Managing Large Workbooks C. Advanced Sorting & Filtering D. Charts, Diagrams & Templates E. Advanced Formulas & Functions F. Spreadsheet Templates	3–4 Weeks (~15–20 days)	CTE: Business Management & Admin / Finance	a. Use financial and lookup functions b. Manage large workbooks c. Apply advanced sorting/filtering d. Create charts, diagrams, and templates e. Use advanced formulas and functions f. Create spreadsheet templates	• Build workbooks using PMT, NPV, VLOOKUP, INDEX/MATCH, and nested IF functions • Manage worksheets with grouping, linking, and consolidation • Apply advanced filters, custom sorts, and database functions • Produce professional charts and diagrams from data • Create reusable spreadsheet templates with data validation	FBLA: Computer Applications Accounting, Advanced Accounting, Financial Planning, Financial Statement Analysis, Securities & Investments, Data Analysis, Management Information Systems DECA: Accounting Applications, Business Finance, Finance Operations Research, Financial Consulting, Financial Services Team, Stock Market Game, Virtual Business Challenge-Accounting
Unit III: Database Manipulation	2–3 Weeks (~10–15 days)	CTE: Information Technology / Business Management	a. Create databases and design tables, forms, and reports	• Design and build a relational database with linked tables	FBLA: Computer Applications,

A. Creating Databases & Designing Tables B. Forms & Reports C. Relational Database Concepts D. Advanced Database Features E. Customizing Forms & Reports			b. Demonstrate relational database concepts c. Enhance databases with advanced features d. Customize forms and reports	• Create input forms and professional reports using Access • Demonstrate queries, relationships, and referential integrity • Add macros, calculated fields, and conditional formatting • Produce customized forms with sub forms and grouped reports	Management Information Systems, Data Analysis Computer, Problem Solving, Introduction to Information Technology DECA: Business Services Operations Research, Business Solutions Project, Finance Operations Research, Human Resources Management, Marketing Management
Unit IV: Enhancing Presentations A. Templates & Master Slides B. Review, Publish & Protect Presentations C. Advanced Graphic Techniques D. Audio & Video Integration E. Effective Presentation Delivery	2 Weeks (~8–10 days)	CTE: Marketing / Business Mgmt & Admin	a. Create templates and review/publish/protect presentations b. Apply advanced graphic techniques and insert audio/video c. Effectively deliver a presentation	• Build and apply custom presentation templates with slide masters • Protect, publish, and package presentations for distribution • Use SmartArt, advanced animation, and image editing • Embed or link audio and video in presentations • Deliver polished presentations with professional speaking skills	FBLA: Introduction to Business Presentation, Public Speaking, Impromptu Speaking, Broadcast Journalism, Digital Video Production, Digital Animation, Visual Design, Future Business Leader DECA: Integrated Marketing Campaign Events,

					Marketing Communications Business Operations Research, Entrepreneurship
Unit V: Integration of Data Between Applications A. Linking & Embedding Objects (OLE) B. Importing/Exporting Data Across Apps C. Advanced Integration Techniques D. Selecting the Right Application E. Capstone Integration Project	2 Weeks (~8–10 days)	CTE: Business Management & Admin / IT	a. Demonstrate advanced techniques to integrate data between applications b. Determine which application is best for various uses	- Link and embed Excel charts and Access data into Word and PowerPoint - Import/export data between Access, Excel, and Word - Design and produce an integrated business report using all Office apps - Evaluate scenarios and select the most appropriate software application - Complete a capstone project integrating all four applications	FBLA: Computer Applications, Management Information Systems, Data Analysis, Business Plan, Business Ethics, Future Business Leader DECA: Business Solutions Project, Operations Research Events, Integrated Marketing Campaign Events, Marketing Management Team Decision Making

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 2:** Deliver effective oral presentations for varied audiences and varied purposes.

Standard 2: Reading for All Purposes

- **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.

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