ACT WorkKeys Graphic Literacy—Leveled

Course Overview

ACT WorkKeys Graphic Literacy will help you understand how to locate, identify, and analyze information in graphics, which are key skills expected in the workplace today. The lessons within each unit of this course target the essential concepts assessed on the ACT WorkKeys test for Graphic Literacy. The graphics used in the test vary in complexity and density of information.

This single-semester course is divided into four units. In the first and second units, which correspond to levels 3 and 4 of the test, you will focus on identifying information in simple graphics. In the third unit, which corresponds to level 5, you'll interpret advanced graphics. In the last unit, which corresponds to levels 6 and 7, you will use the information found in complex graphics to interpret a trend or pattern. Each lesson carefully explains concepts in an easy-to-understand manner. Activities and tests will help you practice what you've learned.

Course Goals

By the end of this course, you will be able to do the following:
- Locate, identify, and analyze the information presented in tables, graphs, maps, and flowcharts.
- Locate and compare two or more pieces of information in graphics.
- Identify visual trends or patterns in graphics, and make decisions based on them.
- Choose the graphic that best represents the data.
- Extrapolate and interpolate unknown data points.
- Decode and analyze information in advanced graphics.
- Identify strategies for accurately interpreting information in dense graphics.
- Present complex information using effective graphics.

General Skills

To participate in this course, you should be able to do the following:
- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Student Orientation, found at the beginning of this course.

Credit Value

Graphic Literacy is a 0.5-credit course.

Course Materials

- notebook
- computer with internet connection and speakers or headphones
- Microsoft Word or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you keep on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: Extracting Data (Level 3)

Summary
In the first unit of this course, you will locate, identify, and analyze information in basic workplace graphics such as simple order forms, bar graphs, tables, flowcharts, maps, instrument gauges, and floor plans.

Day	Activity/*Objective*	Type
1 day: 1	**Syllabus and Student Orientation** *Review the Student Orientation and Course Syllabus at the beginning of this course.*	Course Orientation
6 days: 2–7	**Tables, Bar Graphs, and Flowcharts** *Analyze tables, bar graphs, and flowcharts.*	Lesson
6 days: 8–13	**Maps and Floor Plans** *Locate and identify information in maps and floor plans.*	Lesson
6 days: 14–19	**Gauges and Instruments** *Read gauges and instruments.*	Lesson
1 day: 20	**Posttest—Unit 1**	Assessment

Unit 2: Reading Between the Data (Level 4)

Summary

In this unit, you will interpret data. You will first identify and compare information in graphic diagrams. Then you'll make decisions based on visual trends in multiple graphics. Finally, you'll identify the graphic that best represents and matches data.

Day	Activity/*Objective*	Type
5 days: 21–25	**Locating and Comparing Information** *Locate and compare information in graphic diagrams.*	Lesson
6 days: 26–31	**Making Decisions Based on Visual Trends** *Identify visual trends in graphics.*	Lesson
6 days: 32–37	**Using Multiple Graphics** *Make decisions based on visual trends in multiple graphics.*	Lesson
6 days: 38–43	**Matching Data to a Graphic** *Identify the graphic that best represents and matches data.*	Lesson
1 day: 44	**Posttest—Unit 2**	Assessment

Unit 3: Interpreting Advanced Graphics (Level 5)

Summary

In this unit, you will locate information in more difficult graphics. You'll estimate the rate of change in a graphic and extrapolate and interpolate unknown data points. You'll also decode unusual graphics and analyze information in advanced graphics.

Day	Activity/*Objective*	Type
6 days: 45–50	**Rate of Change** *Estimate the rate of change in a graphic.*	Lesson
5 days: 51–55	**Extrapolation and Interpolation** *Extrapolate and interpolate unknown data points.*	Lesson
6 days: 56–61	**Decoding** *Decode unusual graphics.*	Lesson
6 days: 62–67	**Advanced Graphics Applications** *Analyze information in advanced graphics.*	Lesson
1 day: 68	**Posttest—Unit 3**	Assessment

Unit 4: Making Decisions from Dense Graphics (Levels 6 and 7)

Summary

In the final unit of this course, you'll use various strategies to interpret information in dense graphics and select the best graphics to represent complex data.

Day	Activity/*Objective*	Type
6 days: 69–74	**Strategies for Reading Dense Graphics** *Determine strategies for interpreting information in dense graphics.*	Lesson
6 days: 75–80	**Interpreting Dense Workplace Graphics** *Interpret information in dense graphics.*	Lesson
7 days: 81–87	**Choosing the Most Effective Graphic** *Select effective graphics to display complex information.*	Lesson
1 day: 88	**Posttest—Unit 4**	Assessment
1 day: 89	**Semester Review**	
1 day: 90	**End-of-Semester Exam**	Assessment