SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE: Research Project / Presentation II

CODE NO. :   GIS 411   **SEMESTER:**   17W

PROGRAM: Geographic Information Systems Applications Specialist

AUTHOR: Heath Bishop

DATE: Dec, 2016   **PREVIOUS OUTLINE DATED:**   Dec, 2015

APPROVED:

Corey Meunier   Jan '17
_____   _____
Chair   **DATE**

TOTAL CREDITS: 5

PREREQUISITE(S):   GIS406 – Research Project / Presentation I

HOURS/WEEK: 3

I.   COURSE DESCRIPTION:

Projects form the foundation of modern-day business and research. In this course students develop project management, oral presentation, and report writing skills by completing a GIS, remote sensing or GPS project with a sponsoring organization. Through working on these projects, students learn how to plan, develop and undertake a real-world GIS project and get a glimpse of what lies ahead when working in industry.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1.   Work through a GIS project

Potential Elements of the Performance:
- Demonstrate effective project and time management skills
- Produce and update project status reports
- Perform GIS, remote sensing, GPS and related processing steps
- Re-define the project as required
- Perform effective database maintenance
- Learn to work in a collaborative team environment
- Produce a high quality final report

2.   Demonstrate a working knowledge of MS Project; a project management software package

Potential Elements of the Performance:
- Define critical paths, milestones and resource use
- Input tasks and assign task duration
- Develop and update a GANTT bar chart schedule
- Use MS Project 2010 to schedule project steps

3.   Resume / Cover Letter

Potential Elements of the Performance:
- Create a professional looking resume
- Create a cover letter that would assist in obtaining an interview

4.   Practice good workplace personal management skills

Potential Elements of the Performance:
- Understand and practice stress management techniques
- Practice prioritization and decision-making techniques
- Understand the fundamentals of good workplace communication
- Produce high-quality resumes and cover letters
- Perform career prioritization and job searches

5. Perform effective oral presentations

Potential Elements of the Performance:
- Design background material for an oral presentation
- Define an audience and relevant content for a presentation
- Perform an effective oral presentation with the use of presentation software

III. **TOPICS:**

1. Working through a GIS project
   - Large project management
   - Status reports
   - Project re-definition
   - Database maintenance
   - Assembling a GIS report
   - Producing a high quality final report

2. Project management (MS Project 2010)
   - Project management theory
   - Identifying tasks and assigning task duration
   - GANTT bar charts
   - Project evaluation and review
   - MS Project 2010 for scheduling and determining critical paths

3. Resume/Cover Letter
   - Basics of resume writing
   - Basics of cover letter creation
   - Professionalism during interview process

4. Workplace management skills
   - Stress management
   - Prioritization and decision-making
   - Working in a collaborative team environment
   - Fundamentals of good workplace communication

- Resumes, cover letters, career analysis and job searches

5. Oral Presentations
    - Presentation as marketing
    - Audiences and levels of presentation
    - Components of an effective oral presentation
    - The use of visual aids and computers in presentations
    - Presenting GIS project results

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

None

V.   EVALUATION PROCESS/GRADING SYSTEM:

Assignments	70%
Presentations	20%
Project Sponsor Feedback	10%
Total	100%

Note: Students must complete all of the assignments to an acceptable level in order to pass the course.

Note: All assignments are due at the beginning of class on the scheduled due date, or may be subject to a 10% penalty. Each subsequent day that the assignment is not handed in by 9:30am may be an additional 10% deduction.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded	

	subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI.   SPECIAL NOTES:

Attendance:
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Course Outline:
The Professor reserves the right to change the information contained in this course outline depending on the needs of the learners and the availability of resources.

VI.   COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.