

VETERINARY ASSISTANT

DESCRIPTION

The Veterinary Assistant Certificate Program provides foundational training for individuals seeking entry-level positions in veterinary clinics, hospitals, grooming centers and animal care facilities. This program equips students with a broad understanding of animal health care, medical terminology, record keeping, animal handling, and client communication. Through hands-on practice and theoretical instruction, students gain the competencies necessary to support veterinary teams in both clinical and administrative settings. Graduates will be prepared to assist with animal restraint, basic lab procedures, medication administration, and sanitation protocols, while demonstrating professionalism and ethical responsibility in all aspects of veterinary care.



CLASSIFICATION OF INSTRUCTION (CIP) CIP# CODE: 51.0808

Veterinary/Animal Health Technology/Technician and Veterinary Assistant

ADMINISTRATIVE STANDARD OCCUPATIONAL CLASSIFICATION (SOC): 31-9096

VETERINARY ASSISTANTS AND LABORATORY ANIMAL CARETAKERS

• Total Instructional Hours 640 • Total Quarter Credit Hours 48 • Weeks of Classes 32 • Method of Delivery: Residential		THEORY HOURS		LABORATORY HOURS		MINIMUM WORK OUTSIDE OF CLASS	TOTAL INSTRUCTIONAL HOURS & CREDITS	
Module Number & Title		Clock	Credit	Clock	Credit	Hours	Clock	Credit
Vet-101	Veterinary Medical Terminology and Basic Anatomy	40	4	40	2	12	80	6
Vet-102	Veterinary Medical Records and Scheduling	40	4	40	2	12	80	6
Vet-103	Introduction to Veterinary Careers and Professional Communication	40	4	40	2	12	80	6
Vet-104	Veterinary Ethics, Legal Responsibilities, and Safety	40	4	40	2	12	80	6
Vet-105	Companion Animal Management: Dogs and Cats	40	4	40	2	12	80	6
Vet-106	Grooming and Nutrition	40	4	40	2	12	80	6
Vet-107	Basic Veterinary Clinical Procedures	40	4	40	2	12	80	6
Vet-108	Introduction to Veterinary Laboratory and Pharmacy Skills	40	4	40	2	12	80	6
Totals		320	32	320	16	96	640	48

Teacher/Student Ratio: 1:30 Class / 1:20 Lab

On Ground Lecture (Didactic) and Lab Skills

DEFINITION OF CLOCK HOUR TO CREDIT HOUR CONVERSION

One Quarter Credit Hour = 10 classroom /lecture hours; or 20 lab/shop hours; or 30 extern hours

*Homework Hours – are estimated and not included in total Clock Hours or Quarter Credit Hours

In the application of this section, for the purpose of official records of the amount of Credit hours Summit College shall round education credit hours down to the nearest half hour of credits actually completed i.e. .50 or .00 –Financial Aid Title IV Clock Hour to Credit hour Conversion may be different please see financial aid for conversions based on Quarter credits.

DESCRIPTION OF INSTRUCTION:

§94909(a)(5)

The modules are taught by lecture, lab. Lecture hours include faculty instruction, classroom activities, assessments, etc. The lab hours are comprised of hours specific to gaining industry related skills included, but not limited to, exercises and activities that strengthen and broaden a student's understanding of the job duties required of them in their chosen field. Homework assignments are given for outside the classroom preparation and reading.

***REQUIREMENTS FOR COMPLETION:**

Students must complete courses through demonstrating a satisfactory knowledge of the learning objectives for each course. This is tracked through the student's cumulative GPA and is also monitored through their attendance. Students are required to have 80% overall program attendance. All courses within this program must be complete in order for the student to be eligible for a certificate of completion.

INSTRUCTIONAL MATERIAL/EQUIPMENT

The program offers equipment that assists the students to learn various and important processes such as Microscopes Centrifuge and Refractometer, Digital radiography machine, ultrasound, and dental units.

UNIFORM/ EQUIPMENT

2 – sets of scrubs (Pants/Tops), Stethoscope, Penlight, Suture Scissors, & Classroom consumables as needed.

BOOK TITLES / DIGITAL COURSEWARE**ISBN Number**

VanHorn B (2022) Veterinary Assisting: Fundamentals & Application (2nd-ed) Cengage Learning
Cengage Mindtap & Online Resources

978-1-305-49921-8

GRADING SCALE & BREAKDOWN

Grade	Range	Points	Grade	Range	Points
A	96-100	4.0	C+	76-79	2.3
A-	90-95	3.7	C	70-75	2.0
B+	87-89	3.3	C-	67-69	1.7
B	83-86	3.0	D+	63-66	1.3
B-	80-82	2.7	D	60-62	1.0
			F	0-59	0

Skills	40%
Test	25%
Homework	15%
Attendance	10%
Participation	10%

MODULE DESCRIPTION**Title: Veterinary Medical Terminology and Basic Anatomy**

Course Number: Vet-101
Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab
Homework Hours: 12
Course Length: 80 Hours / 4 Weeks
Prerequisite: None

This course introduces students to the specialized vocabulary used in the veterinary medical field. Emphasis is placed on understanding the structure of medical terms by identifying prefixes, suffixes, and root words. Students learn to define terms related to body directions, species identification, patient history, and pharmacy-related communication. In addition, the course covers

commonly used veterinary abbreviations, equipping students to accurately interpret clinical notes, prescriptions, and medical reports. By the end of the course, students will be able to analyze and apply medical language in veterinary documentation and professional communication.

Title: Veterinary Medical Records and Scheduling

Course Number: Vet-102
Credit/Clock Hours: 6 --40 Lecture / 40 Lab
Homework Hours: 12
Course Length: 80 Hours / 4 Weeks
Prerequisite: None

This course focuses on the creation, management, and legal significance of veterinary medical records. Students learn how to properly assemble and file documents, input patient information, and retrieve records in compliance with veterinary facility standards. The course also addresses the scheduling of appointments, including the collection of client and patient information, application of hospital policies, and efficient use of veterinary software systems. Emphasis is placed on the importance of accuracy, confidentiality, and professionalism in all aspects of recordkeeping and client interaction.

Title: Introduction to Veterinary Careers and Professional Communication

Course Number: Vet-103
 Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab
 Homework Hours: 12
 Course Length: 80 Hours / 4 Weeks
 Prerequisite: None

This course explores the various roles and responsibilities of veterinary health care team members, including veterinarians, technicians, and assistants. The course highlights the importance of professional dress, workplace etiquette, and teamwork in clinical settings. Students learn the fundamentals of interpersonal communication, including verbal and nonverbal skills, phone etiquette, and conflict resolution strategies. Emphasis is placed on effective communication with clients, particularly in difficult situations such as grief counseling or handling complaints. The course prepares students to engage respectfully and professionally with diverse individuals in a veterinary practice.

Title: Veterinary Ethics, Legal Responsibilities, and Safety

Course Number: Vet-104
 Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab
 Homework Hours: 12
 Course Length: 80 Hours / 4 Weeks
 Prerequisite: None

This course provides a foundational understanding of ethical conduct and legal obligations in veterinary practice. Students examine the differences between ethical and unethical behavior and study key regulations, including the Veterinary Practice Act and OSHA safety standards. Topics include the handling of emergency care, consent forms, and controlled substances. The course also introduces safety hazards, sanitation protocols, the use of safety data sheets (SDS), and aseptic techniques. Students will develop a clear understanding of the responsibilities involved in

maintaining a safe and legally compliant veterinary workplace.

Title: Companion Animal Management: Dogs and Cats

Course Number: Vet-105
 Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab
 Homework Hours: 12
 Course Length: 80 Hours / 4 Weeks
 Prerequisite: None

This course offers an in-depth exploration of canine and feline care, including breed identification, behavior, and health management. Students examine the biological development of dogs and cats, methods for selecting appropriate pets, and the principles of nutrition and training. Additional topics include safe animal restraint, basic grooming needs, common diseases and prevention, vaccination protocols, and surgical procedures. Through this course, students gain the knowledge and skills necessary to support the daily care and veterinary needs of companion animals in a clinical setting.

Title: Grooming and Nutrition

Course Number: Vet 106
 Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab
 Homework Hours: 12
 Course Length: 80 Hours / 4 Weeks
 Prerequisite: None

This course provides foundational knowledge and hands-on skills essential for veterinary Assistants specializing in animal grooming and nutrition. Students will learn the principles and practices of safe and humane animal grooming, including bathing, brushing, nail trimming, ear cleaning, and breed-specific grooming techniques. The nutrition component covers the fundamentals of animal dietary needs, life-stage feeding, reading and interpreting pet food labels, identifying nutritional imbalances, and assisting in dietary planning under veterinary supervision. Through a combination of classroom instruction, demonstrations, and practical experience, students will gain confidence in supporting veterinarians and groomers in maintaining the health, hygiene, and well-being of companion animals. Emphasis will be placed on recognizing signs of nutritional deficiencies and skin or coat issues that may require veterinary attention.

Title: Basic Veterinary Clinical Procedures

Course Number: Vet 107
Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab
Homework Hours: 12
Course Length: 80 Hours / 4 Weeks
Prerequisite: None

This course introduces students to the routine tasks performed by veterinary assistants in clinical environments. Topics include medication administration, wound care, subcutaneous and intramuscular injections, and monitoring intravenous fluids. Students learn how to assist with bathing, ear cleaning, nail trimming, and feeding of hospitalized animals. Emphasis is placed on sanitation practices, emergency preparedness, proper documentation, and client communication during admission and discharge procedures. By the end of the course, students will be able to support veterinary staff in delivering compassionate and competent patient care.

Title: Introduction to Veterinary Laboratory and Pharmacy Skills

Course Number: Vet 108
Credit/Clock Hours: 6 -- 40 Lecture / 40 Lab
Homework Hours: 12
Course Length: 80 Hours / 4 Weeks
Prerequisite: None

This course provides students with the foundational knowledge and hands-on experience needed to perform basic laboratory and pharmacy tasks in a veterinary setting. Students learn to collect and prepare samples for fecal, blood, and urine analysis, and to use common laboratory equipment and techniques. In the pharmacy component, students learn to interpret prescriptions, calculate dosages, and label medications accurately. The course also covers the safe administration of oral, aural, ophthalmic, and topical medications. Emphasis is placed on precision, documentation, and compliance with veterinary pharmaceutical regulations.