

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Meeting Date : March 5, 2020

Agenda Item 10.1b

Subject : Approve Changes to Existing Council of Occupational Education (COE)
Program for Accreditation Compliance

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action

Financial Considerations : None. This will be a fee-based program. A contract with Medical Training Solutions, Inc. will be developed and processed through SCUSD contracts department for program setup and consultation. The current CAJ Medical Assisting teacher will provide instruction on an SCUSD per diem contract, already in place. Once the program is listed on the Eligible Training Provider List through EDD, WIOA Title I (for Youth, Adults and Dislocated Workers), and WIOA Title IV (Department of Rehabilitation) funding will be obtained through the SETA's America's Job Center to cover student fees for those who qualify. Students will be responsible for paying program fees directly, or through job center or other scholarships.

LCAP Goal(s): College, Career and Life Ready Graduates, Operational Excellence

Documents Attached:

1. Signature page for approvals to add new CAJ program
2. Program Description for Veterinary Assistant Program

**Charles A. Jones Career and Education Center – 323100
Request for Program Changes Under 25%**

Program to Add	<i>Veterinary Assistant</i>	<i>CIP Code</i>	<i>01.8301</i>
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Approved Total Clock Hours	<i>124</i>
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The changes herein are approved as noted:

 Jessie Ryan, Board President, Area 7
 Sacramento City Unified School District

 Date

 Jorge A. Aguilar, Superintendent

 Date

Veterinary Assistant Program Description

12 classroom days

8:00 AM – 3:00 PM, class meets one day a week

84 instructional hours, plus 40 hour externship = 124 hours

Books: Elsevier's Veterinary Assisting Textbook and workbook 2nd edition

This program covers all aspects of a Veterinary clinic. The Veterinary Assistant helps the front office as well as the back office. Instruction ranges from proper grooming techniques to the individual animal's diet. This class has a large skill base with the opportunity to handle animals of all species. The class covers dog and cat care, large animal care, reptiles, Avian and Exotics, nutrition, behavior, Nursing and Husbandry, Lab procedures, Diagnostic imaging, surgical procedures, grooming and much more. A Veterinary Assistant plays a very important role in the Veterinary office. They assist the Registered Veterinary Technician (RVT) as well as the Veterinarian with all aspects of animal care. Veterinary Assistants work with the pet owners to educate on proper grooming and nutrition as well as the true importance of the pet-owner relationship. This is a skill heavy class and accelerated learning at its best. A great program for anyone who is interested in any aspect of the Veterinary field and for those who

Veterinary Assisting Outline



Before class student should have read chapters 1 and 2

1ST week:

Class introduction and paperwork/student folders

Review chapters 1 and 2

Go over all answers in workbook

Homework: Chapter 3 and 4 Textbook and Workbook

2nd week:

Quiz #1

Review chapter 3 Medical Terminology

Animal Body Planes

Review chapter 4 Anatomy and Physiology

Body systems / bones, cat and dog

Homework: Chapter 5 and 6 Textbook and Workbook

3rd week:

Quiz #2

Review chapter 5 Pharmacology

Review chapter 6 Animal Behavior and Restraint

(Guest Speaker: Dog Trainer)

Skills: Gauze Muzzle

Restraint Dog/Cat

(animals in class)

Homework: Breed report #1 Dog

Chapter 7 and 8 Textbook and Workbook

4th week:

Quiz #3

Presentation of Breed

10th Week:

What Veterinary Assistants and Laboratory Animal Caretakers Do

2018 Median Pay	
Typical Entry-Level Education	
Work Experience in a Related Occupation	
On-the-job Training	
Number of Jobs, 2018	
Job Outlook, 2018-28	
Employment Change, 2018-28	
