Florida CTE

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
Us de	**ocate information.** 05.01
	)rganize information. 05.02

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	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
	Display positive attitude. 09.08

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9 **Take responsibility for professional growth.** 09.09