

ARIZONA WESTERN COLLEGE
SYLLABUS

VET 101 INTRODUCTION TO VETERINARY TECHNOLOGY

Credit Hours: 3 Lec: 3

PREREQUISITE:

COURSE DESCRIPTION

Introduction to veterinary terminology, veterinary health team roles, communication, ethics, recordkeeping, and body systems used in veterinary assisting.

1. COURSE GOAL

Prepare students to apply foundational veterinary assisting concepts in medical terminology, communication, recordkeeping, professionalism, legal and ethical practice, and animal body systems.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 Identify commonly used root words, prefixes, and suffixes for charting purposes
- 2.2 Define medical terms based on their prefixes, roots, and/or suffixes
- 2.3 Use common medical terminology and abbreviations
- 2.4 Demonstrate appropriate verbal and nonverbal communication skills matching the tone of the room or situation
- 2.5 Demonstrate appropriate written and electronic communication matching technology to content
- 2.6 Identify and show respect for cultural differences
- 2.7 Describe the steps and stages of the grief process
- 2.8 Translate medical terminology into client-friendly language
- 2.9 Explain the value of recommended procedures
- 2.10 Explain release of medical record requirements in accordance with AZ Veterinary Medical Examining Board Administrative Rules
- 2.11 Describe the roles and responsibilities of each member of the veterinary health team in the delivery of excellent care
- 2.12 Distinguish between ethical and unethical conduct in a veterinary practice
- 2.13 Explain the human-animal bond and its implications for veterinary practice
- 2.14 Demonstrate professionalism with respect to client decisions
- 2.15 Demonstrate professional appearance and language in the workplace
- 2.16 Demonstrate use of electronic communication in the workplace
- 2.17 Explain confidentiality issues, regulations, and requirements related to veterinary medicine
- 2.18 Follow local, state, and federal laws and regulations as they apply to veterinary assistants
- 2.19 Defend the importance of and explain legal implications of the veterinary-client-patient relationship
- 2.20 Describe the function and structure of the integumentary system
- 2.21 Describe the function and structure of the musculoskeletal system

- 2.22 Describe the function and structure of the circulatory system
- 2.23 Describe the function and structure of the respiratory system
- 2.24 Describe the function and structure of the gastrointestinal system
- 2.25 Describe the function and structure of the urinary system
- 2.26 Describe the function and structure of the nervous system
- 2.27 Describe the function and structure of the endocrine system
- 2.28 Describe the function and structure of the reproductive system
- 2.29 Describe the function and structure of the sensory system
- 2.30 Describe the function and structure of the immune system

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media Presentations
- 3.3 Group Discussions
- 3.4 Case Study Review
- 3.5 Classroom Demonstrations

4. LEARNING ACTIVITIES

- 4.1 Group Discussions
- 4.2 Oral Presentations
- 4.3 Classroom Demonstrations
- 4.4 Medical Terminology Exercises
- 4.5 Written Assignments
- 4.6 Case Study Activities

5. EVALUATION

- 5.1 Quizzes/Exams
- 5.2 Assignments
- 5.3 Participation
- 5.4 Oral Presentations
- 5.5 Case Study Assignments

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the

semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.

- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or looseleaf book, pens, pencils, dictionaries, and purchase textbook required for class.
- 6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.

For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course