

Business and Hospitality Division

Course Syllabus

*A-B Tech reserves the right to make changes as necessary to this schedule, including possible responses to the COVID-19 crisis. A-B Tech’s COVID response information can be located on A-B Tech’s website at the following link:*  [A-B Tech COVID response information](https://abtech.edu/contact-us/coronavirus-covid-19-information). *Any changes will be communicated by the instructor prior to the implementation of the change. Please make sure to check your email and Moodle on a regular basis.*

# Course Information

* **Course/Section:** GIS-111-OAL1
* **Course Hours:** Class – 2, Lab -2, Credit - 3
* **Semester:** 2023SP
* **Meeting Times:** This is an online, asynchronous class with no required Zoom meetings.
* **Meeting Location:** Online
* **Prerequisites:** Basic computer literacy including file management skills are necessary.
* **Co-requisites:** None
* **Course Description *per catalog*:** This course provides an introduction to the field of geographic information systems (GIS). This course is designed to introduce students to the basic principles and concepts of GIS. The students will learn basic GIS functionality through hands on experience with a selected GIS package. The course will include lectures, class discussion, assigned readings, and hands on exercises.
* **Text(s):** There is no textbook for this class. Class content will be provide through the Esri Academy educational resources available by subscription that is free to A-B Tech students. We will use also use other free educational resources provided through Moodle, and other industry leading resources for the Esri-based software.
* **Supplies/Materials:** 
  + Software: ArcGIS Pro 3.0 (a one-year student license will be provided by your instructor).
  + Hardware: Windows-based computer capable of running ArcGIS Pro. [See ArcGIS Pro 3.0 System Requirements here](https://pro.arcgis.com/en/pro-app/get-started/arcgis-pro-system-requirements.htm).
  + **ArcGIS Pro only runs on Windows Operating Systems. It will not work on Mac operating systems. To use ArcGIS Pro on a Mac or Linux, you can use VirtualBox, a free software that allows the creation of a virtual machine (VM) based on MS Windows. Parallels (*not free*) is another software for Mac’s that allows the creation of a Windows-based VM.**

# Instructor Information

* **Instructor Name**: Pete Kennedy
* **Office Telephone Number:** 828-398-7289
* **Email Address:** peterukennedy@abtech.edu
* **Office Location:** Haynes Computer Technology Center (HCTC) 103
* **Office Hours:** M/T 10:00-11:30am in HCTC 103 | W/TH 10:00am – 11:00am Virtual via Zoom
* **Communication:** Preferred method of communication is email. If communicating via email, I will only respond to A-B Tech email addresses. I try to respond within **48** hours when possible (not on weekends). If you don’t reach me within 3 days, contact Brenda McFarland - brendahmcfarland@abtech.edu.

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| * **When emailing me, follow these guidelines:**   + Always state which class you are in. I suggest adding your semester schedule to your email signature.   + If you have a question about software or screen rendering, always attach a screenshot so I can see what you see.   + Be as explicit and detailed as possible if you’re asking for help. Briefly explain:     - …what the problem is. What’s happening that you don’t expect/want to happen?     - …what should happen. What do you expect should happen that’s not?     - …your troubleshooting steps. What have you already done to try to fix the problem?   + Use proper grammar, spelling, punctuation, and tone and format your message for readability. Communication skills are high on the list of employers. Practice professional communication in your emails to me. |

# Course Learning Outcomes/Objectives

Upon successful completion of this course, you should be able to do the following:

* Identify the elements of a Geographic Information System.
* Communicate about the world using spatial reasoning.
* Create and manage geographic information.
* Research, identify and acquire geographic information.
* Analyze geographic information.
* Utilize geographic information to solve real-world problems.

# A-B Tech General Education Outcomes

Expected competencies students will develop in this course:

* Students will critically evaluate information.
* Students will solve problems.
* Students will effectively communicate.

Additional information can be located on A-B Tech’s website at the following link: [Course Syllabus Information](https://www.abtech.edu/syllabus)

# Course Requirements and Expectations

## Communication

My preferred form of communication is email. Please include the course and section numbers in the subject line of the email. If communicating by email, I will only respond to A-B Tech email addresses. I will usually respond to emails within 24 hours during the workweek. It may be up to 48 hours on the weekend.

## Grading:

In this class, you will complete **assignments, quizzes, tests, and project**. In addition, we have a **discussion board** in Moodle where you are **required to post at least 2 times per month**. Your posts can be questions, answers to other student’s questions, or general observations about the class, GIS, or some current event where GIS is utilized.

**All assignments, quizzes, and projects are due on Monday night of each week at 11:59pm unless otherwise noted.**

## Make-up Work/Late Work

**Assignments** may be submitted within one week of the due date with a 20% grade penalty. Barring an emergency, there are few exceptions to the late penalty or due date extensions.

**Quizzes** may not be submitted after the due date. The lowest quiz grade is dropped.

**Tests** may not be completed after the due date without approval from the instructor. Email and voicemail are available 24 hours a day, 7 days a week; therefore, you will be expected to make every effort to communicate any emergencies with us. Employers expect you to attend work regularly and complete tasks by the deadline; so, do we.

In cases of emergency, contact me in a timely manner. Items due the last week of class may not be submitted late.

## Student Responsibilities

It is expected that students will:

* Budget time *daily* to work on assignments.
* Watch all the required videos.
* Read all the required readings.

## Workload

Expect to spend 8-12 hours per week on your work in this class.

## File packaging

Packaging an assignment correctly (the folder/subfolder structure) is essential. Packaging assignments includes creating the folder/subfolder structure as per the assignment instructions in Moodle and zipping the assignment correctly. When using GIS, the maps and projects you create reference GIS data in folders and databases. If the folder structure is not consistent, the links between your GIS project maps will often break and not function until fixed. It is a best practice to manage your project folder structures consistently so this does not happen.

## Inclement Weather:

When the College is closed, **all curriculum classes (including online synchronous (Zoom)**, are cancelled except for clinical sites that are still operating (i.e., Mission Hospital, etc.). **Assignments are still due! Please log into Moodle and review instructions from me.** Please sign up for A-B Tech text alerts to receive early weather and emergency notifications. To register, go to [SelfService](https://selfservice.abtech.edu/Student/Account/Login?ReturnUrl=%2fStudent%2f), choose User Profile, enter your phone number and choose Emergency Alert Message as Type. You may also check the A-B Tech homepage at <https://abtech.edu/> for updates. **Should you lose power or internet, please contact me ASAP!**

## Evaluation Criteria

### Assignments

You will be expected to adhere to all assignment deadlines. **You will lose 20% on assignments/tests submitted late within the one-week of the due date**.

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| **Assessments:** | **Percentage:** |
| Assignments | 25 |
| Discussion Posts | 5 |
| Quizzes | 10 |
| Projects | 10 |
| Lab Quizzes | 10 |
| Tests | 40 |
| **TOTAL** | **100** |

# Grading System

| **Grade Letter** | **Associated Percentages** |
| --- | --- |
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | Below 60 |

# A-B Tech General Information

## Participation Requirements

It is mandatory that the student attend each course at least once during the first 10% of the course, or, in the case of online courses, a graded activity must be submitted during the first 10% of the course. For hybrid courses, the student must attend the classroom portion of the course or complete an online graded activity prior to the 10% point. Failure to attend or complete a graded activity prior to the 10% point will result in the student being dropped from the course. The student will not be allowed to continue in the course or receive a refund.

## Professionalism

Students are expected to conduct themselves in a professional and respectful manner at all times. In that regard, students will not at any time engage in disruptive, threatening, unethical, disrespectful, or abusive conduct toward other members of the college community, including fellow students, faculty, and staff.

## Rights, Responsibilities, and Procedures

Information on Rights, Responsibilities, and Procedures pertaining to students can be located on A-B Tech’s website at the following link: [Course Syllabus Information](https://www.abtech.edu/syllabus)

## ADA/Accessibility

A-B Tech is committed to creating an environment that meets the needs of its diverse student body. If a student has a disability, thinks they may have a disability, or are having issues with the accessibility of course materials, the student should contact Support Services to request appropriate accommodations to ensure access to their education. Complete information and forms can be located at the following link: [Student Service Overview](http://www.abtech.edu/supportservices)

## Course Evaluation by Students

Students will have the opportunity to provide constructive feedback on their courses each semester at approximately the 75% completion point through an online survey. ***All responses are anonymous*** unless a student chooses to self-identify in submitted comments. Results are used to determine whether changes should be made to improve the learning experience for students. Additional information can be located on A-B Tech’s website at the following link: [Course Syllabus Information](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.abtech.edu%2Fsyllabus&data=04%7C01%7Cbobennett%40abtech.edu%7C8f5901223e214072c5d508d8fe929635%7C9388c7fc634648eea3f6c161d6bc13f9%7C1%7C0%7C637539252832208149%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=oVllrKqj0nwo6qVFMThNmoTaThvrePY4bJbpD2Ns3sI%3D&reserved=0)

# Course Schedule

*Any changes to the syllabus will be posted in Moodle prior to implementation of change.*

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| **WEEK** | **WEEK OF** | **TOPIC** |
| 1 | 01/17 | Course Information and Resources / Course Orientation / Software Download / ArcGIS Online Assignment |
| 2 | 01/23 | **MODULE 1:** Exploring GIS Maps |
| 3 | 01/30 | **MODULE 2:** Getting Information from a GIS Map |
| 4 | 02/06 | **MODULE 3:** ArcGIS Online Basics |
| 5 | 02/13 | **MODULE 4:** ArcGIS Online Project (Lab Quiz Grade) |
| 6 | 02/20 | **TEST 1 and MODULE 5:** ArcGIS Pro Basics |
| 7 | 02/27 | **MODULE 6:** Getting Started with ArcGIS Pro |
| 8 | 03/06 | **MODULE 7:** Geocoding |
| 9 | 03/13 | **MODULE 8:** Querying Data and Selecting Features |
| 10 | 03/20 | **TEST 2 and MODULE 9:** How Maps Work and Map Layouts |
| 11 | 03/27 | **MODULE 10:** Georeferencing and Editing |
| 12 | 04/03 | **SPRING BREAK – COLLEGE CLOSED** |
| 13 | 04/10 | **MODULE 11:** Bent Creek Project Part 1 |
| 14 | 04/17 | **MODULE 11:** Bent Creek Project Part 2 |
| 15 | 04/24 | **MODULE 11:** Bent Creek Project Part 3 |
| 16 | 05/01 | **MODULE 11:** Bent Creek Project Part 4-6 |
| 17 | 05/09 | **FINAL PROJECT – DUE 05/09** |