

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE MARIE, ON**



COURSE OUTLINE

Course Title: Research Project/Presentation 1

Code No.: GIS 406

Semester: 98F

Program: GIS Specialist

Author: Barry Sparrow/Harvey Robbins

Date: October 1998

Approved: Kitty DeRosario Oct. 8/98
Kitty DeRosario, Dean Technology, Date
Engineering and Technical Trades
Northern Ontario Geomatics Centre

Total Credits: 4

Prerequisite(s): None

Length of Course: 15 weeks

Total Credit Hours: 60

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For additional information, please contact Kitty DeRosario, Dean, School of Trades
& Technology Studies, (705) 759-2554, Ext. 642.

I. COURSE DESCRIPTION:

This course will introduce the student to several software packages which can be utilized in the field of Geographic Information Systems, with an emphasis on presentation of information using a variety of applications. A number of applications will be examined for use in paper, computer and Internet presentation. Emphasis will be placed on developing an ability to decide what software to use in solving specific presentation requirements..

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

- 1) Present text and numerical data in documents using Microsoft Office

Potential Elements of the Performance:

- Use Microsoft Word and Excel
- Develop linked and embedded documents
- Create macros in Word and Excel
- Recognize good graphic presentation practice in text documents

- 2) Demonstrate ability to utilize WEBCT instruction software

Potential Elements of the Performance:

- Use the computer to access WEBCT
- Locate and print information found in WEBCT
- Access and complete a WEBCT evaluation

- 3) Develop a presentation using Microsoft PowerPoint

Potential Elements of the Performance:

- Create a computer-based presentation using PowerPoint
- Utilize accepted graphic techniques in developing a computer presentation
- Recognize different graphics file formats
- Create and use scanned images in a PowerPoint Presentation
- Present a PowerPoint slide show and use annotation tools.

- 4) Demonstrate a working knowledge of Primavera project management software

Potential Elements of the Performance:

- Define critical path, crashing and float time
- Input tasks and assign task duration
- Develop a Gantt bar chart schedule given a set of tasks
- Develop and assign relationships in a PERT diagram
- Use Primavera to schedule and determine critical path

- 5) Recognize, Create and Manipulate Graphics Files

Potential Elements of the Performance:

- Create graphics files using graphics software
- Convert from one graphics format to another.
- Utilize graphics utilities to manipulate and edit graphics files
- Use a scanner and related graphics software

- 6) Create an Internet WEB page using a word processor, web or desktop publishing program

Potential Elements of the Performance:

- Understand basic HTML programming concepts
- Use appropriate software to create a WEB page file
- Recognize and utilize accepted graphic design methods in WEB page design
- Incorporate text, graphics and tables in a WEB page
- Upload files using FTP protocol and a suitable utility to a server
- Post a WEB page on the Internet

III. TOPICS:

1. Microsoft Office Applications

2 hrs.

- Microsoft Word and Excel
- Linked and embedded documents
- Creation of macros
- Graphic presentation in text documents

Assignment 1. Prepare a document based on the above topics.

2. Using WEBCT

4 hrs.

- WEBCT login procedures
- Navigating WEBCT
- Communicating by WEBCT
- Printing off information
- Writing test on WEBCT
- Submitting assignments via e-mail

Assignment 2. Complete a quiz using WEBCT.

3. Presentation Applications (PowerPoint)

8 hrs.

- Computer-based presentations
- Graphic design techniques in computer presentation
- Introduction to graphics file formats
- Scanning and using images

Presentation # 1. Present a PowerPoint slide show using annotation tools on a topic of relevance to one of your other courses.

4. Project Management Applications (Primavera P3)

4 hrs.

- Project management steps
- Identifying tasks and assigning task duration
- Gantt bar charts
- Project evaluation and review techniques (PERT)
- Use of Primavera in scheduling and determining critical paths

Assignment #3. Given a set of tasks and relationships, prepare a PERT diagram that shows the critical path of the activities.

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5. Computer Graphics

4 hrs.

- Creating graphics files
- Converting between various graphics formats
- Manipulating and editing graphics files
- Modifying scanned images to create graphics effects

Presentation #2. Using PowerPoint presentation technology, complete a presentation on a project where you have acquired and manipulated images.

6. Internet Publishing/Web Pages

8 hrs.

- Basic HTML programming concepts
- Creating WEB page files
- Application of graphic design in WEB pages
- Incorporation of text, graphics and tables in a WEB page
- Uploading files using FTP protocol and a suitable utility to a server
- Posting WEB pages on the Internet

Presentation #3. Present a WEB page relating to a topic in one of your other courses incorporating the applications covered in this unit.

FINAL THEORY TEST

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Software Manuals, Documentation and Handouts will be provided as needed.

V. EVALUATION PROCESS/GRADING SYSTEM

A final grade will be derived as follows:

| | |
|------------------|-----|
| Assignments | 20% |
| Presentations | 50% |
| Theory Test | 20% |
| Special Projects | 10% |

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|-------|------|
| Total | 100% |
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The grading system used will be as follows:

- A+ 90%-100% (requires successful completion of special projects)
- A 80%- 89%
- B 70%- 79%
- C 60 %- 69%
- R (repeat) less than 60%

Late assignments/presentations will be given a maximum of 60% (C grade).

VI. SPECIAL NOTES:

Special Needs

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.

Retention of Course Outlines

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

VII. PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consult the instructor.