CONCEPTS AND CARERS IN GIS  
GISC 1125-23280

Day/Time: Lectures: Online course  
Location: eCampus Spring 2015 GISC-1125

Professor: Cheryl Miller  
Office: EMGI H128  
Office phone: 972-860-4392  
Office hours: Mondays 3:30 pm – 6:30 pm  
Tuesdays None  
Wednesdays 4:30 pm – 6:30 pm  
Thursdays None  
Fridays None  
Other times by appointment.  
Email: clmiller@dcccd.edu

Lab Coordinator: Jerry Bartz  
Office: EMGI H105  
Office phone: 972-860-4796  
Open Lab: M T W R, 8:00 a.m. to 4:00 p.m.  
Email: gbartz@dcccd.edu

Dual Credit Instructor: Sayeed Zaidi  
Email: szaidi@irvingisd.net  
Classroom: Lab 123  
11:30 – 13:05 M-F  
Tutorials: 3:10 - 4:10 Thursdays and Fridays

Brad Baker  
Email: bbaker@bdcs.org  
Classroom: Room 310  
1:35 - 2:15 Mon.  
11:30 - 1:00 Wed.  
11:30 - 1:00 Fri.  
Tutorials: 3:00 - 4:00 M,Tu,F

Textbooks: None

COURSE INFORMATION

Number: 1125  
Section: 23280  
Credit Hours: 1  
Description: Introduction to basic Geographic Information Systems (GIS) operations, including file management and data transfer. Students will also learn about the ways in which GIS is used in different fields including business, government, and scientific analysis. ‘Presentations’ [videos] will be made by GIS professionals about career possibilities.  
Prerequisites: None
Student Email: Students are to validate a secure email within eCampus; this is the primary email for our correspondence. Email is a chief communication protocol for the Geospatial Technology Program students. Students who do not validate their eCampus email WILL indeed miss necessary announcements. No extensions will be permitted due to a student’s failure to validate and use their eCampus email.

Learning Outcomes: This course will provide the student with the career-focused concepts of Geographic Information Systems (GIS). By completing this course, students will:

- Organize file structure (e.g. create directories, perform data and directory housekeeping). TSSB KA7.2
- Research and explain a practical understanding of GIS concepts and applications.
- Discuss and apply the technical language of GIS.
- Discuss and validate the history and purpose of GIS.
- Install and maintain software including service packs. TSSB KA8.
- Explain the history, purpose and elements of a map and apply the minimum required map elements. Create maps. TSSB KA5.1
- Distribute digital and/or hard copy products. TSSB KA5.6
- Evaluate maps and related purpose. Interpret data results. TSSB KA4.7
- Create data supplement materials. Create analysis reports. TSSB KA5.2, Create tables. TSSB KA5.3 and Create charts. TSSB KA5.4
- Complete a national certification process.
- Create formal and informal communications using email, phone, listservs and written reports. TSSB KA9.1
- Research and explain GIS job titles and positions.
- Validate GIS career metrics for the DFW Metro, North Texas OR Texas area. Generate descriptive and spatial statistics. TSSB KA4.5
- Research local area professional associations and report related career benefit.
- Participate in GIS awareness events such as presentations, conferences and user groups. TSSB KA9.5
- Continue professional education through credit and/or noncredit courses, technical training and informal education, such as online courses. TSSB KA10.2

Outline: 5-week semester ‘meeting’ Monday through Friday, via eCampus in a high school classroom. This course is offered in a hybrid, distance learning instructional delivery. The course will be primarily discussions about the geospatial technologies industry. This course does NOT dig deeply but rather exposes, at a shallow level, several aspects of the geospatial technology industry.

<table>
<thead>
<tr>
<th>Week number</th>
<th>Date</th>
<th>Topic of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/20/2015</td>
<td>Introductory Concepts, Terms &amp; Acronyms, and General Discussion. <strong>What is GIS and what are the 5 elements of GIS? Report.</strong></td>
</tr>
<tr>
<td>2</td>
<td>1/21/2015</td>
<td>Discuss Spatial-significance. What is happening in our community today?</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1/22/2015 Geospatial current event article review (GIS in our everyday lives). Report.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/27/2015 GIS job websites: metrics for the DFW and/or North Texas market. (Macro perspective of market.) Report.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/28/2015 GIS job announcements (3) survey and report. (Micro perspective of a particular job announcement, 'What do you, the student, like most and why?') Report.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/2/2015 Mid Term Exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/3/2015 GIS career review and prioritize overarching requirements. What is needed most, least and the student’s impressions, Resume.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/5/2015 Industry Visitor (1) – Interview, Discuss, Q &amp; A. Report summary.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/9/2015 Geospatial Technology Education in all its forms and styles. Long-term, short-term, for-credit and continuing ed. Professional development.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/10/2015 GISCI program review. GISCI application. Packet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/11/2015 GISCI program review. GISCI application. Packet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/12/2015 ArcGIS Online – Free GIS and cool stuff to do with it. Software</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/16/2015 ArcGIS Online – Free GIS and cool stuff to do with it. Software</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2/18/2015 Final Exam</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1/27/2015 GIS job websites: metrics for the DFW and/or North Texas market. (Macro perspective of market.) Report.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1/28/2015 GIS job announcements (3) survey and report. (Micro perspective of a particular job announcement, 'What do you, the student, like most and why?') Report.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2/2/2015 Mid Term Exam</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2/3/2015 GIS career review and prioritize overarching requirements. What is needed most, least and the student’s impressions, Resume.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>2/5/2015 Industry Visitor (1) – Interview, Discuss, Q &amp; A. Report summary.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>2/9/2015 Geospatial Technology Education in all its forms and styles. Long-term, short-term, for-credit and continuing ed. Professional development.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>2/10/2015 GISCI program review. GISCI application. Packet</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>2/11/2015 GISCI program review. GISCI application. Packet</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>2/12/2015 ArcGIS Online – Free GIS and cool stuff to do with it. Software</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>2/16/2015 ArcGIS Online – Free GIS and cool stuff to do with it. Software</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>2/18/2015 Final Exam</td>
<td></td>
</tr>
</tbody>
</table>

~ Course ends on February 18, 2015 ~

Recommendations: Industry periodicals and web-sites as mentioned throughout the course. Acquire a storage device. Ask for help before due dates and before test dates.

Assessments: Online Discussion Forum Participation 14% Exams of lecture material (1 midterm and 1 final) 30% Weekly Reports & Exercise products 56%

All assignments and discussions will be submitted through eCampus and are due at 5 pm on the date shown in the eCampus Assignment.

Assignments will be accepted up to 1 week late with a penalty of 1 letter grade.

Attendance: You are expected to participate in all forums, read all discussion materials, review all presentations and complete all labs. It is your responsibility to withdraw from this course if necessary. If you stop attending class your final grade will be determined as shown in the above “Assessments” with zeros for all grades missed. Attending includes being prepared such that full participation is not hampered.

DROP/WITHDRAWAL POLICY: Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you. You may withdraw from a class in either the Admissions office or Advising Center. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of “F.” Students sometimes drop a class when help is available that would enable them to continue. Please discuss your
plans with the instructor if you feel you need to withdraw. The full drop and withdrawal policy is online in the college catalog.

**STOP BEFORE YOU DROP**

For students who enroll in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your college counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. The full drop and withdrawal policy is online in the college catalog.

**FINANCIAL AID STATEMENT:** Failure to attend classes could result in a loss of Financial Aid (FA). If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**INTERNATIONAL STUDENTS:** Students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. If you are on an F-1 visa, you MUST NOT withdraw from any class without the permission of an International Student Advisor in the Multicultural Center, in Room S-136 or at 972-860-4192.

**RELIGIOUS HOLIDAYS:** A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

**ADA STATEMENT:** If you feel you may need special assistance or accommodation (such as help with taking notes, extra time on tests, etc.) because of any type of physical disability or learning difference, please contact the Special Services office in Room S124 or at 972-860-4673.

**ACADEMIC INTEGRITY:** Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. Please review the full Student Code of Conduct as listed in the college catalog for additional information.

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities.

**REPEATING THIS COURSE:** Each college of the DCCCD charges additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the Fall 2002 semester. The District’s policy for tuition charges relating to a third attempt is in the college’s catalog.

**GRADE REPORTS:** Final grade reports are not mailed to students. You may obtain your final grades online at [https://econnect.dcccd.edu/](https://econnect.dcccd.edu/). From the student menu, select “My Grades” under “My Personal
Information.” If you are not already logged in, you will be prompted to do so. Select the grade type you wish to review. Press the submit button and all grades for the selected grade type will be displayed.

**INSTRUCTOR’S RIGHT TO MODIFY:** The instructor has the right to add, delete, or revise segments of this course syllabus.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information about the FERPA guidelines is available online in the college catalog.

Students who fail to attend or participate after the drop date are also subject to this policy.