

2021-2022



Veterinary Office Assistant

Program Overview

This 12-week, fast-paced Veterinary Office Assistant program will prepare you to work in the veterinary field supporting veterinarians and technicians while interacting with clients and their pets to help make their experience a positive one. Students learn office administrative skills such as customer service and billing, veterinary medical terminology, and medical record keeping. Further, students will participate in a four-week work experience placement in a veterinary-related office to practice and refine their skills.

Career Potential

Graduates have opportunities to work in veterinary practices and clinics, animal hospitals, related not-for-profit organizations, and veterinary supply companies.

Admission Requirements

- Language Arts – this requirement can be met with any of the following, or an equivalent course:
 - 50% in English Language Arts 30-1 or 65% in English Language Arts 30-2
 - 50% in [ESLG 1860](#) or 65% in [ESLG 1898](#)
- Mathematics – this requirement can be met with any of the following, or an equivalent course:
 - 65% in [MATH 1905](#) or 50% in Mathematics 10-3

ELP Requirements

You must provide proof of ELP prior to admission. ELP test results must have been obtained within two years of the start date of your program.

Acceptable evidence of ELP may be one of the following test scores:

- IELTS Academic: overall score of 6.5; no section score below 6.0
- TOEFL iBT: 84; no section score below 21
- Cambridge English Language Assessment: 180; no section score below 165
- CAEL: 70; no section score below 70
- PTE Academic: 59; no section score below 56
- Duolingo: 115
- minimum of:
 - 80% in [ESLS 8000](#) or [ESLS 8100](#), and 80% in [ESLW 8000](#) or [ESLW 8100](#); or
 - 50% in [ESLG 1898](#) and [ESLG 1899](#)
 - 50% in [ESLG 1860](#) and [ESLG 1861](#)

See [Admissions Process](#) for the steps to becoming a student.

Quick Facts

Credential: Certificate

Length: 1 term

Deliveries:

NOVEMBER

Edmonton

FT In person or online

MARCH

Edmonton

FT In person or online

Tuition and Fees

Canadian Students

Total tuition: \$3,410.00

Total fees: \$933.50

International Students

Total tuition: \$10,604.00

Total fees: \$933.50