



Community Education

5055 Santa Teresa Blvd
Gilroy, CA 95020
Phone: (408)848-4732

Dear Student: Welcome and thank you for your interest in our upcoming Veterinary Assistant Training Program.

***Program dates and information are as follows:
March 01, 2025-June 21, 2025***

These classes will be held on the main Gavilan College campus at 5055 Santa Teresa Blvd Gilroy, Ca 95020

Included in this informational packet are the following documents:

- Program Summary
- Course Calender
- Class Fee Payment Plan Form
- Registration Form with Cancellation Policy
- Gavilan College provides educational services and access for eligible students with verified disabilities who intend to pursue coursework at Gavilan College•Student support program website link <https://www.gavilan.edu/student/aec/index.php>For

Required Textbooks for the Veterinary Assistant Training Program:

- Elsevier's Veterinary Assistant Textbook 3rd edition
ISBN-13: 978-0323681452 ISBN-10: 032368145X
- Elsevier's Veterinary Assistant Workbook 3rd edition
ISBN-13:978-0323681636 ISBN-10: 0323681638

For updates and information, please:

- Visit our website: <https://community.gavilan.edu/>
- Email us:mgalvez@gavilan.edu
- Call our offices: (408) 848-4732

Thank you,

Gavilan College, Community Education

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: \$2,000

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

Payment Plan Info.: In order to register, 1 payment of \$500.00 + a \$100 Payment Plan Fee is required for students taking part in the Payment Plan option. This is a total of \$600.00 due at the time of registration. 3 additional payments of \$500.00 will be due on specified dates.

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

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

Scrubs: \$30-\$50. Navy blue (A watch is needed for this class as well as closed toed shoes, no mesh or canvas)

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. Please choose carefully! Students on a payment plan who cancel or drop after the first class session are still responsible to pay the entire course fee of \$2100 to Gavilan College.



Veterinary Assistant Training Program Dates: 3/1/2025-6/21/2025

8am - 3pm

84 classroom hours **Program Meets**

Gilroy Gavilan College Campus Classroom
HU101

For Additional Program Information

Online Info.: <https://community.gavilan.edu/>

Call for Info.: (408) 848-4732

Walk-in Info.: Gavilan College Community

5055 Santa Teresa Blvd, Gilroy, Ca 95020

To register in this program: Students must submit either a completed and signed registration form or a registration/payment plan form. These are at the end of this packet and no fields should be left blank (1st pmt w/fee due at time of registration)

Submit your Application

Email: mgalvez@gavilan.edu

Mail: Community Education 5055 Santa
Teresa Blvd Gilroy, Ca 95020

Support Services Information

- Gavilan College provides educational services and access for eligible students with verified disabilities who intend to pursue coursework at Gavilan College
- Student support program website link <https://www.gavilan.edu/student/aec/index.php>
- CalWORKs program - Gavilan College website link <https://www.gavilan.edu/student/eops/calworks/index.php>
- Fresh Success Program - Gavilan College website link <https://www.gavilan.edu/student/eops/calworks/freshsuccess.php>
- El Centro-Gavilan College website link <https://www.gavilan.edu/resources/index.php>
- Food Pantry Gavilan College website link https://www.gavilan.edu/student/eops/calworks/food_pantry/food.pantry.php

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request, and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

