



VANCOUVER ISLAND
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Centre for
Continuing Studies

Program Guide 2010-2012

Animal Care Aide

Part-time Non-credit Certificate Program

Program Overview

Prepare for work in the fascinating field of animal care. This part-time, non-credit Certificate Program provides the knowledge and basic skills needed for entry-level employment in animal care facilities. It is intended for individuals with no previous formal training and for existing staff and volunteers who wish to upgrade their skills. The program emphasizes small animal care in hospital/clinical settings, however the training is valuable and transferable to other animal care settings.

Career Opportunities

The program is designed primarily to meet the demands for trained personnel in veterinary hospitals and animal care shelters. Graduates may also find work and/or volunteer opportunities in settings such as: animal recovery centres, rescue centres, boarding kennels, grooming businesses, pet stores, game farms.

Program Format

The program is offered once per year, commencing in the fall term and concluding in the spring term. The program is delivered on a part-time basis, over a 7-month period. Frequency of delivery and choice of campus delivery site is dependent upon student and industry demand. The program consists of 8 core courses, mandatory field trips and twenty hours work experience in the related field of animal health care.



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Program Outline

Core Courses

Anatomy and Physiology of Animals – 33 hours

SACA 010

This course provides a basic background in the structure and functions of the major body parts of both small and large animals. Students will become familiar with medical terminology. Format includes lectures, videos, assignments, readings, presentations and exams. Students will be required to present short written and oral assignments.

Radiology – 9 hours

SACA 012

This course will familiarize the student with the basic principles of radiology. The course will cover the physiology and structure of an x-ray machine, and concentrate on safety, darkroom procedures, following instructions, and assisting the Veterinarian or Animal Health Technician (AHT).

Laboratory Procedures– 18 hours

SACA 014

Learn the proper use and care of the microscope. Covers: simple lab tests; preparing tests for the Veterinarian or Animal Health Technician; common parasites, including lifecycles and identification of eggs. Microscopes and test kits provided.

Complimentary Medicine – 5 hours

SACA 015

Learn the use of herbal and homeopathic remedies for pets and how to prepare and administer these remedies. Nutrition, skin problems, allergies, flea control and health related problems will also be addressed.

Communicating on the Job – 9 hours

SACA 016

Communicating with others is one of the most important skills required for successful day-to-day management of your job. Learn about good and effective communication skills with the public, clients and coworkers. Emphasizes telephone answering skills, taking clear, concise messages and communicating with the public. Understanding the grieving process and providing help and sympathy during the loss of a pet are covered.

Medical Nursing – 48 hours

SACA 018

This course covers a broad range of topics including: restraint and handling, sanitation, nutrition, breeds, behaviour, care of ill animals, administration of medicines, emergency care, diseases, immunology, grooming, vaccines, bandaging and dental care. Discussion of ethical issues, confidentiality, animal rights welfare and the law.

Surgical Procedures – 18 hours

SACA 020

This course provides an introduction to all aspects of surgery involving animals. A basic understanding of anaesthetics, proper sterile techniques, identification of surgical instruments, surgery room clean up, and post operative care of the patient will be covered. Lab time will be provided to allow students practice time in preparing surgical packs, gowning and gloving. Common surgeries will be discussed.

Office Procedures – 9 hours

SACA 022

This course covers keeping proper records and logs in each area of a hospital. It will include booking appointments and surgeries; prescription writing; taking and ordering hospital inventory using the AVP catalogue; and admitting and discharging patients.

Mandatory Field Trips: – 6 hours

SACA 029

This course provides an opportunity to observe activities and operation of animal care facilities through two field trips. The field trips will include a animal care facility, and a tour of a unique health care or rehabilitation facility.

Work Experience for Animal Care Aide – 20 hours

SACA 040

Twenty hours of work experience in the related field of animal health care. Requirements: Mandatory completion. Prior volunteer and work experience will be considered in lieu of this placement.

Admission Requirements

- ◆ Participation in a mandatory group information session, where a Letter of Attendance will be provided which is to be included in the student application.
- ◆ Application for Admission to the Program and a \$35 one-time fee.
- ◆ Math 11: intro to Math 11, trades Math 11 consumer Math 11, application or principles of Math, Math 041/047 OR Math 045/046 *
- ◆ English 11: English 11 (with a minimum mark of “C”) *

*Note: If you do not meet the prerequisites you may book your assessment by calling Nanaimo Student Services at (250) 740-6416 or Cowichan Student Services at (250) 746-3509. There is no charge for the assessment. Seating is limited.

How To Apply

Complete the Application for Admission form; include original transcripts and Letter of Attendance from the Mandatory Information Session.

- ◆ \$35.00 application fee for first time applicants of Vancouver Island University.
- ◆ Once accepted, participants will receive a letter from admissions outlining fee payment procedures.

Intake and Application Dates:

Nanaimo and Cowichan: The program usually starts in the Fall of each year, depending on demand. Applications are typically accepted in April of each year. Delivery location may vary, depending on demand. Late applications may be accepted if seats are available. Please see the Animal Care Aide Information Sheet for dates.

Fees

- ◆ Tuition fees for the complete Animal Care Aide Certificate Program is \$1900. Students are required to pay a Student Society fee of \$9.16 and a Student Activity Fee of \$13.98.
- ◆ \$200 must be paid one month after receipt of the acceptance letter.
- ◆ Full tuition fee balance is payable 4 weeks before classes start.

Note: Program tuition subject to change.

Funding

If you have applied for funding, it needs to be in place when you submit your application, so the deposit and final payment can be made on the dates required. If payments are not received by the deadline date, you will lose your place in the program. Full fees may be paid on the deposit date.

Graduation Requirements

Students must successfully complete all core courses, field trips and twenty hours of work experience.

Attendance

Students are required to attend all scheduled lectures, observations, and examinations.

If you do not meet the attendance requirements, you will not qualify to receive the program certificate.

The information contained in this guide is accurate at the time of printing. Vancouver Island University reserves the right to make such changes as necessary, including cancellation and adjustment of courses and changes in fees.

Updated 2010/01/08

Centre for Continuing Studies

About Vancouver Island University

Vancouver Island University is a comprehensive university for the central Vancouver Island region. The main campus is located in Nanaimo; regional campuses in Cowichan, Powell River and the Parksville/Qualicum area. More than 10,500 full-time and part-time students are enrolled in academic, career, technology, applied, and upgrading programs. In addition, 10,500 part-time learners are enrolled in continuing education programs.



About the Centre for Continuing Studies

The Centre for Continuing Studies at Vancouver Island University serves the education and training needs of thousands of lifelong learners in our region each year. The Centre seeks to expand learning opportunities for adults and to provide a welcome point of contact for business, industry, and individuals interested in accessing extensive educational resources. The Centre links Vancouver Island University with community groups to develop education and training programs for people of all ages for professional, occupational and personal skill development.

Nanaimo Campus

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Nanaimo, BC V9R 5S5
Tel: (250) 740-6160
Toll Free: 1-866-734-6252
Fax: (250) 740-6452
Email: ccs@viu.ca

Parksville/Qualicum Centre

100 Jensen Avenue East, Box 42
Parksville, BC V9P 2G3
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Toll Free: 1-866-734-6252
Fax: (250) 248-9792
Email: pqcampus@viu.ca

Cowichan Campus

222 Cowichan Way
Duncan, BC V9L 6P4
Tel: (250) 746-3519
Toll Free: 1-888-747-3519
Fax: (250) 746-3584
Email: ccscowichan@viu.ca

Powell River Campus

3960 Selkirk Avenue
Powell River, BC V8A 3C6
Tel: (604) 485-2878
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