**DIGITAL BUSINESS APPLICATIONS**

**Vocabulary**

# Standard One:

Objective One

* **Electronic mail-** commonly called email or e-mail, is a method of exchanging digital messages from an author to one or more recipients
* **Etiquette**-code of behavior that defines expectations for social behavior
* **Social** **media** **application**-inform, educate, and entertain people through shared blog posts, bookmarks, images, music, video, podcasts, and other online media
* **Social** **networking** **application**-allows users to create profiles for sharing information about themselves and to designate as friends or contacts users with whom they share a common interest
* **Wikis-**(named after the Hawaiian word for quick), collection of searchable, linked Web pages that one or more user can create or edit collaboratively

Objective Two

* **Application software -** also known as an **application** or an app, is computer software designed to help the user to perform singular or multiple related specific tasks
* **Authentication**-browser sends your username and password to the application to check the credentials entered with those on file
* **Blogosphere**-the online community of all bloggers and their blogs
* **Blogs**-(short for Web logs), function as online journals, containing a collection of articles or posts.
* **Cloud** **computing**-describes how applications are stored and deployed on a network of Internet servers
* **Corporate** **blog**-communicate information about the company to their customers, and can provide a forum for customers to comment and provide immediate feedback
* **Freeware**- computer software that is available for use at no cost or for an optional fee, but usually with one or more restricted usage rights
* **Hashtag**-used to find related posts when searching Twitter
* **Retweets**-forwarded message sent by Twitter
* **Tweet**-message sent on twitter

# Standard Two:

Objective One

* **Acceptable Use Policies-** is a set of rules applied by the owner/manager of a network, website, or large computer system that restricts the ways in which the network site or system may be used
* **Fair Use**-The conditions under which you can use material that is copyrighted by someone else without paying royalties

Objective Two

* **Business Ethics**-The application of ethical standards to business behavior
* **Copyright**-Method of protecting the rights of an originator of a creative work – such as text, piece of music, painting or computer program through law
* **FERPA** (Federal Educational Rights and Privacy Act)**-** protects the privacy of student education records
* **Society**-A structured community of people bound together by similar traditions and customs

# Standard Three:

Objective One

* **Podcast** (Personal On Demand broadcast)-a Web feed distributed as audio or video
* **Podcast** **reader** **application**-(podcatcher, media aggregator) used to subscribe to a podcast series
* **Podcast** **reader**-simplifies the process of checking each podcast to which you are subscribed to see whether new audio or video content is available, i.e. iTunes

Objective Two

* **Speech recognition technology-** converts spoken words to text, include voice user interfaces such as voice-dialing, call routing, simple data entry, preparation of structured documents speech-to-text processing

Objective Three

* **Telecommuting**-employment from a remote or offsite location while communicating with the workplace by phone or internet.

Objective Four

* **Culture**-a particular set of attitudes, beliefs, and practices that characterize a group of individuals
* **Etiquette**-code of behavior that defines expectations for social behavior

# Standard Four:

Objective One

* **Compressed image format**-reduces the file size with only negligible loss of image quality
* **Image editing software**-programs designed to edit, manipulate, or modify digital photographs

Objective Two

* **Upload**-refers to the sending of data from a local system to a remote system such as a server with the intent of storing a copy of the data being transferred.

# Standard Five:

Objective One

* **Electronic Portfolio** - An electronic portfolio (also known as an eportfolio, e-portfolio, or digital portfolio) is a collection of electronic evidence assembled and managed by a user, usually on the web.

# Standard Six:

Objective One

* **Customs**-practices followed by people of a particular group or region

Objective Two

* **RSS** (Really Simple Syndication)-most popular type of Web feeds for syndicating frequently updated Web content
* **RSS** **feed**-contains a summary of information about a blog or Web site and lists of items that are being syndicated
* **SMS** - Short message (or messaging) service, a system that enables cellular phone users to send and receive text messages.
* **MMS** - Multimedia Messaging Service, a system that enables cellular phones to send and receive pictures and sound clips as well as text messages.

Objective Three

* **Geotag**-contains the latitude and longitude coordinates of where a photo was taken in order to plot it on a map
* **GPS**-Global Positioning System