

PROGRAM & CAREER HIGHLIGHTS:

- ✓ *\$21,000 - \$38,000+ wage range.*
- ✓ *Professional Opportunities: Students have found employment in small & large animal clinics, animal hospitals and pet shelters.*

VETERINARY OFFICE ASSISTANT

Designed to provide comprehensive training for a career in client services for companion animals and their owners. As a graduate, you are the front office person promoting the hospital and assisting the veterinarian as they actively engage in the art and science of pet animal practice. With extensive computer, human relations, pet restraint, disease control and prevention, you will be skilled in the medical and administrative aspects of the veterinary office and animal care environment.

CALGARY CAMPUS

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PROGRAM OUTLINE // 6 MONTHS

ANIMAL NUTRITION	You will be introduced to animal nutrition in this course. Topics such as nutritional requirements, raw foods, prescription versus lifestyle, food labels, energy equations, differences between vet foods and pet store foods.
BUSINESS COMMUNICATION	The 3 C's of writing will be the focus of this course. Throughout, you will learn to apply these skills to a variety of documents such as letters, reports, and resumes. Topics in the course will cover contemporary business communication issues including Internet and e-mail communication, diversity, and ethics.
COMMONLY-SEEN CONDITIONS / DISEASES OF CATS AND DOGS	This course is taught on a body system basis. It will help you develop an understanding of the history, predisposing factors, clinical signs, treatment, and prognosis of commonly seen conditions and/or diseases which affect dogs and cats.
DATABASE MANAGEMENT	Throughout this course you will learn how to create and maintain a veterinary database as well as produce reports using industry standard software.
GENERAL OFFICE SOFTWARE APPLICATIONS	An Introduction to computers, keyboarding techniques, word processing and instruction on Microsoft Office.
INTERNAL & EXTERNAL PARASITES	In this course you will become familiar with the appearance, life cycle, diagnosis, prevention and treatment of internal and external parasites of cats and dogs.
INVOICING & DATABASE MANAGEMENT	You will learn about basic invoicing and database practices used in a Veterinarian setting in this course.
SMALL ANIMAL RESTRAINT	You will be taught techniques and devices currently used to restrain and handle cats and dogs; also how to read pet body language.
SMALL ANIMAL ZOO NOTIC DISEASES	An introduction to the diseases that affect cats and dogs and the diseases which can be spread to humans will be covered in this course. Emphasis is placed on preventative measures and recognition of the clinical signs of these diseases in humans and pets.
VETERINARY ASSISTING	Familiarization with daily clinical procedures such as the aseptic technique, workplace sanitation, instrument and mechanical device knowledge, IV drip monitoring, bandage monitoring and nail trimming will be learned throughout the course.
VETERINARY MEDICAL TERMINOLOGY	You will learn veterinary medical terminology and pet anatomy through the study of word elements and the structure and parts of body systems. This course will help in communicating effectively with the animal health team.
VETERINARY OFFICE PROCEDURES	You will be introduced to what's involved in a career as a Veterinary Office Assistant. Topics such as human relations, time, work and resource management, organization structure and office layout; office technology; front-line reception; aspects of business communication specific to the Veterinary Office Assistant; office commerce and record keeping; and professional development.

VETERINARY PHARMACY	This course will help you become familiar with drugs used in veterinary medicine and the ability to understand prescription orders, dosage forms and how to dispense medications
VIRAL DISEASES OF THE DOG & CAT	Important contagious viral diseases of dogs and cats will be the focus of this course. Accurate history taking, clinical signs, predisposing factors, treatment and vaccinations are covered.
CAREER MANAGEMENT	Throughout the program you will practice interview techniques, create or improve your resume, learn networking skills and how to successfully search and find career-related employment.
INDUSTRY PRACTICUM	A four week work practicum is included in this program. This practicum will give you a chance to put your newly acquired skills to work in a "real-world" environment while gaining valuable experience.

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