

**VETERINARY OFFICE ASSISTANT CERTIFICATE PROGRAM COURSE LIST**  
 List is effective September 3, 2024 to August 22, 2025. Learners follow the Program Course List in place at the start of their program.  
**The Veterinary Office Assistant (VOA) certificate program must be completed within 3 years**
**IMPORTANT INFORMATION ABOUT THIS PROGRAM**

Course availability and program requirements are determined by the Chiu School of Business.

Not all course modes are available for all courses or programs, and not all courses are available each term. Learners should follow up on their individual program areas, or their MyBVC for information for courses delivery types and availability.

The program requirements that were in effect on the date that the learner began their program are those that need to be fulfilled in order to graduate.

Term availability listed is only for the 2024/2025 Academic Year.

Maximum class capacity is determined by the department offering the course.

Pre-requisites are courses that must be completed before taking a more advanced course.

Learners may attempt a course a maximum of 3 times. This includes withdrawing from a course.

**IMPORTANT WORK INTEGRATED LEARNING GRADING INFORMATION**

**The passing grade for term 1 and 2 courses is D (50% or higher). However; a minimum C+ grade (67% or higher) in VOAS1402 and VOAS1601 is required for the VOAS1999 placement\***

**A minimum program GPA of 2.0 (64% or higher) is required for VOAS1997, VOAS1998 and VOAS1999**

| Term     | Course   | Credits | Availability       | Passing grade  | Pre-requisite  | Checklist<br>(for learner use) |  |
|----------|--|---------|--------------------|--|--|--------------------------------|--|
| <b>1</b> | HUCL1101 Role Concepts in Health Care                                      | 3       | Fall/Winter/Spring | D (50% or higher)  |  |                                |  |
|          | HUCL1201 Introduction to Health Care Fundamentals                          | 3       | Fall/Winter/Spring | D (50% or higher)  |  |                                |  |
|          | HUCL1401 Medical Terminology I   | 3       | Fall/Winter/Spring | D (50% or higher)  |  |                                |  |
|          | VOAS1202 Small Animal Health Management                                    | 3       | Fall/Winter/Spring | D (50% or higher)  |  |                                |  |
|          | VOAS1301 Financial Management for the Veterinary Office                    | 3       | Fall/Winter/Spring | D (50% or higher)  |  |                                |  |
| <b>2</b> | MGMT1201 Business Communication  | 3       | Fall/Winter/Spring | D (50% or higher)  |  |                                |  |
|          | MGMT1302 Computer Applications   | 3       | Fall/Winter/Spring | D (50% or higher)  |  |                                |  |
|          | VOAS1401 Clinical Skills for the Veterinary Office                         | 3       | Fall/Winter/Spring | D (50% or higher)  | HUCL1401   |                                |  |
|          | VOAS1402 Small Animal Behaviour and Handling                               | 3       | Winter/Spring      | D (50% or higher)*   |  |                                |  |
|          | VOAS1601 Administrative Skills for the Veterinary Office                   | 3       | Fall/Winter/Spring | D (50% or higher)*   |  |                                |  |
|          | <b>Work Integrated Learning: Choose 1 of the following options</b>         |         |                    |  |  |                                |  |
|          | VOAS1997 Veterinary Office Assistant Applied Research and Capstone Project | 3       | Winter             | Pass or Fail   | Completion of 30 credits from the VOA program. <b>A minimum GPA of 2.0</b>   |                                |  |
|          | VOAS1998 Veterinary Office Assistant Service Learning                      | 3       | Winter             | Pass or Fail   | Completion of 30 credits from the VOA program. <b>A minimum GPA of 2.0</b>   |                                |  |
|          | VOAS1999 Field Placement for Veterinary Office Assistants                  | 3       | Winter/Spring      | Pass or Fail   | Completion of 30 credits from the VOA program. <b>A minimum GPA of 2.0. Minimum C+ grade in VOAS1402*, VOAS1601*</b> |                                |  |
|          | <b>TOTAL CREDITS</b>   |         | <b>33</b>          | <b>A full time course load is 9 credits or more. A part time course load is 8 credits or less.</b> |  |                                |  |