

# Veterinary Medical Receptionist Certificate



*Do what you love... Love what you do... Do what you love... Love what you do... Do what you love... Love what you do... Do what you love...*

## THE PURR-FECT CAREER!

The Veterinary Medical Receptionist is a vital part of the veterinary healthcare team. The receptionist position requires office administration skills as well as a love of working with people and their animals.

## Program Description

If you are looking for a career in a business office and have a genuine interest in working with people and their animals, the Veterinary Medical Receptionist program will give you a challenging and rewarding profession.

You will take a variety of Office and Veterinary related courses including medical terminology, software, office procedures, animal care, and client relations. The veterinary medical receptionist will be trained using the latest technology and provided with a well-rounded experience in traditional office skills. The ability to work in teams is emphasized.

The eight-month Veterinary Medical Receptionist certificate begins in September. Upon successful completion of the required courses the student will proceed to a four week industry practicum.

Students should be in good health and physically capable of performing the program requirements.

All students enrolled in the Veterinary Medical Receptionist program be immunized against Rabies. Rabies vaccine will be provided at Olds College.

## What people say about us...

*"The Veterinary Medical Receptionist Program at Olds College helped to prepare me for work in a veterinary office environment by providing me with the practical knowledge and training in animal handling. The experience as a whole was fun, interactive and personally satisfying."*

— Allison Letkeman



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## Career Opportunities

Upon graduating you will be qualified to work in a wide variety of veterinary office settings including companion animal, large animal, mixed, specialty and equine practices. Some of the various career opportunities may include working in or for:

- Veterinary Clinics ➤
- Pharmaceutical Companies ➤
- Pet Food Companies ➤
- Pet Insurance Agencies ➤
- Office Management ➤

### What people say about us...

*"I found that the VMR program offers a great opportunity to gain exposure in the veterinary field. The program was also very beneficial in strengthening my skills and knowledge of computers. Overall, I feel that the VMR program definitely prepares you to be successful in a clinic environment."*

➤ Megan Fleming

## Admission Requirements

### Applicants must have:

- a) High School Diploma or its equivalent
  - b) 50% or better in Pure or Applied Math 20
  - c) 50% or better in English Language Arts 30-1 or 30-2
  - d) 50% or better standing in Biology 20
- OR

### Alternate Admission Status:

Alternate Admission Status applies if you do not meet the Alberta high school requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from previous educators or employers, and/or a portfolio of related academic/project work must be included with your application.

### Note:

- Students are actively involved in animal care throughout the program. It will be necessary that students perform these duties outside of regular class hours and on weekends and holidays on a rotational basis.
- 20 hours of paid and/or volunteer work experience in a veterinary clinic is recommended. This is a recommendation only and is not required for admission.

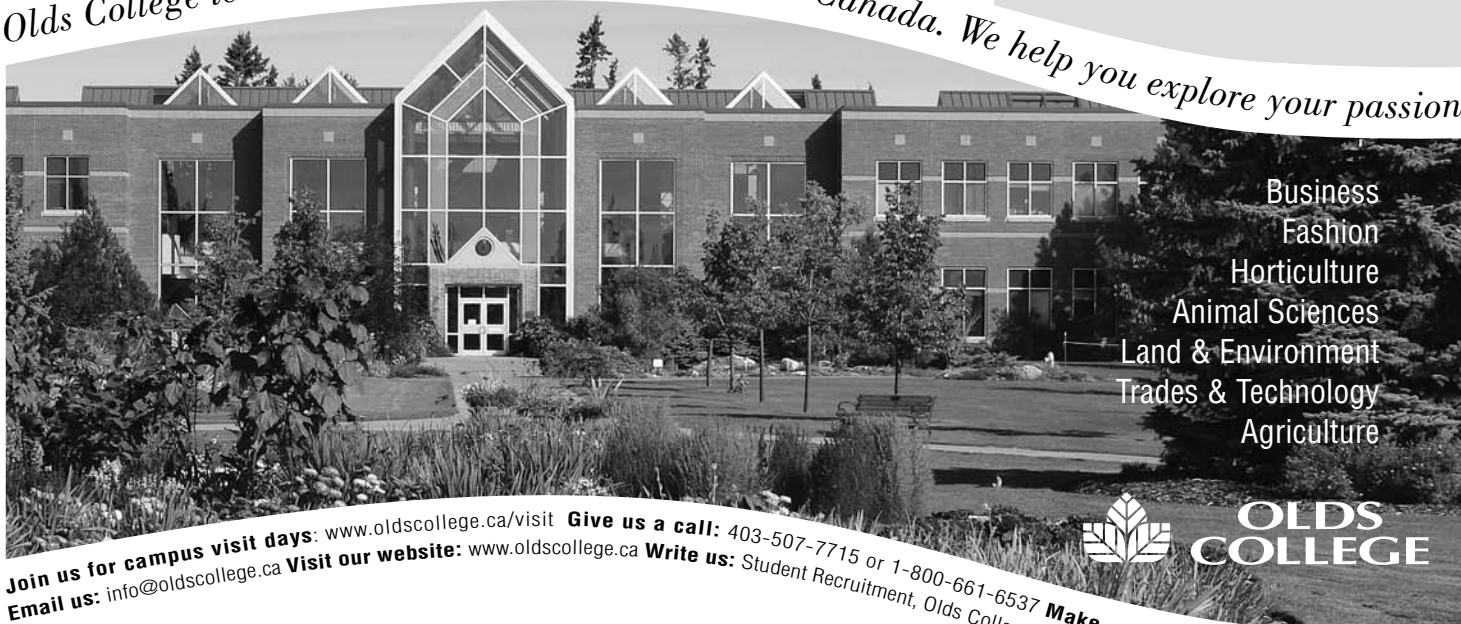
## Veterinary Medical Receptionist

### COURSES

- Business Software I
- Animal Health Systems and Management
- Animal Breeds, Handling, Behavior and Welfare
- Document Processing
- Communication and Career Preparation
- Business Software III
- Infectious Diseases and Prevention
- Veterinary Procedure Awareness
- Animal Health Client Relations
- VMR Office Procedures

**For a full listing of program courses visit [www.oldscollege.ca/programs](http://www.oldscollege.ca/programs)**

*Olds College leads real-life, hands-on education in Canada. We help you explore your passion.*



Business  
Fashion  
Horticulture  
Animal Sciences  
Land & Environment  
Trades & Technology  
Agriculture



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**Join us for campus visit days:** [www.oldscollege.ca/visit](http://www.oldscollege.ca/visit) **Give us a call:** 403-507-7715 or 1-800-661-6537 **Make an appointment for a campus tour**  
**Email us:** [info@oldscollege.ca](mailto:info@oldscollege.ca) **Visit our website:** [www.oldscollege.ca](http://www.oldscollege.ca) **Write us:** Student Recruitment, Olds College, 4500 - 50th Street, Olds, Alberta, Canada T4H1R6