

Idaho State Tax Commission

Mapping Course Descriptions

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Idaho State Tax Commission

Mapping Course Descriptions

Certification Courses

1. Basic Mapping (4 ½ days – 32 hrs)

This course is an introduction to cadastral mapping. It is part of the requirement for mapping certification. General topics include: Idaho mapping laws, manual drafting techniques, conveyances, deed processing, PLSS, metes and bounds, state plane coordinate system, and Idaho parcel numbering systems. It also includes an introduction to surveys used in the assessor's office such as mineral, homestead, route, hydrographic, and railroad surveys.

2. IAAO Course 600 – Principles & Techniques of Cadastral Mapping (4 ½ days – 32 hrs)

Course 600 is an introduction to property ownership mapping with an emphasis on the preparation and use of assessment maps. Topics covered include ownership data gathering, map sources, mapping equipment, base maps, conveyances, acreage calculation, mapping administration, and parcel identification systems. Included in the course material is a comprehensive set of case problems covering the metes and bounds survey system and the rectangular survey system. Emphasis is placed on reading, plotting, and interpreting various types of legal descriptions of land.

Recommended: Basic Mapping

Core Mapping Courses

3. Idaho Mapping Laws (2 days – 14 hrs)

This course revisits various topics from the Basic Mapping Course with more detail on Idaho mapping laws, case law, boundary law, conveyances, and deed processing.

4. Real Estate Law/Deed Processing (1 or 2 days – 7 or 14 hrs)

This course is a review of Deed Processing issues and real estate law as it pertains to the assessor's office. Participants are requested to submit topics for discussion.

5. Deed Processing Roundtable
(1 day – 7 hrs)

A facilitator will lead a roundtable discussion on deed processing issues. Participants are requested to submit topics for discussion.

6. IAAO Course 601 – Advanced Mapping
(4 ½ days – 32 hrs)

Course 601 provides a comprehensive study program, applying the knowledge and abilities taught in Course 600 on an advanced level. A comprehensive set of case problems is utilized to enhance your learning experience. An introduction to computer mapping will be addressed. Bring a calculator!

Recommended: IAAO Course 600.

ArcGIS (ESRI) Workshops
(taught in most current version)

7. Visualizing GIS/CAMA Data using ArcExplorer
(1 day – 7 hrs)

This course is intended for all county personnel that would like to view GIS information with a free, easy-to-use GIS software called ArcExplorer. Students will learn the basic functionality of ArcExplorer. The course will focus on viewing and querying the GIS parcel layer that contains attributes from the counties CAMA system (AS400 and ProVal data).

8. ArcGIS Basics
(1 day – 7 hrs)

This course is a *preparatory* course that introduces students to the ArcGIS interface. The main purpose of the course is to familiarize students with the terminology, interface, basic functionality, licensing, etc. It will be mostly show-and-tell with some hands-on using ArcGIS. This class will give county personnel a first look at ArcGIS to help answer questions and become somewhat familiar with the software and terminology before taking ArcGIS courses. This course is not for existing users. Do not confuse this course with Introduction to ArcGIS taught by BSU at summer and winter schools. This course is very basic with only a few handouts instead of a book.

9. Introduction to ArcGIS I **(2 days – 14 hrs)**

This two-day course introduces students to ArcGIS and provides the foundation for becoming a successful ArcView, ArcEditor, or ArcInfo user. Participants learn how to use ArcMap, ArcCatalog, ArcToolbox, and explore how these applications work together to provide a complete GIS software solution. The course covers fundamental GIS concepts, as well as how to create, edit, and work with georeferenced spatial data. Attendees learn how to manipulate tabular data, query a GIS database, and present data clearly and efficiently using maps and charts. Lab included. ArcGIS I is an ESRI authorized course. Taught by a BSU instructor.

10. Introduction to the Geodatabase **(2 days – 14 hrs)**

This two-day course will introduce students to the Geodatabase in ArcGIS. Students will learn basic concepts of the Geodatabase, its advantages, and how to create, edit, and add data to the Geodatabase. A basic understanding of database structure, topology rules, spatial reference, and working with domains, subtypes, and relationships will be covered. Lab included. Taught by a BSU instructor.

Prerequisite: Introduction to ArcGIS and some ArcGIS experience.

11. Creating plat maps in ArcGIS **(2 days – 14 hrs)**

This course teaches how to design map layouts and create map templates in ArcGIS. Students will learn how to add map components such as legends, map view, scale, county logo, neatlines, etc. Students will also learn how to create templates from layouts, designed in class, to create county plat maps for plotting. This class will include how to join ProVal/AS400 data to label maps using the CAMA information (ProVal/AS400 data). Other topics include scaling, labeling, annotation, and cartography principles. Lab included.

Recommended: Introduction to ArcGIS

12. Geoprocessing in ArcGIS **(2 days – 14 hrs)**

This course will introduce students to the functionality of the Geoprocessing tools in ArcGIS, as well as other analysis tools. Topics will include how to clip, merge, intersect, union, dissolve, buffer, project, use selection tools, display photography, use model builder, and download GIS data from the web. We will discuss GIS websites, how to download the data, and make it compatible with existing county GIS data. Lab included.

Recommended: Introduction to ArcGIS

13. Introduction to Metadata (1 day – 7 hrs)

This course will teach you how to create FGDC compliant Metadata using the tools available in ArcGIS, and the NOAA extension for those that use ArcView 3.x. Metadata provides information such as contact person, spatial accuracy, purpose, completion status, projection information, etc., and should be included with distributed GIS data. Lab included.

Recommended: Introduction to ArcGIS

14. The GIS/CAMA Linkage using ArcGIS (1 day – 7 hrs)

This course is for county mappers interested in linking GIS parcel data to CAMA data (AS/400 and ProVal data). The Tax Commission has created a program that downloads AS/400 and ProVal data into a .dbf format that resides on the county server. Using the unique parcel identification number (PIN), mappers can link their CAMA data to their GIS parcel data.

Students will learn about the linkage program, how to create a join in ArcGIS, how to write queries in ArcGIS using the CAMA data, how to label maps using the CAMA data (ownership, acreage, PIN, etc.), how to visualize CAMA data, and how to click on a parcel to bring up a photo using the hyperlink tool. Students will also learn how to save their joined GIS Parcel/CAMA layer on the server so other county personnel can view it using a free easy-to-use GIS software called ArcExplorer. An application called Parcel Viewer, used by several Idaho counties, will also be shown. Lab included.

Recommended: Introduction to ArcGIS

15. Editing Parcels using AVParcel (2 days – 14 hrs)

This course is for mappers who maintain the county parcel layer using the AVParcel extension in ArcGIS. Students will learn the basic functionality of the AVParcel extension to maintain parcels. Lab included.

Recommended: Introduction to ArcGIS

16. Editing Parcels with ArcGIS (ArcEditor License) (2 days – 14 hrs)

This course is for mappers who maintain the county GIS parcel layer in ArcGIS and will teach the students how to effectively enter cadastral data into a Geodatabase. This course addresses displaying and symbolizing parcel data, preparing the editing environment, creating and adjusting parcel annotation, and entering and adjusting parcels from various sources. ArcGIS tools discussed include COGO tools, editing tools, topology rules, data conversion tools, georeferencing tools, etc. Lab included.

Recommended: Introduction to ArcGIS and Introduction to the Geodatabase.

Additional IAAO Courses Required for the CMS Designation

17. Course 101 - Fundamentals of Real Property Appraisal (4 ½ days – 32 hrs)

A basic appraisal course for assessors, course 101 emphasizes the theory and techniques of the cost and sales comparison approaches to value. Students review terminology, basic appraisal and economic principles, general principles of land valuation, the assessment function, and the mass appraisal process.

18. Workshop 171 – IAAO Standards of Professional Practice & Ethics (1 day)

IAAO's "Code of Ethics, Canons and Standards of Professional Conduct." This workshop is designed to provide performance standards for real property, mass, business and personal property appraisal, and consulting. Case studies and exercises illustrate the material. This workshop includes an exam.

IAAO recertification credit: 7 hours- 1day.

19. IAAO Workshop 651– GIS for Assessors (2 days – 14 hrs)

This workshop is designed for appraisal practitioners with little or no knowledge of GIS who would like to learn more. Emphasis is on the day-to-day operations of GIS. Some attention will also be given to developing a GIS system and database. The first day deals with the basic fixtures and functions of a GIS. The second day covers specific aspects of valuation and assessment administration, including highest and best use analysis, neighborhood analysis, quality control, and valuation defense. The workshop includes software demonstrations, and was developed jointly by IAAO and the Urban and Regional Information Systems Association (URISA).