



KeyTrain® Locating Information Course Objectives, Outlines and Estimated Times of Completion

Locating Information Course Description:

KeyTrain's Locating Information course teaches the skill of using information presented in workplace graphics. Examples and situations focus on applying this ability in real-world situations. The program uses a variety of interactive exercises so that the learner can practice each concept. KeyTrain courses are comprehensive and easy-to-use. A full human-voice sound track and immediate feedback aid learning.

Locating Information Level 3 Course Objectives:

The learner shall: understand what type of data is depicted in each type of graphic; understand and use the different types of graphical depictions of information; extract one or two pieces of information from simple documents with little distractions; use a flowchart or other graphical data to make a decision. Use labels and scales when extracting data; understand the scale of a graph and how that affects interpretation of the data; given data, draw a graph; label in percentages the pieces of a pie chart; compare data shown on a bar graph; complete forms using given information.

Locating Information Level 3 Course Outline:

Introduction; Pie Charts; Bar Graphs; Line Graphs; Tables & Forms; Maps & Plans; Diagrams; Gauges; Quiz (affirms course content)

Locating Information Level 4 Course Objectives:

The learner shall: understand what type of data is depicted in each type of graphic; extract multiple pieces of information from workplace graphics; interpret, compare, and make decisions based on different formats of displayed information. Use headings and labels to interpret graphical data; eliminate choices that don't meet criteria by understanding the task and the layout of the material; consider the purpose and structure of the document in order to simplify obtaining information. Summarize information given in graphical formats; identify and compare trends displayed in a graphic; compare data from two documents. Given data, complete forms or draw a graph.

Locating Information Level 4 Course Outline:

Introduction; Pie Charts; Bar Graphs; Line Graphs; Tables & Forms; Maps & Plans; Diagrams; Gauges; Quiz (affirms course content)

Locating Information Level 5 Course Objectives:

The learner shall: summarize trends and main points in a graphic; find pertinent details in a graphic that may be presented in an obscure format; interpret graphics that are unfamiliar, detailed, unusual, or technical. Recognize trends and synthesize data in a complex graphic; disregard distracting information in a graphic. Use more than one graphic to complete a task; use multiple criteria to arrive at a conclusion; compare trends and data from one or more documents.

Locating Information Level 5 Course Outline:

Introduction; Complex Documents; Finding Details; Multiple Documents; Extracting Data; Identifying Trends; Quiz (affirms course content)

Locating Information Level 6 Course Objectives:

The learner shall: draw conclusions based on complicated data; summarize information in graphical format; complete several steps and apply multiple criteria to perform a task; prioritize criteria to make a decision that is not clear-cut. Determine what information is needed to make a decision and when adequate information is not available; apply judgement to determine the best action for a given situation; assimilate data from several sources; determine relationships between graphical documents; eliminate unnecessary information; apply complex graphics to task performance.

Locating Information Level 6 Course Outline:

Introduction; Drawing Conclusions; Using Criteria; Data Relationships; Quiz (affirms course content)

Locating Information Estimated Time of Completion:

Note: Although KeyTrain courses are delivered as an entire course with all Levels we are providing Level completion times.

Course Name	Section Title	Estimated Time of Completion
KeyTrain Locating Information	Introduction and Work Keys Introduction	1 hour
KeyTrain Locating Information	Pre-Test	1 hour
KeyTrain Locating Information	Level 3	8 hours
KeyTrain Locating Information	Level 4	8 hours
KeyTrain Locating Information	Level 5	6 hours
KeyTrain Locating Information	Level 6	6 hours