

Colorado CTE Course – Scope and Sequence

Course Name	Ethical Leadership		Course Details	(1 semester/0.5 credit) suggested grade level 9 no prerequisites	
			Course = 0.50 Carnegie Unit Credit		
Course Description	Ethical Leadership is a principles-based ethics course introducing students to key leadership and ethical knowledge and skills, including integrity, trust, accountability, transparency, fairness, respect, rule of law, and viability. Throughout the course, students apply ethical principles to contemporary, real-world situations that teens and young adults often encounter in school, at home, with friends, and in entry-level job positions. They examine the concept of ethical leadership and strengthen their leadership and ethical decision-making skills through the planning, implementation, and evaluation of a class service-learning project.				
Note:	This is a suggested scope and sequence for the course content. Course guide and LAPs (textbook-like materials) are all free from MBA research.com. If locally adapted, make sure all competency/performance indicators are covered.				
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 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
Understanding Leadership					
What is leadership?	3 days	Employ leadership skills to achieve workplace objectives.	Explain the concept of leadership	a. Define the term leader. b. Discuss the importance of leadership. c. Describe the need for leadership. d. Explain who can be a leader. e. Cite occasions when leadership can be used. f. Describe characteristics associated with leadership.	FBLA; Future Business Leader, Help Desk, Impromptu Speaking, Introduction to Public Speaking, Organizational Leadership, Public Speaking DECA: Principle events, Project



					Management events
How do leaders relate to others?	2 days	Foster self-understanding to recognize the impact of personal feelings on others.	Describe the nature of emotional intelligence	<ul style="list-style-type: none"> a. Define the term emotional intelligence. b. Identify components of emotional intelligence. c. Discuss advantages/benefits associated with possessing emotional intelligence. d. Describe the relationship between emotional intelligence and leadership. e. Explain the skills associated with emotional intelligence. 	FBLA: Business Ethics DECA: Project management events
Do you possess leadership abilities?	2 days		Assess personal strengths and weaknesses	<ul style="list-style-type: none"> a. Explain the importance of recognizing personal strengths and weaknesses. b. Discuss ways to identify personal strengths and weaknesses. c. Demonstrate procedures for assessing personal strengths and weaknesses. 	DECA: Project management events FBLA: Electronic Career Portfolio
Understanding Ethics					
What is ethics?	3 days	Apply ethics to demonstrate trustworthiness.	Describe the nature of ethics	<ul style="list-style-type: none"> a. Define the following terms: ethics, ethical principles, ethical situation, integrity, trust, accountability, transparency, fairness, respect, rule of law, and viability. b. Discuss the value of following ethical principles consistently. c. Describe the role of ethical principles in decision making. d. Discuss ethical principles that aid in making wise choices and ethical decisions (i.e., 	FBLA: Business Ethics, Banking & Financial Systems, Global Business, Insurance & Risk Management, Introduction to Business, Introduction to Business Procedures, Management



				integrity, trust, accountability, transparency, fairness, respect, rule of law, and viability). e. Describe consequences of acting unethically.	Decision Making, Sports & Entertainment Management DECA: Business law and ethics, Human Resources
What are ethical principles?	20 days	Apply ethics to demonstrate trustworthiness.	Demonstrate honesty and integrity	a. Define the following terms: honesty, integrity, cheating, stealing, and ethics. b. Distinguish between honesty and integrity. c. Explain the importance of being honest and showing integrity in the workplace. d. Describe ways to show honesty and integrity.	FBLA: Business Ethics DECA: Business law and ethics, Human Resources
			Build trust in relationships	a. Define the term trust. b. Discuss the importance of trust in personal and professional relationships. c. Explain the relationship of trust with other ethical principles (e.g., integrity, accountability, fairness, etc.). d. Describe characteristics of trustworthy people. e. Demonstrate techniques for building trust in relationships.	FBLA: Business Ethics DECA: Business law and ethics, Human Resources, project management events
		Exhibit techniques to manage emotional reactions to people and situations.	Demonstrate responsible behavior	a. Define the following term: responsible behavior. b. Explain why acting responsibly can be different based on the situation. c. Explain the importance of acting responsibly in a business	DECA: Business law and ethics, Human Resources, Project



				environment. d. Describe specific ways to demonstrate responsible behavior in a business environment.	management events FBLA: Business Ethics
			Foster open, honest communication	a. Define the term transparency. b. Describe characteristics of open, honest communication. c. Explain the role of trust in fostering open, honest communication. d. Discuss benefits of open, honest communication (e.g., strong relationships, increased productivity, etc.). e. Demonstrate techniques for fostering open, honest communication.	FBLA: Business Ethics DECA: Business law and ethics, Human Resources, project management events
			Demonstrate fairness	a. Define the following terms: fairness, consistency, justice, and impartiality. b. Discuss characteristics of individuals who treat others fairly. c. Describe the impact of fairness on interpersonal relationships. d. Explain the role of fairness in decision making. e. Describe the relationship of fairness to respect, honesty, and reliability. f. Demonstrate techniques for treating others fairly.	DECA: Business law and ethics, Human Resources, project management events FBLA: Business Ethics
		Exhibit techniques to manage emotional reactions to people and situations.	Treat others with dignity and respect	a. Define the following terms: gender, sexual orientation, physical condition, ethnic heritage, lifestyle, and harassment.	FBLA: Business Ethics



		Manage internal and external business relationships to foster positive interactions.		<ul style="list-style-type: none"> b. Describe ways in which people differ. c. Explain the importance of valuing differences. d. Describe ways of treating others with dignity and respect. e. Demonstrate procedures for treating others with dignity and respect. 	DECA: Business law and ethics, Human Resources, project management events
		Understand and follow company rules and regulations to maintain employment.	Follow rules of conduct	<ul style="list-style-type: none"> a. Discuss information commonly found in an organization's rules of conduct. b. Describe the relationship among ethics, respect, and rules of conduct. c. Discuss individual and organizational benefits of following rules of conduct. d. Explain possible consequences for violating rules of conduct. e. Demonstrate techniques to follow rules of conduct. 	FBLA: Business Ethics DECA: Business law and ethics, Human Resources, project management events
		Acquire foundational knowledge of business laws and regulations to understand their nature and scope.	Comply with the spirit and intent of laws and regulations	<ul style="list-style-type: none"> a. Define the following terms: laws, regulations, spirit of the law, and letter of the law. b. Explain functions of law (e.g., social control, dispute resolution, and social change). c. Discuss the levels of U.S. law (i.e., federal, state, local). d. Describe types of law (e.g., common, civil, criminal, administrative). e. Explain the difference between the letter of the law and the spirit of the law. f. Discuss possible consequences of failing to comply with the spirit and intent of laws and regulations. 	DECA: Business law and ethics, Human Resources FBLA: Business Ethics, Business Law



				g. Demonstrate methods for complying with the spirit and intent of laws and regulations.	
			Assess long-term value and impact of actions on others	<p>a. Explain how actions create both positive and negative consequences.</p> <p>b. Discuss how choices and actions can affect other people.</p> <p>c. Explain the difference between short-term and long-term consequences.</p> <p>d. Describe benefits of assessing the long-term value and impact of actions on others.</p> <p>e. Describe the consequences of failing to assess the long-term value and impact of actions on others.</p> <p>f. Demonstrate techniques to assess the long-term value and impact of actions on others.</p>	<p>DECA: Business law and ethics, Human Resources</p> <p>FBLA: Business Ethics, Management Decision Making, Insurance & Risk Management</p>
Do you behave ethically?	2 days		Assess personal behavior and values	<p>a. Explain the relationship between values and behavior.</p> <p>b. Discuss benefits of assessing and understanding one's personal behavior and values.</p> <p>c. Demonstrate techniques for assessing personal behavior and values.</p>	<p>FBLA: Business Ethics</p> <p>DECA: Business law and ethics, Human Resources, Project management events</p>
Understanding Ethical Leadership					
What is ethical leadership?	3 days	Employ leadership skills to achieve workplace objectives.	Explain the nature of ethical leadership	<p>a. Define the following terms: ethical leadership, altruism, persistence.</p> <p>b. Explain the role of ethical leadership in groups/organizations.</p> <p>c. Describe benefits of ethical leadership (e.g., increased personal</p>	FBLA: Business Ethics, Organizational Leadership



				<p>well-being, greater cooperation and teamwork, increased organizational success).</p> <p>d. Discuss qualities that ethical leaders possess (e.g., respect, trustworthiness, responsibility, altruism, fairness, transparency, honesty, integrity, consistency, patience, persistence).</p> <p>e. Describe ethical dilemmas commonly encountered by leaders.</p>	<p>DECA: Business law and ethics, Human Resources, Project management events</p>
<p>How can you demonstrate ethical leadership?</p>	<p>25 days</p>	<p>Employ leadership skills to achieve workplace objectives.</p>	<p>Determine personal vision</p>	<p>a. Define the term personal vision. b. Distinguish between a vision and a goal. c. Explain the purpose of determining a personal vision. d. Identify criteria used for determining a vision. e. Describe techniques that can be used to determine a vision. f. Demonstrate procedures for determining a vision.</p>	<p>DECA: Business law and ethics, Human Resources, Project management events</p>
			<p>Enlist others in working toward a shared vision</p>	<p>a. Define the term, shared vision. b. Distinguish between a shared vision and a shared goal. c. Explain how having a shared vision affects an organization. d. Describe behaviors that are associated with working toward a shared vision. e. Discuss techniques that can be used to enlist others in working towards a shared vision. f. Demonstrate procedures for enlisting others in working towards a shared vision.</p>	<p>DECA: Business law and ethics, Human Resources, Project management events</p>
			<p>Show empathy for others</p>	<p>a. Define the following terms: empathy and sympathy. b. Distinguish between empathy and sympathy.</p>	<p>DECA: Business law and ethics, Human</p>



				<p>c. Explain how empathy is developed.</p> <p>d. Describe benefits of showing empathy.</p> <p>e. Demonstrate ways to show empathy.</p>	<p>Resources, Project management events</p>
		<p>Use communication skills to foster open, honest communications.</p>	<p>Explain the nature of effective communications</p>	<p>a. Explain the importance of effective communication.</p> <p>b. Identify important types of communication.</p> <p>c. Identify characteristics of effective communication.</p> <p>d. Identify barriers to effective communication.</p> <p>e. Describe techniques for overcoming barriers to effective communication.</p>	<p>FBLA: Business Communication, Introduction to Business Communication, Introduction to Business Procedures, Management Decision Making, Organizational Leadership</p> <p>DECA: Business law and ethics, Human Resources, Project management events</p>
			<p>Demonstrate active listening skills</p>	<p>a. Distinguish between active and passive listening.</p> <p>b. List reasons that you choose to listen to others.</p> <p>c. Identify rewards associated with listening to others.</p> <p>d. Describe the importance of listening to others.</p> <p>e. Discuss barriers to effective listening.</p>	



				<p>f. Explain the elements of effective listening.</p> <p>g. Discuss guidelines for effective listening.</p> <p>h. Practice active listening.</p>	
		Acquire self-development skills to enhance relationships and improve efficiency in the work environment.	Set personal goals	<p>a. Define the following terms: goals, short-term goals, and long-term goals.</p> <p>b. Distinguish between short- and long-term goals.</p> <p>c. Describe benefits of setting goals.</p> <p>d. Identify types of goals.</p> <p>e. Describe steps for setting goals.</p> <p>f. Demonstrate how to set personal goals.</p>	FBLA: Electronic Career Portfolio
			Recognize and overcome personal biases and stereotypes	<p>a. Define the following terms: discrimination, prejudice, bias, and stereotype.</p> <p>b. Recognize factors that are important to consider when judging others.</p> <p>c. Identify situations in which discrimination exists.</p> <p>d. Describe the consequences of discrimination.</p> <p>e. Explain how federal laws protect against discrimination.</p> <p>f. Describe steps for identifying personal biases and stereotypes.</p>	
			Exhibit cultural sensitivity	<p>a. Explain why people need to value diversity.</p> <p>b. Discuss ways to exhibit diversity valuing.</p> <p>c. Explain how a person's frame of reference influences her/his behavior and attitudes.</p> <p>d. Describe causes of cultural insensitivity.</p>	FBLA: Global Business, Political Science



				<p>e. Discuss issues associated with cultural sensitivity (e.g., etiquette, protocol, communication styles, negotiation approaches, etc.).</p> <p>f. Explain how cultural sensitivity can be acquired.</p> <p>g. Demonstrate how to exhibit cultural sensitivity.</p>	
		Apply ethics to demonstrate trustworthiness.	Explain reasons for ethical dilemmas	<p>a. Define the following terms: dilemma and ethical dilemma.</p> <p>b. Distinguish between ordinary dilemmas and ethical dilemmas.</p> <p>c. Identify common causes of ethical dilemmas (e.g., pressure from others, desire to prove yourself, conflicting values, greed, bad role models, lack of consequences).</p>	<p>FBLA: Business Ethics</p> <p>DECA: Business law and ethics, Human Resources</p>
			Recognize and respond to ethical dilemmas	<p>a. Define the term ethical dilemma.</p> <p>b. Discuss characteristics of ethical dilemmas.</p> <p>c. Explain reasons to recognize and respond to ethical dilemmas.</p> <p>d. Discuss things to consider when determining if a problem is an ethical dilemma.</p> <p>e. Demonstrate techniques for recognizing and responding to ethical dilemmas.</p>	<p>FBLA: Business Ethics</p> <p>DECA: Business law and ethics, Human Resources</p>
			Develop an achievement orientation	<p>a. Describe standards of excellence involved in an achievement orientation (e.g., competitiveness, improvement, results, trying something new).</p> <p>b. Discuss behaviors associated with achievement orientation.</p>	



				<p>c. Explain the relationship between leadership and achievement orientation.</p> <p>d. Discuss possible results of high achievement orientation.</p> <p>e. Demonstrate procedures for developing an achievement orientation.</p>	
			Model ethical behavior	<p>a. Explain the importance of modeling ethical behavior.</p> <p>b. Discuss the role of consistency in effectively modeling ethical behavior.</p> <p>c. Describe the need for communication when modeling ethical behavior.</p> <p>d. Explain techniques for modeling ethical behavior.</p> <p>e. Demonstrate techniques for modeling ethical behavior.</p>	FBLA: Business Ethics
Getting Started with the Project					
What planning is needed to lead to project success?	10 days	Utilize project-management skills to improve workflow and minimize costs.	Plan project	<p>a. Explain the importance of planning projects.</p> <p>b. Identify factors that impact project planning.</p> <p>c. Describe project-planning tools.</p> <p>d. Explain procedures for developing a project plan.</p> <p>e. Demonstrate how to develop a project plan.</p>	<p>FBLA: Any presentation event</p> <p>DECA: Project Management events</p>
		Utilize critical-thinking skills to determine best options/outcomes.	Make decisions	<p>a. Define the term decision-making.</p> <p>b. Distinguish between decision-making and problem solving.</p> <p>c. Describe the need/importance of decision-making in everyday life.</p> <p>d. Identify decision-making styles.</p> <p>e. Describe factors that influence decision-making.</p>	<p>FBLA: Management Decision Making</p> <p>DECA: Project Management events</p>



				<p>f. Explain the importance of using an organized decision-making process.</p> <p>g. Demonstrate decision-making.</p>	
			<p>Take responsibility for decisions and actions</p>	<p>a. Explain the benefits of taking responsibility for decisions and actions.</p> <p>b. Describe negative consequences of failing to accept responsibility for decisions and actions.</p> <p>c. Identify behaviors and traits needed to accept responsibility for decisions and actions.</p> <p>d. Identify steps in accepting responsibility for decisions and actions.</p> <p>e. Demonstrate processes used to take responsibility for decisions and actions.</p>	<p>FBLA: Any competitive event</p> <p>DECA: Project Management events</p>
			<p>Assess risks of personal decisions</p>	<p>a. Define the term risk.</p> <p>b. Explain the importance of assessing risks when making personal decisions.</p> <p>c. Identify types of risks that individuals may face as a result of personal decisions (e.g., human, operational, reputational, financial, etc.).</p> <p>d. Discuss factors impacting risk assessments (e.g., perception, emotions, known information, etc.).</p> <p>e. Describe factors to consider when assessing risks (e.g., time, probability, magnitude, cost vs. benefit, physical distance, personal distance, etc.).</p> <p>f. Identify steps in assessing the risks of personal decisions.</p>	<p>FBLA: Insurance & Risk Management, Management Decision Making</p>



				g. Demonstrate processes used to assess risks of personal decision	
		Implement teamwork techniques to accomplish goals.	Participate as a team member	<p>a. Define the terms: teamwork, team, committee, standing committee, short-term committee, quality circles, project teams, and work teams.</p> <p>b. Distinguish between teams and groups.</p> <p>c. Identify types of teams used by businesses.</p> <p>d. Explain the importance of teams.</p> <p>e. Describe what it means to be a team member.</p> <p>f. Explain guidelines for being a good team member.</p> <p>g. Demonstrate guidelines for being a good team member.</p>	<p>FBLA: Any team event, Introduction to Business, Introduction to Business Procedures, Management Decision Making, Organizational Leadership</p> <p>DECA: Project Management events</p>
Implementing the Project					
What leadership skills and project management skills will be needed to carry out the project?	10 days	Utilize project-management skills to improve workflow and minimize costs.	Monitor projects and take corrective actions	<p>a. Explain the importance of monitoring projects and taking corrective actions when necessary.</p> <p>b. Identify things to monitor in a project (e.g., progress, quality of work, communication, budget, etc.).</p> <p>c. Explain methods for monitoring projects (e.g., group meetings, emails, status reports).</p> <p>d. Explain corrective measures that can be taken when projects are off track (e.g., reassign tasks, modify schedules, reassess goals).</p> <p>e. Demonstrate how to monitor projects and take corrective actions.</p>	<p>FBLA: Any project or presentation event</p> <p>DECA: Project Management events</p>
			Foster positive working relationships	a. Define the following terms: human relations, interdependence, defeatist attitude, inferior	FBLA: Entrepreneurship, Introduction



				<p>attitude, superior attitude, mature attitude, authoritarian leaders, democratic leaders, and laissez-faire leaders.</p> <p>b. Explain how human relationships are significant aspects of our daily lives.</p> <p>c. Describe the importance of effective human relations at work.</p> <p>d. Identify skills needed to develop effective relationships.</p> <p>e. Discuss the significance of interdependence among workers.</p> <p>f. Describe attitudes that are common among workers.</p> <p>g. Describe leadership styles.</p> <p>h. Explain actions employees should take to establish effective working relationships with each leadership style.</p>	<p>to Business Procedures, Organizational Leadership</p> <p>DECA: Project Management events</p>
			Inspire others	<p>a. Define the term inspiration.</p> <p>b. Explain the impact that inspiration has on others.</p> <p>c. Discuss the personal benefits of serving as an inspiration for others.</p> <p>d. Describe methods to inspire others (e.g., be a good role model, encourage others, be enthusiastic, earn trust, offer constructive criticism, treat everyone equally, etc.).</p> <p>e. Demonstrate methods to inspire others.</p>	<p>DECA: Project Management events</p>
		Utilize critical-thinking skills to determine best options/outcomes.	Demonstrate problem-solving skills	<p>a. Define the term problem solving.</p> <p>b. Identify situations in which problem-solving skills are needed.</p> <p>c. Explain the importance of problem solving at work, in the community, and in personal life.</p>	<p>FBLA: Any competitive event</p> <p>DECA: Individual series events, team</p>



				<p>d. Explain process/procedures for problem solving.</p> <p>e. Demonstrate process/procedures for problem solving.</p>	<p>decision making events, project management events</p>
Evaluating the Project					
What skills can be used to show project outcomes?	5 days	Apply ethics to demonstrate trustworthiness.	Explain the use of feedback for personal growth	<p>a. Define the terms feedback, positive feedback, negative feedback, constructive criticism, destructive criticism, and defensiveness.</p> <p>b. Describe the value of feedback to individuals.</p> <p>c. Identify sources of feedback.</p> <p>d. Distinguish between positive and negative feedback.</p> <p>e. Explain the purpose of criticism.</p> <p>f. Describe types of negative feedback.</p> <p>g. Describe guidelines for responding to criticism in a constructive manner.</p>	<p>DECA:Project Management events</p> <p>FBLA; Any competitive event</p>
			Evaluate project success	<p>a. Explain reasons for evaluating project success.</p> <p>b. Discuss individuals to involve when evaluating project success.</p> <p>c. Identify aspects of a project to consider when evaluating its success (e.g., schedule, scope, budget, team satisfaction, customer satisfaction, quality of work).</p> <p>d. Describe techniques for evaluating project success.</p> <p>e. Demonstrate techniques for evaluating project success.</p>	<p>FBLA: Any competitive event</p> <p>DECA:Project Management events</p>

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