

## Veterinary Assisting

This program is offered at Bakersfield and Fresno.

### Program Description

SJVC's Veterinary Assisting program prepares students with the skills to help animals when they need it most. This in-depth training covers animal patient care including laboratory tests, radiology procedures, and surgical assisting. Curriculum also focuses on communication skills involving pet owner education, sick animal counseling, and wellness/preventative measures.

Students receive hands-on training under the direct supervision of a Registered Veterinary Technician or Doctor of Veterinary Medicine. Externship rotations include various animal care environments to give students real-world experience.

### Program Student Learning Outcomes

Upon completion of this program, the graduate should be able to:

1. Perform the duties pertaining to veterinary clinic reception, bookkeeping, office management, and general computer skills
2. Perform the various duties of a veterinary assistant under the direct supervision of a registered veterinary technician or veterinarian, such as venipuncture, administering parenteral injections, placing IV catheters, endotracheal tube intubation, and monitoring anesthesia in a surgical setting
3. Perform dental prophylaxis, with capability to instruct and demonstrate in-home dental care
4. Apply the concepts of proper animal husbandry and the prevention of disease in domestic animals
5. Perform laboratory tests
6. Demonstrate confidence in the execution of exam room protocols, such as proper pet restraining techniques, obtain patient vital signs, accurate recording of patient history and client communication within the examination process
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates



### Graduation Requirements

Successful completion of the courses listed below with a grade of "C" or higher; successful completion of the Career Services Seminar (CSS 100).

### Professional Certifications

Graduates can apply for licensure after completion of 4,416 hours of practical experience under the direct supervision of a California licensed veterinarian. Also the candidate must submit all SJVC course outlines to the Veterinary Medical Board. [www.vmb.ca.gov](http://www.vmb.ca.gov).

### On-Ground Program

Course ID	Course Name	Credit Units
ASCI 100	Veterinary Anatomy and Physiology I	3.0
ASCI 110	Veterinary Anatomy and Physiology II	3.0
ASCI 120	Introduction to Veterinary Technology	3.0
ASCI 130	Companion Animal Diseases & Nursing	3.0
ASCI 140	Veterinary Technology Pharmacology I	3.0
ASCI 150	Veterinary Technology Clinical Pathology	3.0
ASCI 160	Veterinary Technology Radiology and Ultrasound	2.0
ASCI 170	Veterinary Technology Surgical Assisting	5.0
ASCI 180	Veterinary Technology Surgical Assisting II	3.0
ASCI 210	Veterinary Technology Externship	3.0
<b>Total</b>		<b>31.0</b>

## ABILITY TO BENEFIT

"Ability to benefit" is defined as the demonstrated aptitude to successfully complete the educational program and subsequently be employed. The College has determined that 'ability to benefit' is demonstrated by achievement of high school graduation, achievement of a GED or its equivalent and as such does not accept applicants who lack these credentials.

## ADMISSION PROCEDURES AND REQUIREMENTS

The Admissions Department is dedicated to assisting prospective students in selecting programs that best suit their needs and qualifications. In order to ensure that prospective students are a good match for their selected program of interest, *SJVC* has established the following admission procedures and requirements:

- Applicants must possess a high school diploma or the equivalent.
- Applicants must participate in an interview with an admissions advisor.
- Applicants to on-ground and online programs must participate in an admissions assessment. The assessment instrument(s) and process varies by program. The purpose of the assessment is to evaluate the cognitive ability of prospective students. Each program has a required minimum entry score. The Admissions Department utilizes the results from the assessment(s) to select prospective students who have the best opportunity to achieve success in their chosen program.

Some programs have additional entrance procedures and requirements which may be found in the Admission Requirements statement listed for each program that appears in this catalog.

- Applicants must meet with either the Enrollment Services Director or a campus manager or their designee for an acceptance interview. In addition to this acceptance interview, applicants may be required to meet with the Director of their selected program.
- Applicants must meet with the Financial Services Department to confirm arrangements to meet tuition obligations.
- Upon completion of the above, the applicant will sign an Enrollment Agreement which sets forth specific information such as start and graduation dates, tuition information, academic schedule, etc.
- All new student enrollments must complete New Student Orientation prior to their first class session.

Programs leading to occupations requiring licensure may have licensing requirements that prohibit enrollment of applicants with relevant past criminal convictions.

## LANGUAGE PROFICIENCY

Students are required to have proficiency in the English language as documented in the admissions process:

- Conversational proficiency: interview
- Written proficiency: application essay
- Reading comprehension: assessment instrument

All enrollments related documents, including the Enrollment Agreement and the School Performance Fact Sheet, are printed in

English. If English is not your primary language, you have the right to retain an interpreter at your own cost to obtain a clear explanation of the terms and conditions of the Enrollment Agreement, including the cancellation and refund policies, and other enrollment related documents, in your primary language

## RIGHT TO CANCEL

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner in good condition.

## INTERNATIONAL STUDENTS (VISA SERVICES)

*SJVC* is approved to issue F-1 and M-1 Visas to qualified international students. Students holding J or H Visas may also be eligible to attend as an international student. The following items are required from international applicants:

- A TOEFL score of at least 500, paper-based; 61, internet based; or 173, computer based.
- Certified Statement regarding Financial Support.
- Transcripts from high school and/or college attended.
- Verification of good health.
- Purchase of medical insurance to cover the school year.
- Proof of International J or H Visa status, if applicable.

There is no charge for issuing a visa.

## TRANSFER OF CREDIT

*SJVC* is committed to helping students achieve their educational goals. The College recognizes that – prior to enrollment at *SJVC*, students may have completed course work at other institutions that they may want to transfer in for credit toward an *SJVC* Associate of Science Degree or Certificate of Completion program or may already possess the general education skills and competencies expected of a two-year college graduate. Therefore, it is the policy of *SJVC* to provide opportunities for course challenge and to thoroughly evaluate prior coursework to ensure that the nature, content, associated student learning outcomes, and level of credit earned aligns with the equivalent course requirements of the *SJVC* program in which the student is transferring into. To that end, a maximum of 50% of the total credits required for an *SJVC* degree or certificate program may be transferred in from another institution; however, in exigent circumstances (e.g. school closure), the College may allow up



## GRADUATION REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION

*SJVC* will issue Certificates of Completion to those students who satisfactorily complete the requirements and are able to demonstrate proficiency and competency in a prescribed vocational training program. The certificate is widely recognized and accepted by employers as verification of job preparedness and skill achievement. Certificates of Completion are issued to those students who complete a prescribed vocational program under all of the following conditions:

- Completion of all required courses with a 2.0 cumulative grade point average or better.  
Course requirements may be waived by Campus Presidents and Campus Directors upon submission of proof of completion of equivalent course(s).
- Completion of the Career Services Seminar or equivalent: *The Career Services Seminar concentrates on the job search preparation and process. Topics include services provided by the Career Services Department, resume writing, interview techniques, networking skills, portfolio presentation, and workplace success.*

Most *SJVC* certificate courses can be applied toward an Associate of Science degree. Students who intend on obtaining a certificate and a degree should see their admissions representative for general education and other requirements beyond those required for their certificate.

## KEYBOARDING REQUIREMENTS

PROGRAM	NET WPM
Business Administration	45
Human Resource Administration	35
Medical Office Administration	35
Pharmacy Technology	35

To keep pace with educational, technological or similar developments, *SJVC* reserves the right to change the requirements for graduation.

Changes may be applied to students already enrolled. For those cases, the College will specify an alternate plan of study, which must be completed in lieu of the original requirements.