

Veterinary Assistant Certificate of Training and Veterinary Receptionist Certificate of Training

These certificate programs will prepare students for entry level positions in veterinary office management and veterinary medical assisting. Whether working for a clinic, kennel, humane shelter or on a farm or ranch, Yuba College training will prepare students and impart the skills necessary for success in this interesting and challenging field. The U.S. Department of Labor Predicts that the demand for veterinary assistants is to rise by 26% by the year 2012.* This implies jobs creation and specialization for workers with the right skills and training. Yuba College will provide the on-line course work, direction and work experience to prepare students or augment existing skills to develop knowledge and self confidence. With the Veterinary Receptionist option, students will learn effective communication techniques, veterinary terminology, procedures for medical records and admitting/discharging patients, animal behavior basics, inventory and ordering basics, how to deal with difficult clients and book keeping skills. With the Veterinary Assisting option students will learn effective communication techniques, veterinary terminology, animal behavior basics, animal restraint, animal grooming, veterinary record keeping, administration of medication and medical assisting. With both options students will learn via the Internet, on-line discussion groups, videotapes and textbooks. This convenient distance learning program is ideal for the working professional and allows for more flexibility than a traditional college curriculum. The Yuba College program is designed to allow students to complete the certification program in one year.

* Growth figures represent a ten-year period ending 2012. Source: "National Industry-Occupation Employment Matrix," a publication of the U.S. Bureau of Labor Statistics.

The on-line Veterinary Assistant/Receptionist Certificate of Training includes:

- Online multimedia courses that combine textbooks, videos, and in-clinic exercises to deliver challenging, hands-on education.
- Flexible scheduling designed specifically for working individuals—no commuting or altering work and family life to accommodate class schedules.
- Optimal student-teacher contact—professors are available via fax, phone, or email for questions and support.
- Completion of 10 semester units of required core course material plus seven additional elective units. Additionally students will be required to participate in 300 hours of clinical experience with a preceptor, typically a veterinarian or Registered Veterinary Technician (RVT) in practice, who will assist with basic specified clinical procedures and check assignments.

Certificate Objectives:

- To prepare students for veterinary assistant/receptionist positions.
- To give students skill, understanding and confidence in interacting with animals and their owners.
- To give students a thorough grounding in veterinary medical terminology, the

major breeds of various animals, the basics of responsible animal care and the roles and responsibilities of a veterinary assistant/receptionist.

- To provide students a strong understanding of measures that prevent injury to animals, their owners and the veterinary team, including proper office and compartment cleaning methods.
- To equip students with the knowledge and skill necessary to communicate effectively with a veterinary team, assist a veterinarian or veterinary technician with caring for animals and assist with surgical and treatment procedures.
- To prepare students to perform the administrative duties necessary to the smooth operation of a veterinary office, such as scheduling appointments, telephone management and handling billing and collections.
- To provide students the knowledge and confidence necessary to meet the highest legal, ethical and professional veterinary standards.
- Stepping-stone into Yuba College’s AVMA accredited Veterinary Technology Program for those interested in becoming a Registered Veterinary Technician (RVT).
- Inexpensive, convenient, online, high quality orientation, and training for entry level individuals. Upgrade knowledge and skills for those currently working in a veterinary practice.

Course Requirements:

Certificate Core Courses (15 units required for both the Veterinary Assisting and Veterinary Receptionist options):

BCA 15R Business Computer Applications - Beg.....	3
VETT 5R Veterinary Technology Internship.....	2
VETT 6 Veterinary Workplace Safety.....	3
VETT 55 Veterinary Terminology.....	3
VETT 91 Veterinary Assisting.....	3

Plus select three or more units from the following courses to fulfill certificate requirements:

AG 11 Agricultural Accounting	3
AG 44 Horse Production.....	3
AG 45 Animal Science.....	3
BIOL 10 or 10L General Biology.....	3
GNBUS 52 Business English	3
VETT 7 Veterinary Business Management.....	3
VETT 8 Large Animal Medicine and Nursing.....	3
VETT 9 Laboratory Animal Medicine.....	2
VETT 10 Exotic and Wildlife Medicine.....	3
VETT 11 Veterinary emergency and Critical Care.....	3
VETT 12R Introduction to Veterinary Medical Math.....	1
VETT 14 Veterinary Management of Equine Reproduction.....	3
VETT 52 Human Animal Bond.....	3
VETT 54 Diseases of Domestic Animals.....	3
VETT 56 Shelter Medicine.....	3
VETT 57R Veterinary Technology Special Projects.....	2