



560 Bailey Ave  
San Jose, CA 95141  
Phone: (408) 229-4201  
[www.GavilanCE.com](http://www.GavilanCE.com)

Dear Student:

Welcome and thank you for your interest in our upcoming Fall 2017, **VETERINARY ASSISTANT TRAINING PROGRAM**. Program dates are: **10 Saturdays, December 9<sup>th</sup> 2017- March 3<sup>rd</sup> 2018 (no classes 12/23, 12/30, 2/17) for 70 classroom hours and 40 hour externship to follow.**

Included in this informational packet are the following documents:

- Summary
- Program Outline
- Registration Form with Cancellation Policy

For updates, info and registration, please visit our website at [www.GavilanCE.com](http://www.GavilanCE.com). You may also contact the Community Education office at (408) 229-4201 for more information.

Thank you,

Gavilan College,  
Community Education

Enclosures

## Gavilan College Veterinary Assistant Program

In the growing and changing world of Veterinary office careers the Veterinary Assistant plays a valuable role. A veterinary Assistant has the task of helping both the Veterinarian and the Veterinary Technician in the care of all the animals at a clinic or hospital. Tasks such as cleaning and disinfecting laboratory and surgical equipment, feeding and watering the animals, assist in examinations of the animals, checking for illnesses, injuries and disease. Day to day care of animals, feeding, watering and grooming.



Course fee: \$1,200.00 includes all class consumable supplies for skills, externship and class completion certificate.

Classes: 10 Saturdays 8am-4pm

70 hours class time

40 hour extern

### Required Books:

*Elsevier's Veterinary Assisting Textbook, 2e* ISBN: 978-0323359221

*Workbook for Elsevier's Veterinary Assisting Textbook, 2e* ISBN: 978-0323377102

Veterinary Assistant (Quick Study: Academic) Pamphlet

**Goals and Purpose:** Upon successful completion of course, the student will receive a certificate of completion. This course is designed to prepare the participant for a Veterinary Assistant position.

**Outcomes and Objectives:** Upon completion of this course the student will be able to complete the following:

- Display skill and confidence in interacting with animals and their owners.
- Utilize veterinary medical terminology in speech and documentation.
- Identify the major breeds of various animals.
- Demonstrate the basics of responsible animal care.
- Describe the roles and responsibilities of a veterinary assistant.
- Demonstrate measures that prevent injury to animals, their owners and the veterinary team.

- Outline proper office and compartment cleaning methods.
- Communicate effectively with a veterinary team.
- Assist a veterinarian with caring for animals and assist with surgical and treatment procedures.
- Handle animal specimens correctly and process them accurately.
- Perform administrative duties necessary to the smooth operation of a veterinary office, such as scheduling appointments and handling billing and collections.
- Discuss legal, ethical and professional standards.

**Instructional Method:** Synchronous in classroom.

***Instructional Units/Hours of Instruction:***

<b>Topic</b>	<b>Hours</b>
Veterinary Medical Terminology	3
Veterinary Office Practices	25
Computers in the Veterinary Practice	3
The Veterinary Assistant as Communicator	10
Ethics and Law in the Veterinary Office	7
Billing and Collecting in the Veterinary Office	5
Assisting the Veterinarian and Grooming Basics	15
Preparing for Employment	2
<b>TOTAL</b>	<b>70</b>

**Instructional Strategies:**

- Lecture
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Skills Demonstration
- Competency Check-off
- Role Play
- Small Group Projects
- Independent Research
- Textbook Assignments
- Multimedia

**Methods of Evaluation:**

- Online Quizzes
- Workbook Assignments
- Competency Check-off
- Final Exam
- Volunteer Experience

## REGISTRATION FORM, Fall 2017

Gavilan College, Community Education  
(408) 229-4201

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Birth year: \_\_\_\_\_ May we send you email announcements?  Yes  No

Where did you hear about us?  Mail at home  Word of mouth  Brochure at library  
 Newspaper  Brochure at work  Flyer  
 Other: \_\_\_\_\_

Start Date/Time	Title of Course	Fee
Saturday, 12/9/17-3/3/18 8am – 4pm + 40 hour externship	VETERINARY ASSISTANT TRAINING PROGRAM	\$1,200
		<b>Total-</b> \$1,200

**Payment Options:**  Cash (exact change)  Check  Money Order  Credit Card  
 (MC/Visa)  Payment Plan

Checks or money orders payable to Gavilan College Check # _____ Name on Check _____ _____ (\$20 charge for returned checks)	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Exp _____ Card# _____ Cardholder Name _____ Authorized Signature _____ Billing Address if different from above _____ _____
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**Please check here if you would like your payments to be charged to your credit card automatically on the due date.**

**Cancellation Policy:** No refunds for these programs. Please choose program carefully and it is highly advised that you attend the Veterinary Assistant Information Session. **Please Initial \_\_\_\_\_**

**STUDENT ACTION REQUIRED:**

To complete your registration, you must print, sign & date the cancellation policy from your student confirmation form. Form due to Community Education office within 3 business days of registration. This is an intensive program and we make no guarantee of completion or passage.

**No exceptions to cancellation policy.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Send registration form to: Gavilan College Community Education, 560 Bailey Ave, San Jose, CA 95141*

**GAVILAN**  **COLLEGE**  
 COMMUNITY EDUCATION  
**Class Fee Payment Plan**

Student	SSN	DOB	Program	
			VETERINARY ASSISTANT TRAINING PROGRAM	
Instructor Name	Semester	Total Cost	Start Date	End Date
<b>Kim Bohannon</b>	<b>FALL 2017</b>	\$1,200	12/9/17	3/3/18
Payment Deadlines	Amount	Office Use		
<b>#1) At time of Registration</b>	<b>\$ 400</b>			
<b>#2) January 18<sup>th</sup>, 2018</b>	<b>\$ 400</b>			
<b>#3) February 15<sup>th</sup>, 2018</b>	<b>\$ 400</b>			

**Terms and Conditions**

The Gavilan College Community Education Department has implemented a payment plan option for students enrolling in our fee-based, not for college credit Veterinary Assistant Training Program. This plan requires that full payment of the program fees be paid in three (3) installments. The first installment is due at registration (see schedule above). The balance is paid over two (2) installments. Payments may only be made through the Community Education office. There is no penalty for early payment. **Payments must be made to the Community Education office by 4pm on the due date.**

Students who have not completed each installment by each due date will not be allowed to continue in the class and will be ineligible to receive their certificate. Students will not receive any refund of previous payments if they are not allowed to complete the training program for non-payment.

This course is not eligible for Federal or State student aid programs because these are not college credit-bearing courses.

I have read, understand and agree to the conditions of this payment plan. I further understand that it is my responsibility to make each payment on or before the due date and I promise to do so. Failure to do so may result in my being ineligible to complete the training program. I have received a copy of this Payment Plan. Failure to successfully complete this training program does not release me from this obligation.

**Initial** \_\_\_\_\_

Student Signature	Date	Community Education Signature	Date
<b>Not Valid Unless All Information is Provided</b>			
Student Address:		Cell Phone:	
City:	State      Zip	Home Phone:	
Email:		Office Use Only:	
<b>Friend/Relative Information</b>			
Name of Friend or Relative:		Daytime Phone:	
Permanent Address:		Email:	
City:	State      Zip	Office Use Only:	