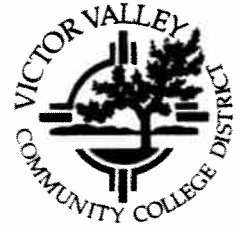


September 3, 2009



Optometric Technician Course Welcome Letter

Dear Participant,

Thank you for reserving a seat at the Optometric Technician Orientation being held on Saturday, January 30, 2010 from 10am – 12pm. We ask that you show up at least ½ hour before the orientation starts so that we may start on time and provide you with any necessary handouts before we begin. This course is being offered in partnership with Boston Reed College and a representative from the college will be there to provide you with the necessary information and answer any questions you might have pertaining to this program. We at Victor Valley College are excited about this program and we look forward to meeting you.

COURSE SCHEDULE - *Class Instruction:* 140 hours *Clinical Externship:* 120 hours 21 week program. Classes begin promptly at 9:00am and conclude at 4:30pm every Saturday beginning on February 20, 2010 and ending on July 31, 2010. (See attached calendar for off days)

LOCATION - Orientation will be held at:

Victor Valley College
Student Activities Center (SAC) #44
18422 Bear Valley Road
Conference Room: A, B & C (2nd floor)
(See attached map)

The following information is being provide by Victor Valley College

PARKING – Designated parking has been provided in Lot 8 (see attached map). Parking anywhere else may result in receiving \$25 parking citation.

No minors allowed.

REGISTRATION – You now have the opportunity to register on-line at: <http://www.adultedreg.com/vvc/> or after orientation with one of our staff members so, please allow time to do so.

The following information is being provided by Boston Reed College-

ENGLISH LANGUAGE & MATH SCREENING – During the first class session you will undergo an English language reading and comprehension as well as math assessment. In order to succeed in the course you must have a basic mastery of the English language as well as knowledge of basic mathematical calculations. You can find a sample prescreening at <http://www.adultedreg.com/vvc/>. We highly recommend that you take some time to take this sample prescreening assessment. If you do not pass this assessment you will be asked to leave the course and to contact Boston Reed College for a full refund. If you have received textbooks

you will need to return them to our office before your full refund can be processed.

MATERIALS NEEDED - Handouts are required for the course. It is the student's responsibility to obtain and bring the course handouts to the first class session. Student handouts are available online by going to <http://www.adultedreg.com/vvc/> under Course Resources followed by Optometric Technician.

TEXTBOOK FEES – Textbook fees are non-refundable.

EXTERNSHIP- Prior to placement in an externship, each participant will be required to show proof of completion of CPR for the healthcare provider, computer proficiency, a current physical examination with a tuberculosis screening and a resume. Obtaining each of these items is the student's responsibility. Details on how to meet these requirements will be included in the student handbook.

CLASS PREPARATION- In order to be successful in this course, all registered students must have access to the Internet and printing capabilities as well as an email address. Before the first day of class, you will need to print the Student Handbook and the Student Assignment Sheet which are available for download at <http://www.adultedreg.com/vvc/>. Please bring these materials to the first class session. Throughout the course, it is the student's responsibility to obtain and bring the required course handouts to class meetings.

We want you to be successful in your training as a healthcare professional. If you have any questions about the program content please contact Boston Reed directly; if you have any questions about your fees or the registration process, please contact your college.

Thank you,

Debbie Potts
Community Education/Contract Education Coordinator

VICTOR VALLEY COLLEGE

- Academic Commons - 42
 - Cooperative Education
 - Student Support Services - TRIO
- Adapted P.E. Center - 70
- Administration of Justice - 66A
- Admin. Services - 10
 - Board Room
 - Facilities Construction
 - Food Handlers
 - Grants & Compliance
 - Human Resources
 - Public Information Office
 - VP Admin. Services
- Admin. Annex - 10A
 - Contract Education Lab
 - Fiscal Services
 - Payroll
- Advanced Technology Center - 21
 - HelpDesk
 - Information Technology
 - Math Lab
 - MIS
 - Teaching Learning Center
 - Tutoring
 - Writing Center
- Agriculture & Natural Resources - 60
- Agriculture/Labs - 60A,B,C
- Allied Health - 32
- Allied Health Portables - 32A,B,C
- Art - 22
- Automotive - 64
- Azusa Pacific University - 80
- CalWORKS - 51A
- Child Development Center - 12
- C.I.D.G. - 63
- Construction Technology - 65
- Counseling & Administration - 55
 - Career/Transfer Center
 - Counseling
 - Dean of Student Services
 - Superintendent/President
 - VP of Instruction & Student Services






- Digital Animation - 67
- Electrical/PowerPlant - 40
- Electronics - 62
- Elevator - 43
- Excelsior Education Center - 11
- Fire Technology - 94
- Gymnasium - 71
- Health & Public Safety - 32
- Liberal Arts - 30
- Library - Learning Resources Center - 41
- Maintenance & Operations - 93
 - Locksmith
 - M&O Auto
 - M&O Shop
 - Receiving
- Music - 20
- Performing Arts Center - 54
 - Box Office
- Planetarium - 31
- Printshop - 90
- Science - 31

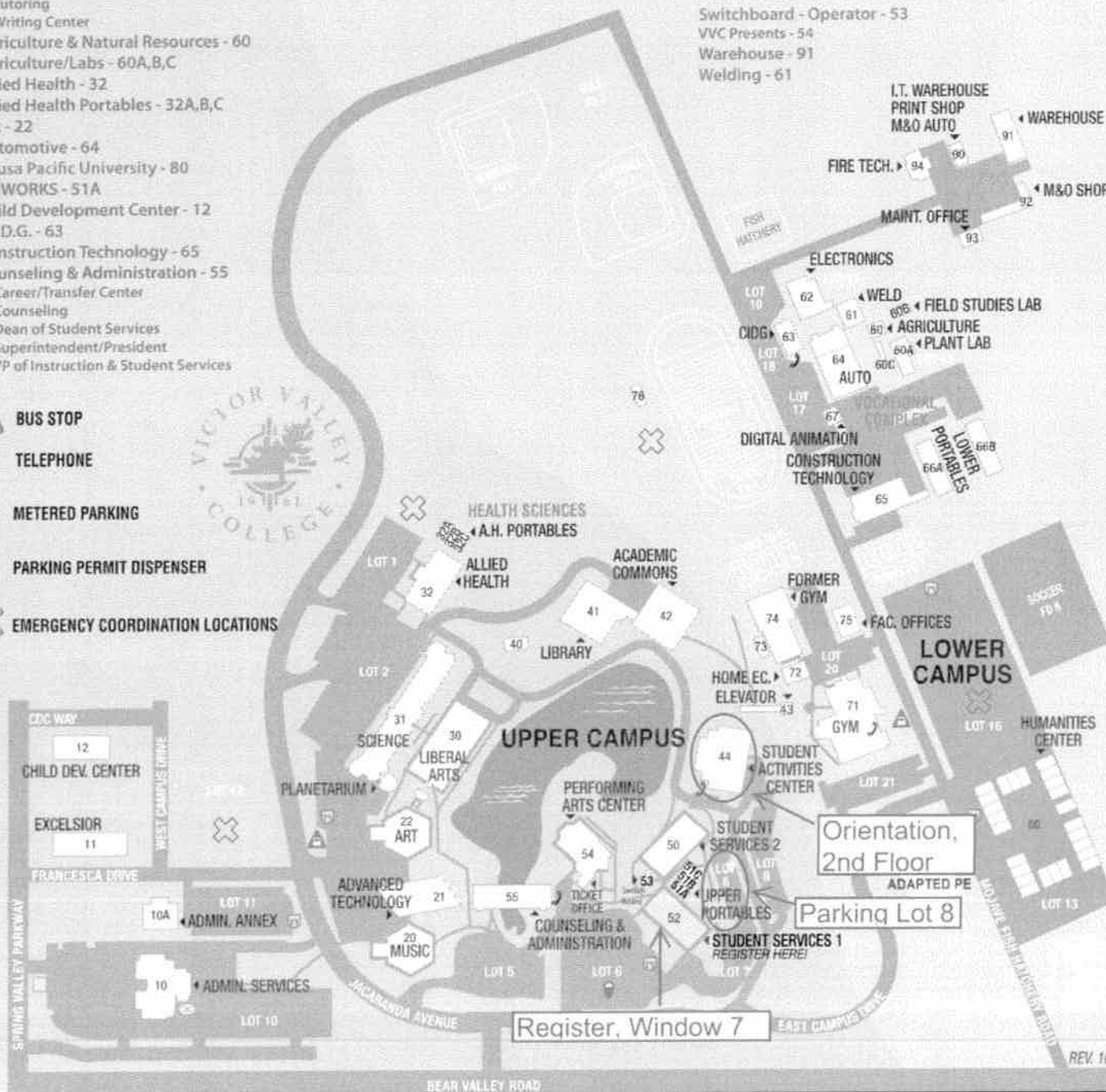
- Student Activities Center - 44
 - A.S.B. Offices
 - A.S.B. Computer Lab
 - Auxiliary Services
 - Rams Bookstore
 - Campus Clubs
 - Campus Police
 - Community Conference Center
 - Desret Rock Cafe
 - Food Court
 - Foundation
 - P.T.K. Honor Society
 - RamPage
- Student Services 1 - 52
 - Admissions/Records
 - Assessment
 - Bursar
 - Community Education
 - Financial Aid
 - Veterans Affairs
- Student Services 2 - 50
 - CARE
 - DSPS
 - EOPS
- Switchboard - Operator - 53
- VVC Presents - 54
- Warehouse - 91
- Welding - 61

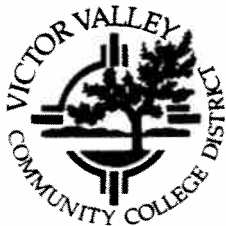
Victor Valley College

VVC.EDU

18422 Bear Valley Road
Victorville, CA 92395-5859

-  BUS STOP
-  TELEPHONE
-  METERED PARKING
-  PARKING PERMIT DISPENSER
-  EMERGENCY COORDINATION LOCATIONS





VICTOR VALLEY COLLEGE
COMMUNITY EDUCATION DEPARTMENT

Optometric Technician Payment Plan Letter of Agreement

Date: _____

This agreement is entered into by and between **VICTOR VALLEY COLLEGE, COMMUNITY EDUCATION DEPARTMENT** and

Student Name: _____

Student Address: _____

Student City, State, Zip: _____

Student Day Phone: _____

Student Evening Phone: _____

Student e:mail: _____ **(Must provide)**

Student agrees to the following payment plan for the Optometric Technician Class that begins on February 20, 2010 and ends on July 31, 2010. This end date is prior to the Externship. Final payment must be made by April 8, 2010. All payments are non-refundable on February 20, 2010 unless prior approval provided by Community Education Department/VCCD. Failure to pay the schedule payments will put student at risk of being removed from the class and your instructor will be directed to not allow you to participate until further notice. Student is responsible to stay in communication with the college if for any reason payment will be late. STUDENT WILL NOT BE PLACED IN THE OPTOMETRIC EXTERNSHIP OR ISSUED ANY DOCUMENTS OF COMPLETION/CERTIFICATION UNTIL RECEIPT OF ALL PAYMENTS.

TERMS OF AGREEMENT: Total - \$2, 795 + \$50 administration fee to manage loan = \$2,845

\$980 deposit to hold a seat in class now or before 1 st day of class.		Initials & date / paid _____
	9:00am – 4:00pm (Building #52, Window #7)	
\$932.50 payment 4 th week of class	March 13, 2010	Initials & date / paid _____
	9:00am – 4:00pm (Building #52, Window #7)	
\$932.50 payment 8 th week of class	April 8, 2010	Initials & date / paid _____
(Cash/Credit/MO only)	9:00am – 4:00pm (Building #52, Window #7)	

HOLD HARMLESS CLAUSE

I agree to defend, indemnify and hold harmless the other party, its board officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and cause of action of whatever kind arising in any manner whatsoever out of or in connection with this Agreement for the acts or omissions of its officers, agents and employees.

CONFIDENTIALITY

VICTOR VALLEY COLLEGE, COMMUNITY EDUCATION DEPARTMENT and its instructors understand that in the performance of this contract, all information which may be considered proprietary or confidential will not be discussed with a third party.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives on this date:

DEPARTMENT/DISTRICT: COMMUNITY EDUCATION/VICTOR VALLEY COLLEGE

Deborah Potts
Coordinator of Community/Contract Education

Date

Witness

Date

STUDENT: *I hereby agree to the above contract and understand that I cannot continue in the Optometric Technician course without making payments on time and I will not be placed in my externship until I have made the final payment.*

Print Name

Signature

Date

VICTOR VALLEY COLLEGE
TERMS, CONDITIONS AND STUDENT RESPONSIBILITIES
Refund Policy and Buyers Right to Cancel
(Installment Plan Not Included)

The student has a right to cancel this application and may obtain a refund as follows: A full refund, less the non-refundable administrative fee will be paid if the student cancels this agreement **in writing** prior to, or before the first day of instruction. Thereafter, the student may withdraw from the class and receive a pro rata refund, less the administrative fee of \$50, 50% of cost paid, if he/she has notified Victor Valley College **in writing** of his or her intent to cancel and has completed 8 weeks of the course or less. **For example**, (the following fees are ONLY an example) if Jane Doe has paid 2,795.00, has completed 8 weeks of instruction or less and has notified Victor Valley College **in writing** of her intent to withdraw, then she would be entitled to a refund of \$1,347.50 (\$2,795.00 less the \$50 administrative fee and 50% of cost paid by participant). No refunds will be granted after the completion of 8 weeks or more of the course. If the course is cancelled in its entirety for any reason, the student is entitled to a full refund of all fees. All notices of cancellation, transfer or request for refund by a student must be submitted **in writing** and sent by U.S. mail (Victor Valley College, 18422 Bear Valley Road, Victorville, Ca 92395), email (pottsd@vvc.edu) or fax (760) 843-7707 (Attn: Debbie Potts) for consideration.

STUDENT: I hereby agree to the above terms, conditions and student responsibility and understand that I cannot continue in the Optometric Technician course without abiding by the above statement.

Print Name

Signature

Date

Optometric Technician - OPT100220VictorvilleCACC-S

Victor Valley College

Community Education Services #55, 18422 Bear Valley Rd.
Victorville, CA 92395

Classroom: TBA

Start Date: February 20, 2010
End Date: July 31, 2010

Days of the Week: Saturday
Time: 9:00 AM - 4:30 PM

Dates in bold indicate days class meets

~~Strikethrough~~ indicates class doesn't meet on that day

Special Instructions

Classes **DO NOT** meet:

April 10, 2010 - Spring Break
May 29, 2010 - Memorial Day Weekend
July 3, 2010 - Independence Day Weekend

February 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

BOSTON REED COLLEGE®
Allied Health Training Programs
Official Course Outline

Optometric Technician

Goals and Purpose: Upon successful completion of course, the student will receive a certificate of completion from Boston Reed College as having completed the training requirements of the Optometric Technician. This program was designed to provide, thorough didactic and practical instruction, training to prepare participants to work as Optometric Technicians, Optical Assistants or Ophthalmic Technicians under the supervision of licensed eye care professionals. Didactic lectures cover the theory, anatomy and terminology pertaining to the eye. Practical instruction provides hands-on training in the listed procedures verified through a skills check-off system. Graduates can take the optional Certified Paraoptometric Examination (CPO) offered by the American Optometric Association (AOA.)

Outcomes and Objectives:

At the end of the course the participant will be able to:

1. Identify structures of eye.
2. Describe the physiological mechanisms of the eye.
3. Contrast the differences between Ophthalmology, Optometry and Opticianry.
4. Perform mathematical calculations common in the optical field.
5. Describe the theory of light.
6. Read and interpret an optical prescription.
7. Adjust eyeglass frame to meet the need of the client.
8. Complete eyeglass frame repairs.
9. Demonstrate the use of optical devices.
10. Demonstrate use of lensometer to determine prescriptions of existing lenses.
11. Complete a lifestyle analysis with a client.
12. Demonstrate selling techniques for multiple pairs of glasses and lens add-ons.
13. Demonstrate lens neutralization.
14. Demonstrate skill in goal-setting, organization, note-taking, and test-taking.
15. Complete externship requirements including physical exam, TB test, CPR, basic computer proficiency.
16. Use communication strategies associated with quality customer service.
17. Draft a resume that clearly communicates one's value to an employer.
18. Contrast effective communication approaches for dealing with people.
19. Use active listening, mirroring and parameter-setting to participate effectively in difficult conversations (criticism, bad news, etc.)
20. Describe and apply several strategies for managing stress on the job, at school, at home.

Instructional Units/Hours of Instruction:

<i>Topic</i>	<i>Hours</i>
1.....	
Introduction and Anatomy of Eye and Theory of Optics	35
2.....	
Prescription Analysis	18
3.....	
Frame Adjustment, Repair, and Fitting.....	35
4.....	
Lensometry and Verification	35
5.....	
Insurance Interpretation	17
	<i>Total Hours – 140</i>

Instructional Strategies:

- Lecture
- Laboratory Techniques
- Demonstration
- 1 on 1 Instruction
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Independent Research
- Externship

Methods of Evaluation:

- Pre and Post Tests
- Class Discussion
- Testing and Quizzes
- Oral Exam
- Performance Levels Reports
- Observation
- Assignments
- Self Evaluation
- Re-demonstration
- Final Exam