

Digital Business Foundations (2026)

Apply academic skills to workplace scenarios. 01.0

- 1 Use reading skills. 01.01
- 2 Use writing skills. 01.02
- 3 Use mathematical strategies and procedures. 01.03
- 4 Use scientific principles and procedures. 01.04

Design a solution to an industry problem. 02.0

- 1 Use critical thinking. 02.01
- 2 Use creativity. 02.02
- 3 Make sound decisions. 02.03
- 4 Solve problems. 02.04
- 5 Reason. 02.05
- 6 Plan and organize. 02.06

Manage resources within an industry project 03.0

- 1 Manage time. 03.01
- 2 Manage money or resources. 03.02
- 3 Manage materials. 03.03
- 4 Manage personnel. 03.04

Oversee the subcomponents, operations and output of a technical or organizational system. 04.0

- 1 Manage systems. 04.01
- 2 Monitor systems. 04.02
- 3 Improve systems. 04.03

Use information for decision making. 05.0

- 1 Locate information. 05.01
- 2 Organize information. 05.02

	3 Use information. 05.03
	4 Analyze information. 05.04
	5 Communicate information. 05.05
Apply relevant technology to workplace scenarios to aid productivity. 06.0	1 Use technology. 06.01
Interpret and express interpersonal communication. 07.0	1 Communicate verbally. 07.01
	2 Listen actively. 07.02
	3 Comprehend written material. 07.03
	4 Convey information in writing. 07.04
	5 Communicate nonverbally. 07.05
	6 Interpret nonverbal communication. 07.06
Interact with others to accomplish workplace goals. 08.0	1 Collaborate with others in a team. 08.01
	2 Respond to customer needs. 08.02
	3 Exercise leadership. 08.03
	4 Negotiate to resolve conflict. 08.04
	5 Respect others. 08.05
Manage personal behavior to maximize productivity and professional growth. 09.0	1 Demonstrate responsibility and self-discipline. 09.01
	2 Adapt and show flexibility. 09.02
	3 Work independently. 09.03
	4 Demonstrate a willingness to learn. 09.04
	5 Demonstrate integrity. 09.05
	6 Demonstrate professionalism. 09.06
	7 Take initiative. 09.07
	8 Display positive attitude. 09.08

