



Created by: Academic Advising
 2021 to 2022 Academic Year

The information included in this list is subject to change

VETERINARY OFFICE ASSISTANT CERTIFICATE PROGRAM COURSE LIST **EFFECTIVE FALL 2021**

All courses in the Veterinary Office Assistant Certificate (VOA) Program must be completed within three years of your start date.

Recommended Term:	Course Code:	Course Name:	Course Credit	Availability:	Passing Grade	Pre-requisites:	Co-requisites:	Completion Checklist:
	Click on the course name for more information.		Weight:	Fall/ Winter/ Spring	Requirements:	A course that a student must pass before registering in a more advanced course.	A course that a student must be registered in at the same time as another course or completed beforehand.	
1	HUCL1101	Role Concepts in Health Care	3 credits	F/W/S	D (50% or higher)			
	HUCL1201	Introduction to Health Care Fundamentals	3 credits	F/W/S	D (50% or higher)			
	HUCL1401	Medical Terminology I	3 credits	F/W/S	D (50% or higher)			
	MGMT1201	Business Communication	3 credits	F/W/S	D (50% or higher)			
	MGMT1302	Computer Applications (Formerly ADMN1104)	3 credits	F/W/S	D (50% or higher)			
2	VOAS1202	Small Animal Health Management	3 credits	F/W/S	D (50% or higher)			
	VOAS1301	Financial Management for the Veterinary Office	3 credits	F/W/S	D (50% or higher)			
	VOAS1401	Clinical Skills for the Veterinary Office	3 credits	F/W/S	D (50% or higher)	HUCL1401		
	VOAS1501	Electronic Veterinary Office Management	3 credits	Winter/Spring	D (50% or higher)	MGMT1302 or ADMN1104		
	VOAS1601	Administrative Skills for the Veterinary Office	3 credits	Winter/Spring	D (50% or higher)	MGMT1201, HUCL1101		
Optional Work Experience								
3	ADMN9998	Employment Preparation	0 credits	F/W/S		Completion of 15 program credits		
	ADMN9999	Work Experience	0 credits	F/W/S		Please visit the Work Experience page		