Digital Business Application TEST #215
Summary Score Sheet (Optional)

I verify that this is an accurate record of the student performance objectives. Date _____ Period _____ School _____
Teacher Name (Print) _____ Teacher Signature _____
(Copies of this sheet must be kept on file at the school for TWO years, by the teacher, and the school CTE Testing Coordinator.)

Indicate student achievement on each required performance objective: **1 = not skilled, 2 = limited skill, 3 = moderately skilled, 4 = highly skilled** (Mark Y in last column if student has achieved at least a 3 or 4 for *every* objective.)	1.1 Reinforce basic skills needed to work in the digital world.	1.2 Explore the applications of digital technology on the Internet for business and educational use.	1.3 Explain how digital technology expands business opportunities and the features of media devices for use in the Business environment.	2.1 Review & Evaluate the fair use policies and acceptable use policies.	2.2 Understand legal issues with consumer privacy acts and other government regulations dealing with privacy.	3.1 Students will identify the business applications of digital audio.	3.2 Students will identify audio applications for use on digital devices.	3.3 Understand and explore how digital video can enhance business.	3.4 Demonstrate proper interpersonal communications.	4.1 Understand the sources of obtaining digital images.	4.2 Students will be able to upload images for online backup and print options.	5.1 Identify the career opportunities available for business professions and find a CTE pathway supporting that career.	5.2 Develop skills in professionalism and improve career opportunities.	6.1 Students will be able to use digital technologies to work with team members in a global environment.	6.2 Understand how to use digital technologies to gather information from colleagues and/or customers.	6.3 Students will be able to use technologies to navigate the business world.	7.1 Use a reminder/time management system(s) to calendar and prioritize work activities.	7.2 Compose Business documents.	**Competent in every performance objectives?**