

Test-Prep ACT WorkKeys®

Course Overview and Syllabus

Prerequisite Courses: None

Grade level: 9–12

Credits: 1.0

Course Description

This course provides students with the opportunity to practice the knowledge and skills required by the ACT WorkKeys assessments. On-screen teachers introduce strategies for solving workplace problems mathematically, strategies for evaluating graphics and trends, and strategies for understanding workplace documents. Practice tests modeled after the WorkKeys assessments are used to diagnose and target areas of opportunity. Students are prescribed individualized paths of study and provided instructional content for review including video-based instruction by highly-qualified teachers, interactive assignments, and regular assessment opportunities to track progress.

Course Objectives

Throughout the course, you will meet the following goals:

- Demonstrate critical thinking, mathematical reasoning, and problem solving techniques for situations that occur in everyday work environments
- Review charts, graphs, and other graphics that are used in the workplace, and demonstrate an understanding on how to identify key information in these graphics
- Develop technical writing skills and the ability to use information within work related documents to make decisions and solve problems.

Student Expectations

These ACT WorkKeys units require the same level of commitment from you as a traditional in-person tutor. Throughout the course, you are expected to complete the following activities, according to your individual pretest concept mastery needs:

- Diagnostic Pretest which determines which concepts need to be reviewed
- Interactive lessons that include a mixture of instructional videos and tasks
- Assignments and quizzes in which you apply and extend learning in each lesson

Communication

Your teacher will communicate with you regularly through discussions, email, chat, and system announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your speaking and listening skills.

Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below.

Grading Category	Weight
Assignments	32%
Lesson Quizzes	68%
Diagnostic Tests	0%

Scope and Sequence

When you log into Edgenuity, you can view the entire course map—an interactive scope and sequence of all topics you will study. The units of study are summarized below:

Unit 1: Applied Math

Unit 2: Graphic Literacy

Unit 3: Workplace Documents