Introduction to ArcGIS I   *Two days (16 hours)*

Overview
ArcGIS is ESRI's full-featured GIS software for visualizing, creating, managing, and analyzing geographic data. This course provides the foundation for becoming a successful ArcGIS user. Participants learn fundamental GIS concepts and become familiar with the range of functionality available in ArcGIS. In course exercises, participants work with the ArcMap™, ArcCatalog™, and ArcToolbox™ applications and see how, together, they provide a complete GIS software solution. This course is designed for those who are new to ArcGIS and to GIS in general.

Goals
Those completing this course will be able to
• Understand basic GIS concepts.
• Describe the structure of ArcGIS software.
• Display geographic data.
• Query a GIS database.
• Edit geographic data.
• Associate tables using joins and relates.
• Create maps, reports, and graphs.

Prerequisites and recommendations
Participants should know how to use Windows®-based software.

Introduction to ArcGIS II   *Three days (24 hours)*

Overview
ArcGIS software offers many tools for visualizing, creating, managing, and analyzing geographic data. In this course, participants extend their ArcGIS skills in the areas of cartography, data automation and editing, and geoprocessing and spatial analysis. Participants work with advanced cartographic tools as they learn how to ef. ciently create effective maps. A major focus of the course is the geodatabase. Participants learn database design considerations and techniques for creating, maintaining, and managing GIS data stored in a geodatabase. The new ArcGIS geoprocessing tools for spatial analysis are also covered and, in a course project, participants apply many of their newly acquired skills. This course is designed for experienced ArcGIS users who want to work with the more advanced features of ArcGIS.

Goals
Those completing this course will be able to
• Classify and symbolize data.
• Create custom symbols, labels, and annotation.
• Work with map templates.
• Geocode addresses.
• List database design considerations.
• Create and edit metadata.
• Create a geodatabase and add data to it.
• Set and use geodatabase validation rules.
• Create and edit features using a variety of ArcMap editing tools.
• Describe components of a model.
• Perform geoprocessing operations using tools, the Command Line window, and odelBuilder™.

Prerequisites and recommendations
Participants should have completed *Introduction to ArcGIS I* or *Learning ArcGIS 9* or have equivalent knowledge.