



Colorado CTE Course – Scope and Sequence

Course Name	Intro PC Applications		Course Details	.5	
			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. The content will work with any textbook or instructional resource. If locally adapted, make sure all competency/performance indicators are covered. Course competencies align to CCNS . This course is built out in the state Schoology account.				
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		FBLA: Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing
			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,	Integrate word processing, spreadsheets, databases and presentations	FBLA: Computer Applications, Database Design & Applications, Spreadsheet

			databases and presentations		Applications, Word Processing
			Utilize visual elements (graphics, charts, tables, pictures and screen clips) in word processing documents, spreadsheets, databases and presentations		FBLA: Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing
			Format a word processing report inserting citations, footnotes and a bibliography		FBLA: Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing
			Utilize columns, borders and shading and web links		FBLA: Computer Applications, Database Design & Applications, Spreadsheet Applications, Word Processing
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