

# PLATO Course ACT WorkKeys—Locating Information, Teamwork, Listening, and Applied Technology—Leveled

## Course Overview

The development of the PLATO Course ACT WorkKeys—Locating Information, Teamwork, Listening, and Applied Technology—Leveled aligns Plato Courseware with the strands and topics assessed on the ACT WorkKeys tests for Locating Information, Listening for Understanding, Teamwork, and Applied Technology. The course is divided into different sections, with each section focusing on the concepts for one of the test mentioned before. This course compiles the essential skills required for each of these tests such as reading graphs and charts, teamwork, listening for comprehension, energy systems, etc. In this course, you will find a variety of lessons and activities to improve your knowledge of these areas.

## Course Goals

By the end of this course, you will:

- Find information in complex tables.
- Identify different kinds of charts and graphs, and their parts.
- Locate information in tables, pictographs, line graphs, bar graphs, pie charts, and histograms.
- Use tables, pictographs, line graphs, bar graphs, pie charts, and histograms to make workplace decisions.
- Understand the relationship of text with different graphic representations, such as pictographs, line graphs, bar graphs, pie charts, and histograms.
- Follow directions that include a map, diagram, or a floor plan.
- Understand the characteristics of a team, team roles, and effective team participation.
- Resolve team disagreements.
- Participate effectively in a team meeting.
- Understand the six parts of the communication process.
- Understand how context affects the communication process.
- Watch for non-verbal information to receive a complete message.
- Send a clear message and make sure it is received correctly.
- Ask for information and provide a clear response to a request.
- Study and explore how energy and systems work together.

- Study and explore the working of mechanical systems, fluid systems, heat systems, and electrical systems.

## 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.
- Complete basic operations with presentation software, such as Microsoft PowerPoint or Google Docs presentation.
- Perform online research using various search engines and library databases.
- Communicate through email.

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

## Course Materials

- notebook
- pencils or ink pens
- computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft PowerPoint or equivalent

## Course Structure

### Locating Information—Leveled

#### Summary

This section focuses on locating and understanding information in a graphic. It is divided into four levels (level 3–6) based on the complexity of the concepts covered. Level 3 starts with explaining different types of charts and graphs and their parts. You then learn how to locate information in tables and pictographs and use it to make decisions. You also learn about the different parts of a flow chart and how to represent information on a flowchart. Level 4 focuses on understanding how to represent information through pie charts, line graphs, and bar graphs. Level 5 covers how to locate and analyze information in tables, histograms, and complex flowcharts. You also learn how to analyze the information in line graphs, bar graphs, pie charts, and histograms, and use it to make decisions. Unit 6 focuses on other diagrams, maps, and floor plans. You learn how to follow directions on a map or a floor plan. You also learn how to use a diagram with a key to obtain information.

## Teamwork—Leveled

### Summary

This section focuses on understanding the requirement of working together as a team in a workplace. This section has a single level covering these aspects. Level 4 starts with understanding the characteristics of a team and different team roles. You learn how to handle and resolve disagreements between team members and how to participate effectively in a team meeting.

## Listening—Leveled

### Summary

This section focuses on testing and improving your listening skills for the workplace environment. The section is split into two levels (level 3 and 5) based on the complexity of the concepts covered. Level 3 covers the six parts of the communication process. You also learn how context affects the communication process and how non-verbal information helps in receiving a complete message. Section 5 covers how to send and receive messages correctly. It also includes how to ask for information and provides a clear response to a request.

## Applied Technology - Leveled

### Summary

This section focuses on providing basic knowledge about the technology applicable in the workplace environment. The section has a single level focusing on energy systems. Level 3 starts by explaining how energy and systems work together. It also explores how mechanical, fluid, heat, and electrical systems work.