

VETERINARY ASSISTANT AND OFFICE ADMINISTRATION (CVAOA)

CVOA*1050 Anatomy and Terminology Fall Only (LEC: 3) [0.75]

Students will identify ten different anatomical systems. Systems include: digestive, excretory, reproductive, cardiac, respiratory, muscular, skeletal, nervous, endocrine, and integumentary. Students will also explore the anatomy of the eye and ear. This course will discuss basic physiology as well as common conditions related to these systems. Students will recognize common medical terms, suffixes and prefixed, as related to the Veterinary industry.

Restriction(s): Registration in the Certificate, Veterinary Assistant and Office Administration Program.

Department(s): Ridgetown Academic

Location(s): Ridgetown Campus

CVOA*1200 Clinical Exercises I Fall Only (LEC: 1, LAB: 3) [0.50]

Following a pre-lab lecture and demonstration students have the opportunity for hands on experience during laboratory sessions. Labs will include: equine handling, restraint and grooming; bovine handling and restraint; canine and feline handling, restraint and medicating.

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Location(s): Ridgetown Campus

CVOA*1410 Pharmacology, Math and Accounting Fall Only (LEC: 3, LAB: 3) [0.50]

Students will describe and use related pharmacological terminology with abbreviations and recognize control drug regulations as well as the various drug classifications. Students will be able to perform basic drug dose calculations; non-invasive drug administration techniques; safe drug handling and disposal methods. This course is also designed to explain the financial management needs of a veterinary clinic. Basic accounting concepts will be explored using veterinary industry accounting software programs.

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Location(s): Ridgetown Campus

CVOA*1420 Veterinary Communications Fall Only (LEC: 2, LAB: 2) [0.50]

Issues dealing with communication between the veterinary team and clients, as well as between co-workers and the employer/veterinarian, are explored using communication theory and skills. Application of theories are demonstrated through discussions and class exercises. Hand-on computer labs will introduce students to the various computer operating systems.

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CVOA*1460 Nutrition and Animal Care I Fall Only (LEC: 4) [0.50]

Students will be introduced to the fundamentals of nutrition, including general feeding guidelines for dogs and cats as well as specific nutritional needs including prescription and specialty diets. This course also introduces students to general animal behavior of various species, as well as the importance of human-animal bond and animal care responsibilities that include care for pocket pets, reptiles and birds.

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CVOA*2050 Animal Diseases Winter Only (LEC: 3) [0.50]

Students will learn the more common diseases and parasites of small and large animals. Common diseases (including zoonotic diseases), as well as their prevention through vaccination will be taught. Also included will be the transmission and control of common parasites.

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CVOA*2060 Clinical Safety Winter Only (LEC: 2, LAB: 2) [0.50]

This course will equip the student with the knowledge of how to protect themselves and others from common hazards while working in a veterinary hospital, or related business. The student will complete and receive WHMIS certification and have an understanding of safe handling of various types of laboratory and biological hazards. This course will also provide the student, through hands-on participation, the basic knowledge of commonly used veterinary laboratory procedures, sample collection and safe sample handling.

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CVOA*2200 Clinical Exercises II Winter Only (LEC: 1, LAB: 3) [0.50]

Continued from Semester 1, these clinical practice labs will include: radiography techniques with restraint and handling, radiography developing, surgical preparation, and emergency care and triage.

Prerequisite(s): CVOA*1200

Restriction(s): Registration in the Certificate, Veterinary Assistant and Office Administration Program.

Department(s): Ridgetown Academic

Location(s): Ridgetown Campus

CVOA*2430 Veterinary Software and Front Office Winter Only (LEC: 3, LAB: 2) [0.50]

This course is designed to introduce the student to veterinary office administration practices and procedures. Emphasis will be placed on first impressions, maintaining medical records, appointment scheduling and inventory maintenance. Students will also complete a unit in Keyboarding & Medical Transcription. The lab portion of this course is designed to give students hands-on experience creating invoices, estimates, generating reports including various client focused forms and inventory tracking. The students will be exposed to and use two different veterinary software programs.

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CVOA*2450 Human Resources, Marketing and Public Relations Winter Only (LEC: 4) [0.50]

Students will explore the ideas of our role regarding our choices of employment. They will have a good understanding of the Employment Standards Act and become familiar with the important areas of personnel record management, work ethics, and a positive professional image. This course is will also introduce students to marketing as it relates to public relations in small animal veterinary practices. Emphasis will be placed on understanding CVO legislation as it pertains to veterinary hospital marketing and public relations, the challenges of marketing professional services vs. products, and understanding client expectations.

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Department(s): Ridgetown Academic

Location(s): Ridgetown Campus

CVOA*2460 Animal Care II Winter Only (LEC: 2) [0.50]

Students will be able to describe general health care and breed recognition of dogs and cats; puppy training methods; wound management; how to handle emergency situations in the clinic; apply general grooming techniques; and common surgeries performed in the veterinary hospital.

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Department(s): Ridgetown Academic

Location(s): Ridgetown Campus

CVOA*2500 Veterinary Industry Placement Winter Only (LEC: 1) [0.25]

Students are required to satisfactorily complete a mandatory 4 week (140 hour) work placement at a veterinary related business organized with the assistance of the program placement coordinator, upon successful completion of all of the first semester and second semester courses. Both the host business and course facilitator will evaluate the student. A Pass/Fail designation will be assigned upon the completion of the course.

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