R GCMW 103   Interactive Publishing with PDF's   (3)
(Formerly R GC 203)
6 hours lecture/laboratory
Note: Cross listed as GCMW 103; graded only; may be taken 4 times
Transfer acceptability: CSU
This hands-on course looks at a comprehensive range of print, Web, and multimedia features in Adobe Acrobat for creating and distributing electronic documents reliably and securely. Topics and projects include e-books, forms, editing, prepess, accessibilty, capture, and a variety of methods to convert and repurpose documents.

Optical Technology (R OT)

Certificates of Proficiency -
Certificate of Proficiency requirements are listed in Section 6 (green pages).
• Optical Technology

PROGRAM OF STUDY

Optical Technology

Prepares students for entry-level positions as optical dispensing technicians, optical lab technicians, optometric assistants, ophthalmic assistants, and other occupations in the vision care field.

In order to earn a certificate, students must achieve a minimum grade of 'C' in each of the certificate program courses.

CERTIFICATE OF PROFICIENCY

Required Courses		Units
R OT 50	Optical Technology I	8
R OT 55	Optical Technology II	8
TOTAL UNITS		**16**

Recommended Electives: R OT 60, 97

COURSE OFFERINGS

Courses taken for college credit may be applied toward a certificate or an Associate in Arts degree.

Courses numbered under 100 are not intended for transfer credit.

R OT 50   Optical Technology I   (8)
6 hours lecture-6 hours laboratory
Note: Graded only
Basic theory of light and optics; anatomy and function of the eye; spectacle frame and lens design and fabrication; tools of the trade; and dispensing skills for optical technicians.

R OT 55   Optical Technology II   (8)
6 hours lecture-6 hours laboratory
Prerequisite: R OT 50
Note: Graded only
In-depth study of anatomy and function of the eye. Advanced theories of light, lenses, mirrors, and optics. Specialized dispensing skills. Topic preparation for the American Board of Opticianry (ABO) certification exams.

R OT 70   Ophthalmic Medical Assisting I   (2)
4 hours lecture/laboratory
Prerequisite: R OT 50
Note: Graded only
Introduction to assisting in the ophthalmic medical environment. Topics include ophthalmic exam, ophthalmic drugs, structure, function and common diseases of the eye and related tissues, optics and refraction, ocular motility and visual fields. Course content aligns with national certification standards for Certified Ophthalmic Assistant (COA) as set forth by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO).

R OT 75   Ophthalmic Medical Assisting II   (2)
4 hours lecture/laboratory
Prerequisite: R OT 70
Note: Graded only
Intermediate-level training in the ophthalmic health field. Includes keratometry, topography, refractometry, retinoscopy, slit lamp examination, tonometry, visual field testing, ultra-sound A-Scan measurements, intraocular implant calculations and ultra-sound B-Scan examination. Course content aligns with national certification standards for Certified Ophthalmic Technician (COT) as set forth by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO).

R OT 97   Optical Technology Topics   (.5-4)
Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.
Note: Graded only; may be taken 4 times
Topics in Optical Technology. See Class Schedule for specific topic offered. Course title will designate subject covered.

Upholstery (R UP)

Certificates of Proficiency -
Certificate of Proficiency requirements are listed in Section 6 (green pages).
• Automotive Upholstery
• Upholstery

PROGRAM OF STUDY

Automotive Upholstery

Prepares students for employment in a variety of specialized areas of upholstery including automobiles, trucks, recreational vehicles and watercraft. Students will master skills and techniques specific to each area of interest.

In order to earn a certificate, students must achieve a minimum grade of 'C' in each of the certificate program courses.

CERTIFICATE OF PROFICIENCY

Program Requirements		Units
R UP 85	Basic Upholstery	4
R UP/R AT 90	Automotive Upholstery	4
TOTAL UNITS		**8**

Upholstery

Prepares students for variety of positions in upholstery and related industries. Students will master skills and techniques required for furniture upholstery and accessories, antique restoration, custom draperies and window treatments.

In order to earn a certificate, students must achieve a minimum grade of 'C' in each of the certificate program courses.

CERTIFICATE OF PROFICIENCY

Program Requirements		Units
R UP 85	Basic Upholstery	4
R UP 86	Advanced Upholstery	4
R UP 88	Antique Furniture Restoration	3
R UP 95	Window Treatments	1.5
R UP 96	Decorator Accessories	1.5
TOTAL UNITS		**14**