



Community Education

560 Bailey Avenue
San Jose, CA 95141 Phone:
(408) 229-4201
Web: www.gavilance.com
Email: tmaheu@gavilan.edu

Dear Student:

Welcome and thank you for your interest in our upcoming Spring 2019 Veterinary Assistant Training Program. Program dates are:

12 Saturdays, Feb. 9, 2019 – May 11, 2019 (No classes on 4/20/19 & 5/4/19) for 84 classroom hours which will be held on the main Gavilan College campus at 5055 Santa Teresa Blvd. in Gilroy, with a 40 hour externship to follow.

Included in this informational packet are the following documents:

- Program Summary
- Course Calender
- Class Fee Payment Plan Form
- Registration Form with Cancellation Policy

Required Textbooks for the Veterinary Assistant Training Program:

- *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 and information, please:

Visit our website: www.gavilance.com

Email us: tmaheu@gavilan.edu

Call our offices: (408) 229 - 4201

Thank you,

Gavilan College,

Community Education

Enclosures

Gavilan College Veterinary Assistant Training Program

Program Summary: 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 animal patients at an animal clinic or hospital. Tasks taught in this program include cleaning and disinfecting laboratory and surgical equipment, feeding and watering the animals, assisting in examinations of the animals, as well as checking for animal illnesses, injuries and disease. Day-to-day care and grooming of animals are skills also taught in this course.

Course Fee: \$1700

Financial Assistance: Regular college Financial Aid is not applicable to this program. Students with a need for financial assistance may enter into a Class Fee Payment Plan with Gavilan College C.E.

Payment Plan Info.: In order to register, 1 payment of \$425.00 + a \$75 Payment Plan Fee is required for students taking part in the Payment Plan option. This is a total of \$500.00 due at the time of registration. 3 additional payments of \$425.00 will be due on specified dates.

Certification: 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.

Schedule: Classes to be held on 12 Saturdays from 8am-4pm 2.9.19-5.11.19 (no class 4.20.19 & 5.4.19). **No absences allowed.** Externship placement will follow the classroom portion of the course.

Requirements for Program: Students must be 18 years of age or older; have proof of H.S. graduation or GED; be proficient in keyboarding; understand computing and word processing; have a command of the English Language and Math; have internet access, printing capabilities and a working email address that they can check. All eligible students must be able to pass a drug and background check.

Additional Costs:

Books: Varies

Liability Insur.: Varies.

Required Immunizations: Varies.

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.

Physical Requirements:

Students must be able to easily lift 50 pounds, stand for up to 3 hours and have the ability to ambulate and move their bodies at a medium pace.

Cancellation Policy: No refunds for this program!
Students on the payment plan who cancel after the first class session are still responsible for the entire course fee of \$1700 to Gavilan College Community Education.



Veterinary Assistant Training Program

Dates: 2/9/19 - 5/11/19

(No class on 4/20 & 5/4)

12 Saturdays

8am-4pm

84 classroom hours

**Location: Gilroy Gavilan
College Campus**

Rm: HU101

Program Information:

Online Info.: www.GavilanCE.com

Call for Info.: (408) 229-4201

**Walk-in for
Info.:** Gavilan College
Community Education
Coyote Valley Center
560 Bailey Avenue
San Jose, CA 95141

To register in this program, students need to submit the completely filled-out and signed (no fields left blank) Reg. and Payment Plan Forms at the back of this packet to the Gavilan C.E. office (Fax: 408.229.4202 / Email: tmaheu@gavilan.edu / Address: 560 Bailey Ave., SJ, CA) along with the 1st Reg. Payment and Payment Plan Fee.

This program will still meet at the Gilroy Gavilan College Main Campus, in room HU101 at 5055 Santa Teresa Blvd., Gilroy, CA 95020.

Gavilan College Community Education Veterinary Assistant Training Program Course Calendar

**Saturday Hours: 8am - 4pm
(Includes 30 minute lunch)
Location: Room HU101**

Feb. 2019						
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	\$DUE 20	21	22	23
24	25	26	27	28		
March 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	\$DUE 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
April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	\$DUE 10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2019						
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	20	21	22	23	24	25
26	27	28	29	30	31	

Note: \$ = Wednesday Payment Due

Veterinary Assistant Training Program Payment Plan				
Instructor Name	Semester	Total Cost	Start Date	End Date
Heather Ewing	Spring 2019	\$1775.00	2/9/2019	5/11/2019
Payment Deadlines		Amount	Office Use	
1st pmt - At time of registration		\$ 425.00 + \$75 = \$500		
2nd pmt - Wednesday, Feb. 20, 2019		\$ 425.00		
3rd pmt - Wednesday, March 6, 2019		\$ 425.00		
4th pmt - Wednesday, April 10, 2019		\$ 425.00		

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 Veterinary Assistant Training Program. This plan requires that full payment of the program fees be paid in 4 installments. The first installment plus a \$75 Payment Plan Fee is due at registration (see schedule above). The balance is then paid over 3 more 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. A **\$25 NSF Fee** will be charged to the student if the C.C. # is not valid, not working or NSF. **Payment will be deducted automatically on specified dates.**

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 Class Fee 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 form. 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:		Student Full Address:	
Student Social Security Number:		Student Cell Phone/Home Phone:	
Student Email:		Student Date of Birth:	
Reference Information			
Reference Person Name:		Reference Person Daytime Phone:	
Reference Person Address:		Reference Person Email:	
City:	State:	Zip:	

