

CU195
Introduction to Veterinary Software
3 Credits

Instructor: Melissa Hall
780 853 8487

Original Developer: Al Motley

Current Developer: Melissa Hall

Reviewer: Kim Eremko

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Alternate Delivery: No

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2602 - 59 Avenue, Lloydminster, Alberta, Canada T9V 3N7. Ph: 780 871 5700
5707 College Drive, Vermilion, Alberta, Canada T9X 1K5. Ph: 780 853 8400
Toll-free in Canada: 1 800 661 6490



CU195 Version: 13



Introduction to Veterinary Software

Calendar Description

This course reviews Microsoft Word, PowerPoint, Microsoft Windows file management and One Drive. The main focus of the course is on the use of the AVImark veterinary software program.

Rationale

This is a required course for Veterinary Medical Assistant students. Since Veterinary Medical Assistant students may use a computerized Veterinary program in the course of their employment, this course gives the student an exposure to the AVImark veterinary computer program.

Prerequisites

None

Co-Requisites

None

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. use Microsoft Windows, Microsoft Windows Programs and One Drive to perform file management tasks.
2. create and edit documents in Microsoft Word and Microsoft PowerPoint.
3. use One Drive to demonstrate how to work concurrently on a project.
4. use Grammarly.
5. perform proper email etiquette.
6. use the AVImark veterinary program to do the following:
 1. enter clients and patients and make edits to records.
 2. enter new breeds and species.
 3. enter treatments.
 4. enter group treatments.
 5. create invoices.

6. create estimates.
7. create schedules and appointments.
8. search items and put in a WDDC order.
9. enter doctor's instructions on invoices.
10. create follow-ups linked to treatments and invoicing.
11. enter inventory items and use these items on an invoice.
12. manage client's accounts (payments, charges, etc.). .

Resource Materials

Required Text:

None

Required Materials:

None

Conduct of Course

This is a "hands-on" course conducted entirely in the computer lab. Students work through handouts that they view on their computer monitors and input into AVImark. There may be times the instructor guides the students through material.

This course is 2 hours per week for a total of 28 hours.

Evaluation Procedures

Computer Application Assignments	20%
WDDC Assignment	10%
AVImark Assignment #1	5%
AVImark Assignment #2	5%
AVImark Assignment #3	10%
AVImark Assignment #4	15%
AVImark Assignment #5	15%
Final Exam	<u>20%</u>
	100%

Assignments are usually due at the end of the lab. Late assignments receive a grade of 0.

Lakeland College is committed to the highest academic standards. Students are expected to be familiar with Lakeland College policies related to academic conduct and academic honesty and to

abide by these policies. Violations of these policies are considered to be serious and may result in suspension or expulsion from the College.

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

A minimum grade of C is required in this course to progress to CO280 Business and Veterinary Communications.

Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

This course must be successfully completed to continue on to 2nd semester courses.

Attendance

Classroom and laboratory attendance is considered vital to the learning process and as significant to the students' evaluation as examinations and reports.

- a. Students having a combination of excused and/or unexcused absence of 20 percent or higher for the scheduled course hours will be required to withdraw and will automatically receive a "RW" (required withdrawal) for the course, regardless of any other evaluation results. (RW is a failing grade.)
- b. An excused absence is one that is verified with your Instructor. Verification should be prior to the absence or the next class day following the absence. Verification of the absence may take the form of a note from your doctor/College nurse regarding illness, or a note from another Instructor regarding a field trip or other activity, or authorization by your Instructor. An unexcused absence is anything NOT verified by the instructor prior to the absence or the next class day following the absence.

NOTE: Any exceptions to the above attendance policy (e.g. timetable conflicts, work-related issues) must be approved in writing by the Department Chair prior to the beginning of the course.

It is the students' responsibility to know their own absentee record.

Normal hours are 8:30 a.m. to 6:30 p.m., with potential for evening courses, exams or extended field trips. Students are expected to be available for classes during these times.

Course Units/Topics

Topics MAY include, but are NOT limited to, the following:

1. Use Windows and One Drive for file management.
2. Use PowerPoint and other programs if time.
3. Email etiquette.
4. Clients' and patients' information.
5. Setup treatments and group treatments.
6. Estimates and invoices.
7. Reminders.
8. Doctor's instructions.
9. Follow-ups.
10. Walk-in clients.
11. Schedules and appointments.
12. WDDC for ordering supplies and medications.
13. Order, enter, and use inventory items.



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