



Colorado BMEF CTE Course – Scope and Sequence

Course Name	Tax Help Colorado Practicum	Course Details		Credits = .5 (Semester)	
		Course = 0.50 Carnegie Unit Credit		Level 4	
Course Description	Utilizes income tax knowledge and training in the context of a community service setting. Volunteers prepare individual federal and state income tax within the parameters of the Tax Help Colorado program and Internal Revenue Service (IRS) guidelines.				
Note	This is a suggested scope and sequence for the course content. Please reach out to: https://taxhelpco.org/ for more information. All competencies should be covered. This course aligns to the CCNS (ACC1033). Please contact your local community college for credit options.				
SCED Identification # 12998		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
Competency / Performance Indicator					
Prepare Tax Returns	30 hours	Standard alignment to be added @ local discretion	Prepare tax returns for the elderly and economically disadvantaged of the community	Completed tax returns with a 95% accuracy or better	FBLA: Accounting DECA: Accounting
Community Service	10 hours		Perform community service		
Employable Skill			Obtain an employable skill	Demonstrate the following skills: - Critical thinking competency - Problem solving - Professionalism	

Economic Impact			Have a definable economic impact in the community	- Produce, on average, \$1,400 back into the community for every hour spent at the tax site. - Save taxpayers on average \$250 per return.	
Communications			Use interpersonal communication skills in dealing with customers of different cultural backgrounds and ages	Demonstrate written and oral communication skills	
Tax Questions			Answer basic tax questions	Utilize tax resources to answer basic tax questions	
Tax Software			Understand appropriate tax software	Accurately complete real tax returns using IRS tax software, TaxSlayer	

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 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.