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

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Section Title</th>
<th>Estimated Time of Completion</th>
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</thead>
<tbody>
<tr>
<td>KeyTrain Locating Information</td>
<td>Introduction and Work Keys Introduction</td>
<td>1 hour</td>
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<tr>
<td>KeyTrain Locating Information</td>
<td>Pre-Test</td>
<td>1 hour</td>
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<tr>
<td>KeyTrain Locating Information</td>
<td>Level 3</td>
<td>8 hours</td>
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<tr>
<td>KeyTrain Locating Information</td>
<td>Level 4</td>
<td>8 hours</td>
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<tr>
<td>KeyTrain Locating Information</td>
<td>Level 5</td>
<td>6 hours</td>
</tr>
<tr>
<td>KeyTrain Locating Information</td>
<td>Level 6</td>
<td>6 hours</td>
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