

Semester 1 (32 Hours)

Course Prefix & No.	VAC100	Course Title:	Intro to Veterinary Assistant Course
Pre- &/or Co-Requisites:	None	Contact Hours:	5 (5 1-hr classes)
Course Description:	Introduction to role of the Veterinary Assistant, client education & communication, professionalism, as well as role in veterinary team.		
Course Objectives:	<ol style="list-style-type: none"> 1. Understand basic operations of a veterinary hospital. 2. Learn effective communication with co-workers and clients. 3. Recognize role aside veterinarian and other staff members. 4. Obtain accurate medical history on patients. 5. Have working knowledge of ethical and legal issues as they relate to the veterinary profession. 		
Course Organization & Content:	No text. Copies of notes/ppt slides provided by instructor.		
Class Breakdown:	Class 1:	Introduction to the role of the veterinary assistant & the range of opportunities within the field.	
	Class 2:	Obtaining and documenting medical histories using appropriate language and common medical abbreviations.	
	Class 3:	The roles of different veterinary staff members and professionalism in the workplace. Methods of communication.	
	Class 4:	Safety in the workplace, controlled substances, and ethics in veterinary medicine.	
	Class 5:	Practical application of MSDS logs and communication skills.	

Course Prefix & No.	VAC110	Course Title:	Veterinary Medical Terminology
Pre- &/or Co-Requisites:	None	Contact Hours:	4 (4 1-hr classes)
Course Description:	Introduction to veterinary medical terminology through instructor guided study associated word parts and roots. Visual guide as it relates to anatomy also included.		
Course Objectives:	<ol style="list-style-type: none"> 1. Understand basic root words, prefixes & suffixes of common terms - learn relation of terms to anatomical regions. 2. Recognize terms in record keeping. 3. Gain basic understanding of positional terminology for radiology. 		
Course Organization & Content:	Textbooks		
Class Breakdown:	Class 1:	Chapters 1, 2, 4, 5	
	Class 2:	Chapters 3, 6, 7	
	Class 3:	Chapters 8, 9, 10	
	Class 4:	Chapters 11-17	

Course Prefix & No.	VAC120	Course Title:	Anatomy & Physiology
Pre- &/or Co-Requisites:	VAC100 & 110	Contact Hours:	7 (4 1-hr classes, 2 1.5-hr labs)
Course Description:	Introduction to basic veterinary anatomy and physiology. Focus will be on the skeletal and digestive systems, as well as the urinary and lymphatic systems. External integument and body condition will also be emphasized for knowledge of the preliminary physical exam.		
Course Objectives:	<ol style="list-style-type: none"> 1. Basic understanding of the skeletal, digestive, and urinary system of both dogs & cats. 2. Knowledge of the external physical condition of patients, as it pertains to weight, hydration, skin/coat condition and overall thriftiness. 3. Basic preliminary or recheck physical examinations. 4. Common diseases that can impact the normal physical exam. 		
Course Organization & Content:	Text: <i>Veterinary Assisting Fundamentals & Applications (Veterinary Technology)</i> 1st Edition		
Class Breakdown:	Class 1:	Introduction to the general physical exam based on body systems.	
	Class 2:	The skeletal system and disorders associated with it.	
	Lab 1:	Identification of bones on a skeleton, performance of a basic physical exam, applying anatomic directions and positional descriptions. **Cadaver example used for these classes to indicate systems - Teacher example only	
	Class 3:	The gastrointestinal tract and pathologic conditions associated with it.	
	Class 4:	The urinary and reproductive systems and diseases associated with them.	
	Lab 2:	Identification of abdominal organs and parts of the different body systems using cadavers. ** Cadaver example used for these classes to indicate systems-Teacher example only.	

Course Prefix & No.	VAC130	Course Title:	Restraint & Animal Behavior
Pre- &/or Co-Requisites:	VAC100, 110 & 120	Contact Hours:	16 (2 1-hr classes, 7 2-hr labs)
Course Description:	An introduction to low stress handling of dogs and cats for care and treatment in the veterinary environment.		
Course Objectives:	<ol style="list-style-type: none"> 1. Understand and recognize common dog and cat body language. 2. Learn basic low stress techniques for approaching & handling both the dog and cat in varied veterinary settings. 3. Knowledge and use of techniques to reduce anxiety in both the dog and the cat for common treatments & procedures. 		
Course Organization & Content:	Copies of chapters from <i>Low Stress Handling, Restraint and Behavior Modification of Dogs and Cats: Techniques for Developing Patients</i>		

		<i>Who Love Their Visits</i> by Sophia Yin
Class Breakdown:	Class 1:	Common body language of dogs and how to appropriately approach unfamiliar dogs.
	Labs 1-4*:	Watch animal restraint method videos. Practice using low stress restraint methods on available dogs and cats.
	Class 2:	Common body language of cats and how to decrease their stress levels in a veterinary setting.
	Lab 5-7*:	Practice using low stress restraint methods on available dogs and cats.
*These labs will be changed to fit the needs of patients we are working with at AHS, and may include both species to offer as much practice as possible.		

Semester 2 (41.5 Hours)

Course Prefix & No.	VAC140	Course Title:	Pharmacy & Nutrition for the Veterinary Assistant
Pre- &/or Co-Requisites:	VAC100, 110, 120 & 130	Contact Hours:	4.5 (3 1.5-hr classes)
Course Description:	A basic introduction to dog & cat nutrition and application in veterinary medicine. Introduction to the veterinary pharmacy and stocked medications, as well as controlled substance handling and analysis of prescription labels. Introduction to common vaccines, flea and tick preventatives, and disease transmission.		
Course Objectives:	<ol style="list-style-type: none"> 1. Basic understanding of the normal nutritional needs of cats and dogs. 2. Know how to take a nutritional history and be able to assign a Body Condition Score. 3. Know how veterinary pharmacies are set up and be familiar with some commonly prescribed medications. 4. Understand who can handle controlled medications and how they are stored. 5. Be familiar with core vaccines for dogs and cats, common flea and tick preventatives. 6. Understand what steps need to be taken to prevent disease transmission. 		
Course Organization & Content:	Text: <i>Veterinary Assisting Fundamentals & Applications (Veterinary Technology)</i>		
Class Breakdown:	Class 1:	Evaluating commercial diets for cats and dogs, taking a nutritional history, assigning a Body Condition Score.	
	Class 2:	Veterinary pharmacies, common medications, storing and handling of controlled substances, reading and filling out prescription labels.	
	Class 3:	Common vaccines, flea and tick prevention, and disease transmission.	

Course Prefix & No.	VAC150	Course Title:	Lab Techniques for the Veterinary Assistant
Pre- &/or Co-Requisites:	VAC100, 110, 120, 130 & 140	Contact Hours:	30 (6 1.5-hr classes, 7 3-hr labs)
Course Description:	A cumulative course on laboratory skills as it pertains to the veterinary assistant. Focus will be on performing and mastering basic veterinary assistant skills as well as preparation in assisting the rest of the veterinary staff. Knowledge of common laboratory skills & operation of lab machines and equipment. Understanding of treatment procedures and equipment used. Obtaining and storing samples for patients, along with administering basic prescribed medications to the veterinary patient.		
Course Objectives:	<ol style="list-style-type: none"> 1. Competent administration of SQ and IM injections and medications, as well as SQ fluids. 2. IV catheter preparation and placement. 3. Administration of common ear, eye, and oral medications. 4. Proper technique in performing nail trims, anal sac expression, cleaning ears, and applying bandages for hemostasis. 5. Venipuncture for heart worm test, blood glucose and PCV samples. 6. Obtaining, preparing and reading fecal samples, urine and ear cytologies. 7. Perform and interpret in house tests such as Felv/FIV, Heartworm, PCV/TP, & Urinalysis strip tests. 8. Working knowledge of in house lab machines use and troubleshooting. 9. Microscope care and use. 10. Handling and storage of laboratory samples. 11. Understanding & use of tools for blood pressure, temperature and weight. 		
Course Organization & Content:	Text: <i>Veterinary Assisting Fundamentals & Applications (Veterinary Technology)</i>		
Class Breakdown:	Class 1:	Discussion of proper techniques for performing nail trims, ear cleaning, gland expression, bandaging, and tooth brushing.	
	Class 2:	Discussion of administration of oral, ocular, and ear medications. Introduction to veterinary needles, syringes, and IV catheters and how to use them for SQ and IM injections.	
	Class 3:	Obtaining vital parameters and blood pressure. Discussion about obesity in veterinary in dogs and cats.	
	Class 4:	Discussion of how to perform a venipuncture and in-house tests for heartworm disease, FIV, FeLV, PCV, and TP.	
	Class 5:	Discussion on how to use a microscope, perform a urinalysis, and perform a fecal analysis.	

Class 6:	Discussion on IV catheter placement, in-house blood tests, blood smears, ear and skin cytology, skin scrapings, tape preparations, and fine needle aspirates.
Labs 1-7:	Practice techniques taught in lecture based on treatment needed by AHS.

Course Prefix & No.	VAC160	Course Title:	Radiology for the Veterinary Assistant
Pre- &/or Co-Requisites:	VAC100, 110, 120, 130, 140 & 150	Contact Hours:	7 (3 1-hr classes, 2 2-hr labs)
Course Description:	A basic introductory course for the veterinary assistant on veterinary radiology. How the machines work, common radiology tools & safety, taking a “good” radiograph, as well as proper patient positioning & restraint for specific anatomical regions.		
Course Objectives:	<ol style="list-style-type: none"> 1. Basic knowledge of how x-rays work. 2. Radiology safety, documentation and tools for the veterinary staff member and patient. 3. Proper patient measuring & positioning for common radiologic views. 4. Developing of x-rays manually or digitally. 5. Discussion of dental x-ray. 6. Troubleshooting common errors in positioning/technique. 		
Course Organization & Content:	Text: <i>Veterinary Assisting Fundamentals & Applications (Veterinary Technology)</i>		
Class Breakdown:	Class 1:	Introduction to radiology, X-ray machines, and radiology safety.	
	Class 2:	Introduction to taking radiographs: measuring, positioning, common projections.	
	Class 3:	Trouble-shooting common errors, limitations of radiographs	
	Lab 1:	Becoming familiar with the X-ray machine and safety gear. Measuring and positioning patients for routine radiographs.	
	Lab 2:	Continuation of Lab 1.	

Semester 3 (38 Hours)

Course Prefix & No.	VAC170	Course Title:	Surgery Machines & Equipment
Pre- &/or Co-Requisites:	VAC100, 110, 120, 130, 140, 150 & 160	Contact Hours:	8 (2 2-hr classes, 1 1-hr lab, 1 3-hr lab)
Course Description:	An introduction to surgery machines and equipment for use in the veterinary setting. Students will gain knowledge of how to set up basic equipment, as well as run and troubleshoot any common		

	problems. Various instrument identification, care, and sterilization will also be covered here.	
Course Objectives:	<ol style="list-style-type: none"> 1. Knowledge of use for particular pieces of veterinary equipment such as IV pumps, anesthesia machines, exhaust systems, and autoclaves. 2. Understanding of care and maintenance as well as common troubleshooting issues with all equipment listed above. 3. Cleaning, care and surgical preparation for surgical and dental instruments. 4. Packing of surgical instruments, and other miscellaneous items used in surgery or outpatient treatments that require sterilization. 	
Course Organization & Content:		
Class Breakdown:	Class 1:	Explanation of the parts of the anesthesia machine and how to use it and trouble-shoot common problems. Introduction to basic monitoring equipment and heat support.
	Lab 1:	Practice using the anesthesia machine and monitoring equipment.
	Class 2:	Introduction to surgical instruments, needle types, and suture and how to care for surgical instruments.
	Lab 2:	Identification of surgical instruments and practice wrapping surgical packs and use of autoclave.

Course Prefix & No.	VAC180	Course Title:	Surgical Care
Pre- &/or Co-Requisites:	VAC100, 110, 120, 130, 140, 150, 160 & 170	Contact Hours:	21 (2 1-hr classes, 2 2-hr classes, 1 3-hr class, 1 1-hr lab, 2 2-hr labs, 2 3.5-hr labs)
Course Description:	A comprehensive course on preparation of the surgical suite and patient. Classes will be focus on preparing the patient and environment for surgical procedures from onset to recovery. Knowledge of use of anesthetic and surgical machines will be emphasized, as well as patient care.		
Course Objectives:	<ol style="list-style-type: none"> 1. Preparation of the surgical suite for common surgical procedures. 2. Positioning and aseptic preparation of the patient. 3. Maintenance and monitoring of anesthesia. 4. Hypothermia prevention. 5. Knowledge of assisting technician or doctor in dental procedures. 6. Patient recovery and post-operative care. 		
Course Organization & Content:			
Class Breakdown:	Class 1:	Preparation of the surgical suite for common procedures.	
	Class 2:	Preparation of the patient for surgery and monitoring of anesthesia during surgery.	

Class 3:	Professional dental cleaning and methods of sedation for procedures that don't require general anesthesia.
Class 4:	Post-operative care of the surgical patient.
Class 5:	TBD
Labs 1-5:	Implementation/practice of techniques discussed in class.

Course Prefix & No.	VAC190	Course Title:	Long-Term Patient Care
Pre- &/or Co-Requisites:	VAC100, 110, 120, 130, 140, 150, 160, 170 & 180	Contact Hours:	5 (1 2-hr class, 1 3-hr lab)
Course Description:	A thorough look at long term patient care as well as observation & handling of the critical care patient. How to follow a CC plan set up by Doctor, and how to aid in preparing for patient discharge following long term hospitalization.		
Course Objectives:	<ol style="list-style-type: none"> 1. Common reasons for hospitalization and different levels of hospitalization. 2. Different types of treatment sheets and prioritizing treatments. 3. Preparing patients for discharge from hospital. 4. Communicating with clients about discharge instructions. 		
Course Organization & Content:			
Class Breakdown:	Class 1:	Understanding the critical care patient, treatments, and discharge instruction and communication.	
	Lab 1:	Practice in observing and handling of the critical care patient.	

Course Prefix & No.	VAC200	Course Title:	Emergency Care
Pre- &/or Co-Requisites:	VAT100, 110, 120, 130, 140, 150, 160, 170, 180 & 190	Contact Hours:	4 (1 2-hr class, 1 2-hr lab)
Course Description:	An introductory class on emergency care in the veterinary hospital. How to recognize, set up & assist in emergency situations. Ability to perform and assist in CPR techniques and how to stock, and maintain veterinary crash carts for emergency procedures.		
Course Objectives:	<ol style="list-style-type: none"> 1. Triage and when to act on an emergency. 2. Common emergencies. 3. Understanding what is needed in a crash cart. 4. Understand what CPR is and how to help administer. 		
Course Organization & Content:			

Class Breakdown:	Class 1:	Discussion on how to triage emergencies, some common emergencies, recognition of a cardiopulmonary arrest, and performing CPR.
	Lab 1:	Locating a crash cart and identifying the contents, mock CPR scenario.

Semester 4 (14 Hours)

Course Prefix & No.	VAC210	Course Title:	Work Experience
Pre- &/or Co-Requisites:	VAC100, 110, 120 & 130	Contact Hours:	12-14
Course Description:	Completion of 12 hours shadowing within the veterinary setting observing procedures learned during program. An optional 2-hour class focusing on resume-building, cover letters, and interview skills.		

Four semesters of classes/labs = 123 hrs (63 lab hrs)