



Created by: Academic Advising
2022 to 2023 Academic Year

The information included in this list is subject to change

VETERINARY OFFICE ASSISTANT CERTIFICATE PROGRAM COURSE LIST **EFFECTIVE FALL 2022**

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)			
	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)			
2	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)			
	VOAS1401	Clinical Skills for the Veterinary Office	3 credits	F/W/S	D (50% or higher)	HUCL1401		
	VOAS1501	Electronic Veterinary Office Management	3 credits	F/W/S	D (50% or higher)			
	VOAS1601	Administrative Skills for the Veterinary Office	3 credits	F/W/S	D (50% or higher)			
Optional Work Experience								
3	ADMN9998	Employment Preparation	0 credits	F/W/S	Pass or Fail	Completion of 15 program credits		
	ADMN9999	Work Experience	0 credits	F/W/S	Pass or Fail	ADMN9998, MGMT1201 and: -Completion of the field placement application process -Completion and passing grades in all required program courses -Minimum overall GPA of 2.60 -Commitment (attendance, punctuality, professionalism), as determined jointly by Program Chair, Instructors, and Career Advisor -Learner has been successfully placed with an approved host		