



*Community Education*

5055 Santa Teresa Blvd.  
Gilroy, CA 95020  
Phone: (408) 852-2801 Fax: (408) 852-2805  
[www.GavilanCE.com](http://www.GavilanCE.com)

Dear Student:

Welcome and thank you for your interest in our upcoming Spring 2017, **VETERINARY ASSISTANT TRAINING PROGRAM** offered in partnership with The Learning Oasis. Program dates are: **5 Saturdays, May 20 – June 24, 2017 for 35 classroom hours and 24 hour (optional) voluntary externship to follow.**

Included in this informational packet are the following documents:

- Summary
- Program Outline
- Course Calendar
- 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) 852-2801 for more information.

Thank you,

Gavilan College,  
Community Education

Enclosures

# Veterinary Assistant Training Program



## ***In Partnership with The Learning Oasis***

**Program Summary:** As a Veterinary Assistant you will help the Veterinarian or the Veterinarian Technician in their daily tasks. You will feed, water, and examine pets for signs of illness, disease, or injury; and clean and disinfect cages and work areas, as well as sterilize laboratory and surgical equipment in laboratories, animal hospitals and clinics. This course combines 35-hours of classroom instruction with a 24-hour externship to provide you with a complete learning experience. (Total – 59 Hours).

**Course Fee: \$699** - includes consumable supplies, externship, and course completion certificate. A Payment Option Plan is also available through The Learning Oasis.

**Certification:** Upon successful completion students will receive a certificate.

**Schedule:** Classes are conveniently scheduled on Saturdays.

**Voluntary Externship:** Externships coordinated by student directly. Days and times may vary.

### **Pre-requisites:**

- 18 years of age or older
- HS diploma or GED
- Proficiency in keyboarding & basic understanding of computing and word processing
- Command of English Language
- Internet access, printing capabilities & working email address.
- No veterinary office work experience required.

**Textbook:** After you have registered with Gavilan College Community Education, our partner program, The Learning Oasis, will send you information on ordering your textbook, Elsevier's Veterinary Assisting Textbook, 2e 2nd Edition:

[https://www.amazon.com/Elseviers-Veterinary-Assisting-Textbook-2e/dp/0323359221/ref=sr\\_1\\_fkmr3\\_1?ie=UTF8&qid=1468692365&sr=8-1-fkmr3&keywords=elsevier%27s+veterinary+assistant+2016](https://www.amazon.com/Elseviers-Veterinary-Assisting-Textbook-2e/dp/0323359221/ref=sr_1_fkmr3_1?ie=UTF8&qid=1468692365&sr=8-1-fkmr3&keywords=elsevier%27s+veterinary+assistant+2016).

Cost \$97.75 plus tax \$7.84 (8%)

Total \$105.59.



**Fun Fact:** In California, the current median wage for Veterinary Assistants is \$16 per hour! – Occupational Profile, State of California Employment Development Department.

## **FREE INFORMATION SESSION!**

Wednesday, May 3, 2017 6pm-7:30pm  
Room: SS210, Gilroy campus

## **Veterinary Assistant Training Program**

5 Saturdays, 5/20/17 – 6/24/17

9am – 4:30pm

(No class on 5/27)

Rm: HU101

### **REGISTRATION**

**ONLINE:** www.GavilanCE.com  
**CALL:** (408) 852-2801  
**FAX:** (408) 852-2805  
**WALK-IN:** Gavilan College  
Community Education  
5055 Santa Teresa Blvd.  
Gilroy, Ca. 95020



## Program Outline – Veterinary Assistant

**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	1.25
Veterinary Office Practices	7
Computers in the Veterinary Practice	1.25
The Veterinary Assistant as Communicator	7
Ethics and Law in the Veterinary Office	7
Billing and Collecting in the Veterinary Office	3.5
Assisting the Veterinarian and Grooming Basics	7
Preparing for Employment	1
<b>TOTAL</b>	<b>35</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



## Veterinary Assistant Training Program Course Calendar

Saturday Hours: 9am-4:30pm  
Room: HU101  
(No class on 5/27)

May 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	<b>20</b>
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	<b>3</b>
4	5	6	7	8	9	<b>10</b>
11	12	13	14	15	16	<b>17</b>
18	19	20	21	22	23	<b>24</b>
25	26	27	28	29	30	

# REGISTRATION FORM, Winter/Spring 2017

Gavilan College, Community Education  
(408) 852-2801

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, 5/20-6/24 9am – 4:30pm + (optional) voluntary externship	VETERINARY ASSISTANT TRAINING PROGRAM	\$699
Wednesday, 5/3/2017 6pm – 7:30pm	PHARMACY TECHNICIAN/VETERINARY ASSISTANT INFO SESSION ( <b>OPTIONAL</b> )	\$0
		\$699

**Total**

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

Payment Option Plan through our partner program, The Learning Oasis.

\*\*\*Complete top & bottom portion of form and contact The Learning Oasis directly at 888-766-1770.\*\*\*

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 _____
--	--

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

**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, 5055 Santa Teresa Blvd., Gilroy, Ca. 95020*