



## 2023 Winter ANCA Certificate Program Guide

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### HIGHLIGHTS

The Animal Care Aide Certificate Program is offered by the School of Continuing Education at North Island College and is designed to provide participants with knowledge and basic skills in the health care of animals. Graduates may seek employment in animal care facilities, including veterinary hospitals, animal recovery centers, animal shelters, pet stores, kennels and specialty animal businesses.

***All students must have a functioning desktop or laptop computer with a working camera, audio and Internet service in order to complete this program. This program will remain online regardless of any easing of Covid-19 restrictions.***

#### When is the Animal Care Aide Program next offered?

This part-time program is offered from early January 2023 to July 2023 completely online. Classes are scheduled on Tuesday and Friday evenings from 6:30-9:30 pm (PST). Successful completion of all courses are required to earn the certificate. Applications are now being accepted for the January 2023 program online.

#### How much does the Program cost?

Students can expect to pay the following costs to complete this program:  
Tuition fees are approximately \$2,800 (textbook included), plus application & Student Society Fees.

Textbook: Elsevier's Veterinary Assistant Textbook (3rd Ed).

**(This textbook is provided in physical paper form, and couriered to you before the program starts- do not purchase the textbook.**

*Note: Program tuition subject to change.*

#### Mandatory Program Components include:

- Six courses (scheduled on Tuesday and Friday evenings).
- Work Experience (done through relevant online assignments in a practicum component).

#### Program Goals:

The overall goal is to provide the skills, knowledge and basic training to those caring for animals in health care facilities. This program is intended for those with no previous formal training who wish to seek employment in an entry level position, or for staff and volunteers working in animal care facilities who wish upgrading in their chosen field. The emphasis is on small animal care in a hospital/clinic setting, however, this program provides valuable training for working in other settings.

#### Program Objectives:

- To respond to the industry demand for additional trained animal care professionals.
- To provide a formal training program for entry-level competency in the small animal health care field.
- To provide professional development opportunities for employees and volunteers working in animal care facilities.
- To provide relevant work experience opportunities for students in the program in animal care facilities in the community.
- To certify participants to a level of recognized competency.
- To provide a certificate that recognizes the completion of the training program.

This is a recognized requirement for trained people at the entry level in the broad field of animal care.

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### ACADEMIC ADMISSION REQUIREMENTS

Prospective students must meet the following academic requirements:

1. C in one of Applications or Principles of Math 11, Introduction to Math 11, A&W 11, Workplace Math 11, Foundations of Math 11, Trades Math 11, Consumer Math 11, or NIC MAT 053 or NIC MAT 055 or NIC Animal Care Aide Math Assessment; and
2. C in Provincial English 11 or NIC ENG 052; or
3. Placement testing.

Official transcripts must be submitted to provide proof of academic requirements. Transcripts are only considered official when they bear the seal and signature of the institution or agency from which they were sent. Post-secondary transcripts must be in a sealed envelope from the sending institution.

Submit official transcripts directly to:

Admissions

**Comox Valley Campus**

North Island College

2300 Ryan Road

Courtenay BC V9N 8N6 Tel: 1-800-715-0914

*Other paperwork and application questions can be emailed to: [Admissions-CV@nic.bc.ca](mailto:Admissions-CV@nic.bc.ca)*

**Note:** *It is the student's responsibility to be certain that all components of the application are complete. **Incomplete applications will not be considered.** Students are encouraged to complete the admission requirements as soon as possible as acceptance into the program is assessed by the completion date of these requirements.*

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### BEFORE CLASSES BEGIN

The Animal Care Aide Program is working on a virtual information session for prospective applicants. Information sessions provide prospective students with an opportunity to become more familiar with the program in order to make an informed decision on whether to proceed with the application process. More information will become available soon. Prospective students are encouraged to contact the program coordinator to receive additional information via email: [Julian.Benedict@nic.bc.ca](mailto:Julian.Benedict@nic.bc.ca) or call 250-504-0777.

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### TO BE SUCCESSFUL

Program participants will have a strong desire to work closely with animals and people to provide caring and knowledgeable aid and treatment. Animal Care Aides work alongside the Veterinarian and Animal Health Technologist in Veterinary hospitals and clinics.

### CURRICULUM AND PROGRAM REQUIREMENTS

#### **ANH 100 Domestic Animal Anatomy and Physiology** 33 hours

This course will provide information on the structure and function of the major body parts of dogs and cats. Topics include basic terminology, identification of animal body systems, and understanding structure and functions related to each body system.

#### **ANH 101 Introduction to Radiology** 9 hours

This course introduces students to the basic principles of radiology. Topics include components and function of the x-ray machine, the formation of x-ray beams, and radiation safety. Students learn to assist the Animal Health Technician or Veterinarian in producing a radiograph and image through digital, automatic processor, or dip tank technology.

#### **ANH 102 Basic Laboratory Procedures** 18 hours

This course covers the use and care of basic equipment such as microscopes, centrifuges, and in-house serum analysers. You will learn how to prepare simple lab tests and learn about parasitology.

#### **ANH 103 Hospital Care** 54 hours

This course introduces students to a wide range of issues and topics including: vaccines, immunology, bandaging, nutrition, common diseases, dental care, sanitation, grieving, euthanasia, restraint & handling, administration of medications, breeds & behaviours. Participants examine current animal welfare issues from a veterinary perspective.

#### **ANH 104 Basic Surgical Procedures** 18 hours

Students will learn basic surgical care involving animals including anesthesia, common surgeries, sterile techniques, and post-operative care. Identification and care of surgical instruments will be introduced within a lab component.

#### **ANH 112 Client Interaction** 18 hours

This course is designed to help students learn how to effectively work in the reception area by keeping proper records and logs, admitting/discharging, booking appointments, and managing hospital inventory.

#### **ANH 110 Work Experience for Animal Care Aide** 20 hours

A mandatory work experience component is completed through a series of online assignments that your instructor has created to specifically address what you will experience in the workplace.

### COMPLETION REQUIREMENTS

Students must:

- Maintain C+ or better in each of the program courses in order to continue and complete the program. Successfully complete all six core courses and submit practicum assignments to their instructor.

### ATTENDANCE

In exceptional circumstances, the student must provide the instructor documented evidence of sufficiently serious reason for non-attendance (illness, accident, bereavement). It is the responsibility of the student to cover the missed content. If you do not meet the attendance requirements, you will not qualify to receive the program certificate. For more information see NIC Attendance & Performance in Courses & Programs Policy #3-19.

If a student fails to attend an exam sitting as scheduled, and subsequently is unable to provide evidence of good reason for the non-attendance, they shall be given a mark of zero for the exam. In exceptional circumstances, students may apply in writing or in person to the Program Instructor to write a missed exam. If the student is able to provide to the instructor documented evidence of sufficiently serious reason for non-attendance (illness, accident, bereavement), the instructor shall make alternate exam arrangements. The student must normally contact the instructor PRIOR to the scheduled writing of the exam. Students will not be able sit the rescheduled exam until such time as the documented evidence has been submitted to the instructor. For more information see NIC Examinations Policy #3-09.

### STUDENT APPEAL POLICY

North Island College students may formally appeal a decision of North Island College that they believe was not fairly considered. The College will consider student appeals in a consistent, thorough, timely, and unbiased manner that respects the rights of all parties involved. Students are encouraged to seek advice and assistance from their Department Chair, a Counsellor in Student Services or a faculty member in the Access for Students with Disabilities department, for support in this process. For more information see NIC Student Appeal Policy #3:30

### UPON COMPLETION OF THE PROGRAM

Successful students will be granted a North Island College Animal Care Aide Certificate upon completion of the program.

## **Animal Care Aide Program 2023 WINTER COURSE OUTLINE**

All courses are held online in a virtual format from 6:30-9:30 pm on Tuesdays and Fridays beginning in early January 2023. (The winter program runs from January 3, 2023 to July 18, 2023).

ANH-100 Domestic Animal Anatomy & Physiology (11 online classes)  
Tue & Fri, Jan 3, 2023 – Feb 7, 2023

ANH 101 Introduction to Radiology (3 online classes)  
Tue & Fri, Feb 10, 2023 – Feb 17, 2023

ANH 102 Basic Laboratory Procedures (6 online classes)  
Tue & Fri, Feb 21, 2023 – Mar 10, 2023

ANH 103 Hospital Care (18 online classes)  
Tue & Fri, Mar 14, 2023 – May 16, 2023 (no class on holiday April 7, 2023)

ANH 104 Basic Surgical Procedures (6 online classes)  
Tue & Fri, May 19, 2023 - June 6, 2023

ANH 112 – Client Interaction (6 online classes)  
Tue & Fri, June 9, 2023 - June 27, 2023

ANH 110 – Online Work Experience – Students are required to complete a series of assignments in a self-paced manner within a fixed period from June 28, 2023 - July 18, 2023.