

## **Basic Mapping** (12 hours)

This course provides an overview of mapping. It demonstrates practical uses for maps in county government and shows the importance of mapping skills to elected officials and deputies. It covers how land is platted and surveyed and how this information is applied to mapping tracts. Participants learn to figure acreage, determine lengths and various measures, and perform other practical mapping skills. The history of Oklahoma's mapping and platting system is discussed. Two case studies give participants hands-on experience in surveying, describing property and platting land and its features.

### **Credit Hours (12) count toward:**

*County Clerk Advanced II Certification*

*County Commissioner Advanced I and II Certification/Accreditation discretionary course*

*County Treasurer Advanced I and II Certification discretionary course*

### **Testimonials from Participants:**

- *One of the best classes I've ever had. I learned so much!*
- *I now have a better understanding and reason for why indexing and legal descriptions are done the way they are.*
- *The hands-on exercise of actually drawing the plats and acreages.*
- *I really enjoyed the class and the instructors..*
- *Learning how the sections are numbered and using the protractor and triangular scale for measurements.*

### **Course Outline**

- I. Maps: Their Purposes and Uses
  - A. What are Maps?
    - a. Origin of Mapmaking
  - B. County Government: The Need for Maps
    - a. How your County is Laid Out
    - b. Sections/Townships/Ranges
    - c. Assessing and Taxing Property
    - d. Rights-of-way and Dedicated Easements of Roads
- II. Surveying and Mapping: Some of the Basics
  - a. What is Surveying?
  - b. What is Mapping?
- III. In the Courthouse: Maps and Plats
  - a. What should we have and what do we have?
  - b. Indexing Documents