

Colorado Outdoor Recreational Leadership Course Scope and Sequence

Course Name	Managing a Small Business		Course Details	Level 4 course in the Outdoor Recreational Leadership Pathway	
			Course = 0.50 Carnegie Unit Credit		
Course Description	This course provides an overview of the managing process as it applies to the small business. Relevant topics include setting goals, managing people, and managing processes. This course includes practical application of the principles of small business management.				
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 essential knowledge and skills are covered.				
SCED Identification #		Schedule calculation based on 60% of a semester instructional time. 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					
Unit Number, Title and Brief Description	CTE or Academic Standard Alignment	Competency / Performance Indicator	Outcome / Measurement	CTSO Integration	
Unit 1: Management and Leadership	Vision	Analyze management and leadership styles			
	Styles				
	Setting Goals				
Unit 2: Managing People	Culture	Investigate methods for managing people.			
	Team Building				
	Workforce Issues				
	Mentoring and coaching				
Unit 3: Managing Processes	Business operations	Examine the management of processes relevant to a small business.			
	Financial decision-making				
	Human Resources				
	Technology				

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)

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.
 - Students develop leadership and management skills by analyzing leadership styles, participating in team-building activities, and applying mentoring and coaching strategies to effectively manage individuals and teams within a small business environment.

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.
 - Students examine business management concepts, leadership theories, workforce management practices, financial decision-making processes, human resource systems, and business operations to develop an understanding of effective small business management.
- 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.
 - Students develop and apply specialized vocabulary related to management, leadership, organizational culture, workforce development, financial management, human resources, business operations, and technology systems.

Standard 3: Writing and Composition

- Prepared Graduate 7: Craft informational/explanatory texts using techniques specific to the genre.
 - Students create business goals, management plans, operational procedures, and analyses of business processes to communicate management strategies and organizational practices effectively.

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.
 - Students analyze management and leadership styles, investigate workforce management strategies, evaluate business operations and financial decision-making processes, and assess the role of human resources and technology in effective small business management.

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