



Community Education

560 Bailey Avenue
San Jose, CA 95141
Phone: (408) 229-4201
Fax: (408) 229-4202
www.GavilanCE.com

Dear Student:

Welcome and thank you for your interest in our upcoming Spring 2018, **VETERINARY ASSISTANT TRAINING PROGRAM**. Program dates are: **10 Saturdays, April 21st 2018- June 30th 2018 (no class on 5/26) including 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

Students are required to purchase the following textbooks: (Amazon is recommended)

- *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

For updates, info and registration, please visit our website at 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 externship

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:

Topic	Hours
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
TOTAL	70

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

Gavilan College Community Education
Tel (408) 229-4201 Fax (408) 229-4202

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
Saturdays, 4/21/18 – 6/30/18 8am – 4pm + 40 hour externship (no class on 5/26)	VETERINARY ASSISTANT TRAINING PROGRAM	\$1200

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

A Class Fee Payment Plan through Gavilan College Community Education: This gives students the option to make three (3) equal payments of \$400. The first initial non-refundable deposit of \$400 is due at the time of registration with two (2) additional payment deadline dates to follow. See attached Class Fee Payment Plan form for details.

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 automatically charged to your credit card on each due date.

Cancellation Policy: Absolutely **NO REFUNDS** for this program, so please be mindful when registering. Students that are on payment plan and cancel prior to first day of class, in writing, will forfeit their deposit of \$400.00. Emailed cancellation requests are accepted. Students, that are on payment plan, and cancel after first day of class are responsible for entire course fee of \$1200. There are **NO EXCEPTIONS to Cancellation Policy.** **Please Initial**

STUDENT ACTION REQUIRED:

To complete your enrollment, you must initial after the Cancellation Policy and also print your name, sign & date the bottom of Registration Form, which is due to Community Education office prior to 3 business days of program start date. This is an intensive program and we make no guarantee of completion or passage.

Student Name

Student Signature

Date

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

Class Fee Payment Plan

VETERINARY ASSISTANT TRAINING PROGRAM

Instructor Name	Semester	Total Cost	Start Date	End Date
Kimberley Bohannon	Spring 2018	\$1200.00	4/21/2018	6/30/2018
Payment Deadlines		Amount	Office Use	
#1) At time of Registration		\$ 400.00		
#2) Thursday, May 17, 2018		\$ 400.00		
#3) Thursday, June 14, 2018		\$ 400.00		

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 Phlebotomy Training Program. This plan requires that full payment of the program fees be paid in five (5) installments. The first installment is due at registration (see schedule above). The balance is paid over four (4) installments. Payments may only be made through the Community Education office. There is no penalty for early payment. 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
Not Valid Unless All Information is Provided			
Student Name:		Date of Birth:	
Permanent Address:		Cell Phone:	
City:	State	Zip	Home Phone:
Email:		Social Security #:	
Reference Information			
Name of Reference:		Relationship:	
Email:		Daytime Phone:	
Office Use Only:			