



## Colorado BMEF CTE Course – Scope and Sequence

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| Course Name                                                                                                                                                                                                                                                                                                                        | WBL Apprenticeship - BMEF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Course Details                                                  | Credits = 1.0 (Year)                                                   |                                                                                    |
|                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Course = 0.50 Carnegie Unit Credit                              |                                                                        |                                                                                    |
| Course Description                                                                                                                                                                                                                                                                                                                 | This apprenticeship program is a structured, work-based learning pathway designed for students beginning in high school and continuing through post-secondary education or direct to workplace. The program integrates rigorous classroom instruction with paid, supervised on-the-job training in the Business, Marketing, Entrepreneurship, and Finance career cluster.<br><br>Students earn progressive credentials aligned to industry standards, building foundational business literacy before specializing in one or more of the four pathway concentrations. |                                                                 |                                                                        |                                                                                    |
| Note                                                                                                                                                                                                                                                                                                                               | All Apprenticeships must be registered with the State of Colorado.<br>For more information on Apprenticeships – please visit Apprenticeship Colorado: <a href="https://apprenticeship.colorado.gov/">https://apprenticeship.colorado.gov/</a>                                                                                                                                                                                                                                                                                                                        |                                                                 |                                                                        |                                                                                    |
| SCED Identification #                                                                                                                                                                                                                                                                                                              | 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 <a href="https://www.cde.state.co.us/standardsandinstruction/essentialskills">https://www.cde.state.co.us/standardsandinstruction/essentialskills</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                 |                                                                        |                                                                                    |
| Guiding Principles & Philosophy                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                 |                                                                        |                                                                                    |
| Work-Based Learning First                                                                                                                                                                                                                                                                                                          | Industry Credential Stack                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Equity & Access                                                 | Spiral Curriculum                                                      | Real-World Application                                                             |
| Every concept is immediately applied in a workplace or simulation setting                                                                                                                                                                                                                                                          | Students earn stackable credentials at each phase of the program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Paid apprenticeships remove cost barriers to career exploration | Core skills are revisited at increasing depth across all program years | Capstone projects, business plans, and client-facing deliverables anchor each year |

## Suggested Scope & Sequence By Year

### Foundation (High School – Grades 9-11)

Students build core business literacy and professional readiness.

All students follow the same sequence before branching into concentrations.

Workplace placements are exploratory (job shadowing, mentorship, short rotations/internship).

|                                            | Core Topics                                                                                                                                                                                                                                                                               | Key Competencies                                                                                                                                                                                                                                                                                                                                                          | Work-Based Learning Activities                                                                                                                                                                                                                                                                                                       | Credential/Milestone                                                                                                               |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Preparing for Apprenticeship Year 1</b> | <ul style="list-style-type: none"> <li>Business Foundations</li> <li>Professional Communication</li> <li>Economics &amp; Free Enterprise</li> <li>Digital Literacy &amp; Productivity Tools</li> <li>Introduction to Financial Literacy</li> <li>Workplace Safety &amp; Ethics</li> </ul> | <ul style="list-style-type: none"> <li>Identify business types &amp; ownership structures</li> <li>Use professional written/verbal communication</li> <li>Interpret economic supply &amp; demand basics</li> <li>Proficiently use spreadsheets, word processing, presentations</li> <li>Create a personal budget</li> <li>Identify ethical workplace behaviors</li> </ul> | <ul style="list-style-type: none"> <li>Job Shadowing</li> <li>Mentor Matching &amp; Check-ins</li> <li>Virtual Company Tour Series</li> <li>Career Exploration Journal</li> </ul> <p>Learning ABOUT Work Activities on the <a href="#">Colorado WBL Continuum</a></p>                                                                | <ul style="list-style-type: none"> <li>High School Level 1-2 CTE BMEF Courses</li> </ul>                                           |
| <b>Preparing for Apprenticeship Year 2</b> | <ul style="list-style-type: none"> <li>Principles of Marketing</li> <li>Accounting I</li> <li>Business Law Foundations</li> <li>Customer Service Excellence</li> <li>Introduction to Entrepreneurship</li> <li>Career Planning &amp; Resume Development</li> </ul>                        | <ul style="list-style-type: none"> <li>Apply the 4 Ps of marketing</li> <li>Record transactions using double-entry bookkeeping</li> <li>Identify contracts, liability, and consumer rights</li> <li>Demonstrate professional customer interactions</li> <li>Develop a simple business concept</li> <li>Build a professional resume and LinkedIn profile</li> </ul>        | <ul style="list-style-type: none"> <li>Job Shadowing</li> <li>Mentor Matching &amp; Check-ins</li> <li>Virtual Company Tour Series</li> <li>Career Exploration Journal</li> <li>Industry Sponsored Projects</li> </ul> <p>Learning ABOUT Work and Learning THROUGH Work Activities on the <a href="#">Colorado WBL Continuum</a></p> | <ul style="list-style-type: none"> <li>High School Level 1-2-3 CTE BMEF Courses</li> <li>CTSO (DECA/FBLA) Participation</li> </ul> |

### Concentration (High School – Grades 11-12)

Students deepen knowledge in their chosen concentration while continuing shared professional development.

Work hours increase significantly with real responsibilities and documented OJT competencies.

|                                  | Core Topics                                                                                                                                                                                                                                                                                    | Key Competencies                                                                                                                                                                                                                                                                                                     | Work-Based Learning Activities                                                                                                                                                                                                                                                                                                                  | Credential/Milestone                                                                                                                                               |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Apprenticeship<br/>Year 1</b> | <ul style="list-style-type: none"> <li>Choose Concentration Core I (see pathways)</li> <li>Business Statistics &amp; Data Interpretation</li> <li>Project Management Fundamentals</li> <li>Professional Leadership Skills</li> <li>Dual Enrollment courses aligned to concentration</li> </ul> | <ul style="list-style-type: none"> <li>Apply concentration-specific knowledge to workplace tasks</li> <li>Analyze simple data sets to inform business decisions</li> <li>Plan and manage a team project</li> <li>Lead a team meeting or presentation</li> <li>Earn college credit through dual enrollment</li> </ul> | <ul style="list-style-type: none"> <li>Paid Apprenticeship (min. 450 hrs/yr)</li> <li>Supervised OJT Competency Checklist</li> <li>Capstone Project (business plan or marketing campaign)</li> <li>Industry Mentor Review</li> </ul> <p>Learning THROUGH Work and Learning AT Work Activities on the <a href="#">Colorado WBL Continuum</a></p> | <ul style="list-style-type: none"> <li>High School Level 3-4 CTE BMEF Courses</li> <li>CTSO (DECA/FBLA) Participation</li> <li>Apprenticeship Placement</li> </ul> |

### Advanced Application (High School Grade 12-Post-Secondary)

Students continue the apprenticeship while enrolled in a community college or technical program.

Coursework is aligned to an Associate of Applied Science (AAS) degree or technical certifications.

Work hours are substantial, with growing autonomy and professional responsibility.

|                                  | Core Topics                                                                                                                                                                                                                                                   | Key Competencies                                                                                                                                                                                                                                                                           | Work-Based Learning Activities                                                                                                                                                                                                | Credential/Milestone                                                                                                                                                                                                                                             |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Apprenticeship<br/>Year 2</b> | <ul style="list-style-type: none"> <li>Concentration Core II (Advanced)</li> <li>Principles of Management</li> <li>Business Communications (College-Level)</li> <li>Macroeconomics or Microeconomics</li> <li>Financial Accounting (College-Level)</li> </ul> | <ul style="list-style-type: none"> <li>Execute independent workplace projects in concentration area</li> <li>Supervise or train junior apprentices or interns</li> <li>Produce professional business reports and proposals</li> <li>Apply economic theory to business decisions</li> </ul> | <ul style="list-style-type: none"> <li>Paid Apprenticeship (min. 600 hrs/yr)</li> <li>Rotating Departmental Assignment</li> <li>Mentee Role Begins (peer mentorship)</li> <li>Community/Client Project Deliverable</li> </ul> | <ul style="list-style-type: none"> <li>30+ College Credits toward AAS Industry Credential</li> <li>QuickBooks Certification</li> <li>HubSpot Marketing Certification</li> <li>CompTIA Project+</li> <li>SBA Emerging Leaders (Entrepreneurship track)</li> </ul> |

|                              |                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                        |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <ul style="list-style-type: none"> <li>Professional Development Seminar</li> </ul>                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Prepare and interpret financial statements</li> <li>Build a professional portfolio</li> </ul>                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                        |
| <b>Apprenticeship Year 3</b> | <ul style="list-style-type: none"> <li>Concentration Capstone Course</li> <li>Business Strategy &amp; Innovation</li> <li>Organizational Behavior or HR Management</li> <li>Elective: Concentration Deep-Dive</li> <li>Internship Seminar / Senior Seminar</li> <li>Portfolio Defense &amp; Exit Preparation</li> </ul> | <ul style="list-style-type: none"> <li>Design and execute a comprehensive business strategy</li> <li>Demonstrate leadership in a team or department</li> <li>Present a professional portfolio to an employer panel</li> <li>Analyze and evaluate business case studies</li> <li>Complete a full-scale capstone project with measurable outcomes</li> <li>Transition to full-time employment or 4-year transfer pathway</li> </ul> | <ul style="list-style-type: none"> <li>Paid Apprenticeship (min. 700 hrs/yr)</li> <li>Full Independent Project Leadership</li> <li>Employer Evaluation &amp; Performance Review</li> <li>Industry Panel Presentation of Capstone</li> </ul> | <ul style="list-style-type: none"> <li>Associate of Applied Science (AAS) Degree</li> <li>Journey person Certificate of Completion</li> <li>Advanced Industry Credential</li> <li>SHRM-CP (HR track)</li> <li>Series 6/63 (Finance track)</li> <li>Google Analytics Certified</li> <li>Registered Apprenticeship Completion</li> </ul> |

| Interdisciplinary Skills Threaded Throughout All Years                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional & Workplace Skills                                                                                                                                                                                                                                                                                                                                                          | Technology & Digital Fluency                                                                                                                                                                                                                                                                                                                                              | Academic & Critical Thinking                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>Workplace communication (verbal, written, digital)</li> <li>Time management &amp; prioritization</li> <li>Professionalism, punctuality &amp; work ethic</li> <li>Teamwork &amp; collaboration</li> <li>Conflict resolution &amp; negotiation</li> <li>Leadership &amp; initiative</li> <li>Diversity, equity &amp; inclusion awareness</li> </ul> | <ul style="list-style-type: none"> <li>Microsoft Office / Google Workspace</li> <li>Business software (CRM, ERP, POS systems)</li> <li>Data analysis &amp; visualization basics</li> <li>Social media &amp; digital marketing tools</li> <li>Cybersecurity awareness</li> <li>AI tools for productivity (ethical use)</li> <li>Virtual collaboration platforms</li> </ul> | <ul style="list-style-type: none"> <li>Problem-solving &amp; design thinking</li> <li>Research &amp; evidence-based decision-making</li> <li>Financial literacy &amp; numeracy</li> <li>Reading &amp; interpreting business documents</li> <li>Presentation &amp; public speaking</li> <li>Ethical reasoning &amp; social responsibility</li> <li>Global &amp; cultural business awareness</li> </ul> |

| Standards & Program Alignment                    |                                                                                                                                      |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| ACTE Career Cluster                              | Aligned to Business Management & Administration; Finance; Marketing; Entrepreneurship Career Clusters                                |
| National Standards for Business Education (NBEA) | Covers all six NBEA content areas: Accounting, Business Law, Communication, Economics, Information Technology, Management, Marketing |
| Perkins V / CTE                                  | Qualifies as a CTE program of study with measurable technical skill attainment and work-based learning components                    |
| DECA / FBLA Competitive Events                   | Curriculum supports competitive event preparation across all four pathways                                                           |
| U.S. DOL Registered Apprenticeship               | Eligible for U.S. DOL Registered Apprenticeship framework (Title 29 CFR Part 29 & 30)                                                |
| CCSS / College Readiness                         | Math, literacy, and communication standards integrated to support dual enrollment and 4-year transfer readiness                      |

## 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 ***POSSIBLY*** aligned to this course and should be integrated throughout instruction. ***(Please Note: the following Academic standards may differ based on the individual Apprenticeship content. Please be sure to select the appropriate standards for your student and communicate them in your apprenticeship training plan document.)***

[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.
- **Prepared Graduate 2:** Deliver effective oral presentations for varied audiences and varied purposes.

#### Standard 2: Reading for All Purposes

- **Prepared Graduate 3:** Read a wide range of literary texts to build knowledge and to better understand the human experience.
- **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 6:** Craft arguments using techniques specific to the genre.
- **Prepared Graduate 7:** Craft informational/explanatory texts using techniques specific to the genre.
- **Prepared Graduate 8:** Craft narratives 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.*