

**VALLEY COLLEGE**  
**VALLEY COLLEGE STUDENT CATALOG ADDENDUM**  
**VALLEY COLLEGE-CLEVELAND**  
**Veterinary Assistant**

**The following information, specific to the Veterinary Assistant Diploma program will be added to the Valley College Student Catalog.**

**Approximately Page 11**

**VETERINARY ASSISTANT (Recommendation)**

Students enrolled in the Veterinary Assistant program must recognize that if they require medical treatment for illness or injury they sustain while completing any assignments or activities associated with their classes, or while assisting faculty or staff members before or after class. **Therefore,** students will be responsible for payment for any emergency treatment rendered and any and all costs that may result from injury and/or illness.

**Uniforms Dress Code page 34**

Veterinary Assistant Program Standards of Dress: Students are required to wear the Valley College Veterinary Assistant program uniform to all classes. The uniform is purchased through the College during the first weeks of classes. Shoe styles are not standardized, but must be solid style shoes (no holes). A white tee shirt may be worn under the uniform shirt if desired. No other shirt styles are permissible. The student is provided with a Valley College issued photo-id name tag.

**Graduation Page 39**

**Summary of Graduation Requirements / Credential Earned We will insert the Veterinary Assistant requirements for graduation. Below is how the information will appear in our Graduation Requirements Table:**

**Graduation Requirements Table**

Program	Credentials	Minimum CGPA	Earned Credits	Attendance Percentage
Medical Clinical Assistant	Diploma	2.0	38	80%
<b>Veterinary Assistant</b>	<b>Diploma</b>	<b>2.0</b>	<b>29</b>	75%
Medical Administrative Assistant	Diploma	2.0	30	N/A
Medical Front Office, Billing and Coding	Diploma	2.0	30	N/A
Health Services Administration	Associate Degree -AAB	2.0	60	N/A
Business Administration	Associate Degree –AAB	2.0	60	N/A
Cybersecurity	Associate Degree –OAS	2.0	60	N/A
Health Services Administration	Bachelor Degree –BS	2.0	120	N/A
Business Administration	Bachelor Degree –BS	2.0	120	N/A
Cybersecurity	Bachelor Degree –BS	2.0	120	N/A

(O.A.S. Degree: Occupational Associate of Science degree; AAB – Associate of Applied Business degree; and B.S Degree: Bachelor of Science) Bachelor of Science degrees will be offered starting in August 2018.

## Veterinary Assistant

<https://www.valley.edu/veterinary-assistant-training-in-cleveland-ohio/>

Credential: Diploma

Approved to be offered at the Valley College – Cleveland (OH) branch campus

### Program Description

The Veterinary Assistant program has been designed to provide graduates with the skills, knowledge, and core competencies necessary to effectively work as a Veterinary Assistant in a wide range of veterinary-animal based medical facilities. Students will gain a strong foundation of fundamental skills required to function in a veterinary-animal related setting through a balanced approach of classroom instruction and practical hands on work in a laboratory setting that will enable the student to master the core competencies required to become a Veterinary Assistant. In correspondence with the core content of the program, the program has been designed to build and strengthen both critical thinking skills and hands-on skills to work professionally and safely in a veterinary related facility.

The Veterinary Assistant program is delivered by a team of qualified educators with industry experience. Faculty will deliver the program through a series of structured lessons, which is provided through a host of Active Learning/Learner-Centric activities. Students will learn a variety of topics that include fundamental animal care procedures and practices, collection and preparation of laboratory samples, how to administer medication, key office procedures and medical records management procedures, client communication, preventative animal health care, animal behavior and restraint, veterinary medical terminology, anatomy and physiology, and essential safety precautions and procedures in the veterinary workplace. Building on this program description, students will focus on the primary program learning objectives.

### Specific Program Objectives

1. Demonstrate the ability to participate in facility management practices aligned with the Veterinary Assistant's scope of practice while accounting for safety and sanitation.
2. Understand and use appropriate veterinary medical terminology and abbreviations.
3. Schedule appointments, admit, discharge and triage according to client, patient and facility needs.
4. Create and maintain individual client records, vaccination certificates, and other appropriate forms while accounting for client privacy and protection of information.
5. Perform basic filling of medical records, radiographs, and lab reports.
6. Manage inventory control for office and/or lab supplies and equipment.
7. Demonstrate an understanding of interpersonal skills and how to ensure effective forms of communication with all stakeholders and teamwork with staff members.
8. Provide client education in a clear, empathetic, and accurate manner.
9. Recognize and perform responsibilities in coordination with legal requirements and ethical standards of the veterinary-client-patient relationship.
10. Apply crisis intervention and/or grief management skills with clients.
11. Perform and/or assist with basic grooming of dogs and cats.
12. Provide safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets.
13. Recognize and assess behavioral signs of animals.

### Career Opportunities

CIP CODE: 51.0808

On completion of their program, graduates will be prepared for entry-level positions such as, but not limited to:

\*Veterinary Assistant

\*Small Animal Veterinary Assistant

\*Veterinary Front Office Personnel

\*Large Animal Veterinary Assistant

\*Veterinary Receptionist

\*Laboratory Animal Caretakers

## Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Course Number	Course Name	Semester Credits	Clock Hours		Homework Hours
			Lecture (Lec)	Lab (Lab)	
ENG116	English Composition	2.5	60 Lec	0 Lab	15 hours
MED123	Veterinary Terminology	2.5	30 Lec	30 Lab	15 hours
CPS121	Computer Applications - Medical	2.0	0 Lec	60 Lab	15 hours
MED113	Biology	2.5	30 Lec	30 Lab	15 hours
VTA105	Veterinary Medical Office Procedures	2.5	30 Lec	30 Lab	15 hours
VTA110	Veterinary Anatomy & Physiology I	2.5	60 Lec	0 Lab	15 hours
COM110	Foundations of Communication	2.5	60 Lec	0 Lab	15 hours
VTA115	Avian, Exotic & Small Mammal Procedures	2.5	30 Lec	30 Lab	15 hours
COM220	Veterinary Career Development	2.5	30 Lec	30 Lab	15 hours
VTA111	Veterinary Anatomy & Physiology II	2.5	60 Lec	0 Lab	15 hours
VTA200	Small Animal Theory	2.5	30 Lec	30 Lab	15 hours
VTA205	Large Animal Theory	2.5	30 Lec	30 Lab	15 hours
Program Totals: 29 Semester Credits / 720 Clock Hours: 450 Lecture, and 270 Lab & Expected Out-of-Class Activities (Homework): 180 hours					

### Veterinary Assistant Course Descriptions

#### ENG116: College Writing

College Writing will enable students to write at the college level by introducing them to core writing principles, practices, and requirements associated with college writing. Students will be introduced to topics that include structural, grammatical, and organizational concepts that will enable them to write in accordance with a required format, style, and tone for a variety of types of papers and projects throughout their college career. Students will be provided a series of exercises where they are asked to create and then, fully develop their ideas in accordance with the requirements associated with the assignment while also accounting for the creation or identification of a central theme or idea, a detailed outline, executing the steps for basic research, and accurate inclusion of citations. Students will also learn how to proof, edit, and take steps to ensure their final draft meets the requirements associated with the assignment and contains effective use of grammar, punctuation, and organization.

#### MED123: Veterinary Terminology

Students will be presented with an introduction to common veterinary-related terminology that includes: body structure and physiology, organ systems, diseases, surgical and emergency procedures, and medical abbreviations. Students will focus on word parts by breaking down and defining medical terms into their root, prefix, and suffix form. In order to properly prepare for work in the field, students will also work on terminology spelling, pronunciation, and usage in various office-based scenarios. Finally, students will be asked to identify

and apply correct medical terminology when describing clinical signs, symptoms, and medical conditions.

### **CPS121: Computer Applications – Medical**

Computer Applications – Medical will provide students with the fundamental computer skills that they will need to perform in a medical facility. The student will be introduced to fundamental technology skills that focus on application software that includes: word processing, presentations, and email. Students will also be introduced to typing and asked to complete daily typing exercises to develop typing skills. Finally, Computer Applications – Medical will also provide students with the fundamental elements of an operating system and the skills to complete Internet-based professional research.

### **MED113: Biology**

Biology is a foundational course that introduces the student to cell structure and function, metabolism, cell division, energy production, reproduction, growth and development, basic genetics, and DNA structure and function. This course prepares the student for courses in anatomy and physiology and is comprised of a classroom/lecture and corresponding lab component. Practical examples in both the lecture and lab will enable students to develop the ability to integrate scientific concepts throughout future medical based activities.

### **VTA105- Veterinary Medical Office Procedures**

Veterinary Medical Office Procedures provides students with the skills required to execute a host of essential administrative and front office procedures. In this course, students will be presented with the core competencies required to manage medical records, schedule and prepare clients for office visits, comprehend and process pet insurance, conduct inventory, and complete basic client billing activities. An in-depth look at bereavement, grief and euthanasia in addition to compassion fatigue will be covered in this course. This course will place a heavy emphasis on all forms communication and professionalism skills through a series of role plays and practical based scenarios to effectively prepare the student for working with all forms of organizational stakeholders.

### **VTA110: Veterinary Anatomy and Physiology I**

Veterinary Anatomy and Physiology I provides students with essential principles and concepts that focus on animal anatomy and physiology. This course will include topics that relate to veterinary medicine. Students will also be introduced to major body systems that will include specific attention to the structure, function, and the related conditions of each system. Body systems that will be covered include: integumentary system, skeletal system, muscular system, immune system, blood and lymph, and the reproductive system.

### **COM100: Foundations of Communication**

Foundations of Communication provides students with an examination of human communication. This course will focus on verbal, non-verbal, and written forms of communication. Students will be introduced to the impact that one's generation, gender, nationality, and other core human beliefs have on communication. In addition, students will be presented an in-depth look and corresponding results of technology and Social Media on how individuals communicate today. This course will be delivered through a combination of concept, theory, and historical examples through current day use of technologies. Students will culminate the course with an assessment of current communication challenges and methods to ensure clear, concise, and positive forms of communication.

### **VTA115: Avian, Exotics & Small Mammal Procedures**

This course is designed to introduce students to the regulations and protocols used in a laboratory setting in research facilities. The focus will be on husbandry, nutrition, physical examination, and the care of avian, exotics and small mammals. Guest speakers and field trips will be included in this course. Students will be presented

with a combination of both theoretical concepts and principles and further, will have an opportunity to apply these concepts through a series of lab based activities with a variety of avian, exotic, and small animals.

### **COM220- Veterinary Career Development**

Veterinary Career Development is designed to assist Veterinary Assistants and Veterinary Technicians develop the skills necessary to search for, find, and retain employment as a professional in their chosen field within the veterinary industry. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

In addition, the student will learn such skills to effectively prepare a Cover Letter, Professional Resume, Employment Application, Follow-up Letter, and Thank You Letter. Finally, students will also be presented with the skills required to effectively network using Social Media, prepare for and complete the Interview Process, and agree to the terms of your employment.

### **VTA111- Veterinary Anatomy and Physiology II**

**Prerequisite: VTA110**

Veterinary Anatomy and Physiology II builds on concepts in VTA110 and provides students with essential principles and concepts that focus on animal anatomy and physiology and other key topics related to veterinary medicine. Students will be introduced to major body systems that will include specific attention to the structure, function, and related pathology of each system. Body systems that will be covered include the nervous system, cardiovascular system, respiratory system, urinary system, endocrine system and digestive system.

### **VTA200: Small Animal Theory**

Small Animal Theory provides students with the essential concepts associated with the different life stages of companion animals. In coordination with each life stage, students will study common diseases and treatments along with animal behavior, dietary needs, and preventative health care. Companion animal breeds will be introduced in this course. Finally, the students will be introduced to educating the client and zoonotic potential.

### **VTA205: Large Animal Theory**

Large Animal Theory provides students with the essential concepts associated with the different life stages of large animals. In coordination with each life stage, students will study common diseases and treatments along with animal behavior, dietary needs, and preventative healthcare. Large animal breeds will be introduced in this course. Finally, the students will be introduced to educating the client and zoonotic potential.

The Class Schedule will be added to the Catalog Supplement

## **VALLEY COLLEGE 2019 START DATES**

**Veterinary Assistant  
720  
5 HRS/SESSION**

<b>PROGRAM DATES</b>			
<b>START DATE</b>	<b>Midpoint</b>	<b>PP2 Start</b>	<b>COMPLETION</b>
6/3/2019	10/10/2019	10/14/2019	3/5/2020
7/1/2019	10/31/2019	11/4/2019	4/2/2020
7/22/2019	11/21/2019	12/2/2019	4/23/2020
8/12/2019	12/19/2019	1/6/2020	5/14/2020
9/3/2019	1/23/2020	1/27/2020	6/4/2020
9/23/2019	2/13/2020	2/17/2020	6/25/2020
10/14/2019	3/5/2020	3/16/2020	7/23/2020
11/4/2019	4/2/2020	4/6/2020	8/13/2020
12/2/2019	4/23/2020	4/27/2020	9/3/2020

*START DATES VA*