

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 200**COURSE TITLE:** Office Telecommunications**Units: 2**
Grade Only**CATALOG COURSE DESCRIPTION:**

This course is designed to provide students with a fundamental working knowledge of voice, data, and video telecommunications that can be applied in their business and personal lives. The course introduces telecommunications networks, transmitting, receiving, and satellite technologies. Topics covered in this course include basic communication theory, fundamentals of telephone systems, components of data communications systems, and basic Web page development using an HTML editor. This course or sections of this course may be offered through distance education.

REQUISITES:**Advisory:**

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5
&
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5

Limitation on Enrollment:

This course is not open to students with previous credit for OFCE 142

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 24 - 27**TOTAL LAB HOURS:** 24 - 27**STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Identify the fundamental principles and concepts of telecommunication systems.
2. Identify common terminology used within the telecommunication industry associated with networks, transmitting, receiving, and satellite technologies.
3. Describe public telephone network systems and the various telephone, systems and services.
4. Describe the basic concepts of local wide-area networks.
5. Identify the various media through which telecommunications systems function, including copper, coaxial cable, and fiber optics.
6. Describe the telecommunications components of Voice, Data and Video.
7. Describe the dynamic nature of the Internet, including how it was developed, client-server relationships, the World Wide Web, hypertext linkages, Internet browsers, and proper network etiquette.

8. Demonstrate basic competency in the use of an HTML editor by developing a Web page.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

I. Distance learning students will complete the same course content.

A. Fundamental Principles and Concepts of Telecommunication Systems

1. introduction to telecommunications
2. history of telecommunications
3. trends in telecommunications
4. role of transmission in telecommunications

B. Telecommunication Terminology

1. terminology associated with networks
2. terminology associated with transmitting and receiving
3. terminology associated with satellite technologies

C. Public Telephone Systems

1. public telephone network systems
2. selecting telephone systems and services

D. Basic Concepts of Local Wide-Area Networks

1. components of local wide-area networks
2. services
3. applications

E. Telecommunications Systems Media

1. video
2. microwave
3. satellite
4. copper
5. coaxial cable
6. fiber optics

F. Voice, Data, and Video Integration

G. Telecommunications and the Internet

1. development of the Internet
2. client-server relationships
3. the World Wide Web
4. hypertext linkages
5. browsers
6. network etiquette

H. Developing a web Page

1. elements of a Web page
2. working with an HTML editor

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

I. Reading assignments are required. Distance learning students will access the readings via the Internet. The reading assignments may include but are not limited to college-level materials such as a textbook, supplemental reading assignments, pages on the Internet, and professional journals related to the field of telecommunications.

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Critical thinking assignments may include but are not limited to the following:

II. 1. Evaluate the telecommunications system of local businesses and recommend specific ways in which their systems could be improved.

III. 2. Critique the appearance and functionality of Web pages.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

I. Distance learning students will submit their assignments electronically. Outside assignments may include but are not limited to the following:

II. 1. Prepare written reports and present oral reports about the telecommunication system of two businesses or organizations.

III. 2. Research and submit a paper about careers in the field of telecommunications.

IV. 3. Organize a 3-ring binder that includes a table of contents and contains all pertinent notes, handouts and assignments from the telecommunications course.

E. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

I. Writing assignments are required. Distance learning students will electronically submit their writing assignments. Writing assignments may include but are not limited to the following:

II. 1. Prepare and submit a written summary for a field trip to a telecommunications site which includes an explanation of areas covered during the trip and how the field trip added to the student's knowledge and understanding of telecommunications.

III. 2. Write text to be included in a Web page.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. A student's grade will be based on multiple measures of performance and will reflect the objectives set forth above. A final grade of "C" or better indicates the student has the ability to successfully apply the theory and techniques taught in the course to subsequent courses. Distance learning students will submit their evaluation items electronically. Evaluation methods may include but are not limited to the following.

II. A. Responses on objective tests and quizzes that test for identification of fundamental principles and concepts of telecommunications systems.

III. B. Responses on objective tests and quizzes that test for identification of common terminology used within the telecommunication industry.

IV. C. Responses on objective tests and quizzes that test for identification of various media through which telecommunications systems function.

V. D. Essay and short-answer responses to questions about public telephone network systems, local wide-area networks, and the telecommunications components of Voice, Data, and Video.

VI. E. Essay and short-answer responses to questions about the Internet and proper network etiquette.

VII. F. Accuracy and completeness of Web page assignments.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

* Distance Education

* Methods of instruction may include but are not limited to those listed. Distance learning students will attend regular electronic conferences: or where feasible, attend scheduled on-site conferences.

Communication between distance learning students and instructor will take place at least once per completion of each course study unit.

* A. Electronic lectures in which students are taught in front of a computer.

* B. Computer software

* C. Textbook

- * D. Handouts
- * E. Guest Speakers
- * F. Any other unique instructional strategies as shall be determined by each instructor.

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. LEVY. TELECOMMUNICATIONS & INTERNET, 1 ed. SW, ISBN: 0538672501
2. SW. TELECOMMUNICATIONS & INTERNET WORKBOOK, 1 ed. LEVY, ISBN: 0538672501

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

- 1.

ORIGINATOR: Curricunet Version 2

CO-CONTRIBUTOR(S)

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