

Veterinary Office

Certificate of Technical Studies

Program Director:

Program Website (<https://www.gfcmu.edu/academic-program/veterinary-office/>) (<https://www.gfcmu.edu/academic-program/veterinary-office/>)

The Veterinary Office degree is offered online.

A program that prepares individuals, under the supervision of office managers, veterinary technicians, or veterinarians, to provide customer service, visitor reception, and patient intake and discharge services. Includes instruction in veterinary office and animal care facility procedures, veterinary terminology, interpersonal skills, record-keeping, customer service, telephone skills, data entry, and applicable policies and regulations.

This stackable credential may lead students directly into the Associate of Applied Science Degree in Veterinary Technician.

For more information about other veterinary degrees offered, visit the catalog pages for the Veterinary Assistant (<http://catalog.gfcmu.edu/academic-programs/veterinary-assistant-cas/>) and Veterinary Technician (<http://catalog.gfcmu.edu/academic-programs/veterinary-technician-aas/>).

Outcomes

Graduates are prepared to:

- Manage business functions of a veterinary office including communication professionally and upholding the veterinary technology ethical code.

Estimated Cost

Estimated Resident Program Cost*

Tuition	2,014
Lab/Course Fees	30
Books/Supplies	925
Total	2,969

* Fall 2025 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<https://gfcmu.edu/home/current-students/studentengagement/wellness/student-insurance/>) and/or Student Central for confirmed premium rates.

Program Requirements

Program Prerequisite Courses- Required before formal acceptance

The following courses must be completed prior to admission into the Veterinary Technician Program. All prerequisite coursework must be completed with a minimum grade of C (not a C-) in each course and a minimum cumulative GPA in prerequisite coursework of 2.5. Grades in prerequisite courses are a major factor in ranking applications for program acceptance.

Science courses with labs must be completed within five (5) years of application to the program, and other courses must be completed within 15 years of applying to the program.

Course	Title	Credits	Grade/Sem
First Year			
Fall			
BIOB 101	Discover Biology w/ Lab +	4	_____
M 105	Contemporary Mathematics (OR any math course in the MUS Core (M 140 preferred)) **,+	3-4	_____
VET 101	Veterinary Medical Terminology +	2	_____
VET 111	Veterinary Nursing I +	2	_____
VET 141	Veterinary Office Procedures I +	2	_____
VET 143	Veterinary Office Procedures II **,+	2	_____
Select one of the following:			
COMX 115	Introduction to Interpersonal Communication +	3	_____
PSYX 100	Introduction to Psychology +	3	_____
SOCI 101	Introduction to Sociology +	3	_____
Credits		18-19	
Total Credits		18-19	

+ A grade of C (not a C-) or above is required for graduation.

* Indicates prerequisites needed.

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