EMILY GRIFFITH TECHNICAL COLLEGE

2021-2022 Geographic Information Systems Checklist

Required Textbooks: Available for purchase at www.emilygriffith.textbookx.com.

Course Code	Book Title	Author	Book ISBN
GIS140/210	GIS Fundamentals: A First Text on Geographic Information Systems, 5th Edition	Bolstad	9781506695877
CSC119	Python Scripting for ArcGIS Pro	Zandbergen	97815894864993
GIS205	Getting to Know Web GIS: 4th Edition (2020)	Pinde Fu	9781589485921
GIS212	The ArcGIS Imagery Book	Brown and Harder	9781589484627
GIS110/211	Map Use: Reading, Analysis, Interpretation, 8th Edition	Kimerling, Buckley, Muehrcke, Muehrcke	9781589484429

If a course and associated books are not listed, it is because materials are provided to the student by the instructor.

Part Time Program Hybrid Learning
- On the days your class meets face-to-face (Mondays and Wednesdays), you will be expected to participate in lecture, discussion, and activities. On the days that you would not be meeting face-to-face, you will complete readings, virtual labs, and homework.
- Students must be prepared to commit a minimum of 8-10 hours/week of study-time in addition to the 8 hours of weekly class time.
- Students are expected to keep up with classwork by adhering to course assignment schedules.

Additional Information
- A license to use ArcGIS Desktop and ArcGIS Pro are included in your program fees. Textbooks are an additional cost.
- Many titles from the textbook list are available for rent from Amazon.

Computer Skills
- Intermediate computer skills, including file management in a Windows operating system, are necessary for successful completion of coursework.
  - Please see the included Technology Skills Assessment to determine your skill level.

Internet and Computer Access
- Most software in this program is windows-based. If the student chooses to use a Mac, they will be responsible for purchasing/maintaining a Windows emulator. It is difficult for instructors to help with Mac-based issues.
- Access to a reliable internet connection outside of class is required in order to complete assignments in the Learning Management System, Moodle.
- Access to a reliable PC/Laptop for class is required. In order to ensure your computer meets the requirements necessary to run the GIS program software, please visit https://pro.arcgis.com/en/pro-app/get-started/arcgis-pro-system-requirements.htm. You can also click the following link to run a test to see if your computer meets there requirements, Check your computer's ability to run ArcGIS Pro 2.5
  - Should you need to borrow a laptop from the school, before your program start date please contact the College of Trades, Industry, and Professional Studies Student Success Coordinator, Ciara Martinez at student.help@emilygriffith.edu

Accelerated Program
- On the first day of class for a program crucial policy, procedure, and orientation take place. It is expected that all registered students attend on the first day. If a student does not attend on the first day of a program without prior approval from the Instructional Dean or Associate Dean, they will be dropped from the program and encouraged to register at another date.
- Classes are completed at a quick pace, without breaks between classes. One class is covered in its entirety before moving to the next class. Classes range from two weeks to six weeks.

- Students need to ensure they have the required book(s) for their next class immediately after a class ends. It is recommended that students have all their required textbooks for the program for the first day of class so there is never an issue with falling behind in class due to not having the book.
- Due to the fast pace of the program, attendance is required for student success.
- In order to access course content online, students must make payment arrangements with the Treasurer's Office prior to the first class. If a student has not made these arrangements, they will not have access to course content and may find themselves behind in class from day one.

Classroom Logistics

- In the College of Trades, Industry, and Professional Studies our programs welcome new students multiple times throughout the year. As a student, you will likely experience being in the classroom with another cohort that may be learning different content than you. We believe this structure enriches the learning experience for all students, as the peer to peer learning that takes place is invaluable.

GIS Technology Skills Self-Assessment

Answer these questions as honestly as possible. Feeling comfortable with technology is a large piece of the GIS program. If you answer no to a lot of these questions you may find the technology components of this program challenging. Please discuss digital literacy support and technology access needs with your Career Navigator prior to starting the program.

1. Are you comfortable working with computers? Can work on a computer for hours at a time?
2. Can you open and send e-mail messages with attachments? Can you download email attachments? Can you unzip files?*
3. Are you comfortable using a web browser? Are you comfortable navigating web sites? Are you comfortable moving between multiple tabs on a browser?
4. Can you open, download, and install software on a computer.* Have you run .exe files before?*
5. Can you save files on my computer and then find where they are saved? Can you create new folders? Do you know what file structure and file management is?*
6. Can you troubleshoot an issue using the internet?* Would you feel comfortable describing your issues and attaching a screenshot of the error and sending it in an email to your instructor?*

7. Are you comfortable using a word processing program such as Word or Google Docs?
8. Are you comfortable doing basic work in a spreadsheet program such as Excel or Google Sheets?*

An * means it is a suggested skill, but we will cover it over the course of the program.