

**VETERINARY OFFICE ASSISTANT CERTIFICATE PROGRAM COURSE LIST**

List is effective September 5, 2023 to August 23, 2024. 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

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 2023/2024 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.

**WORK INTEGRATED LEARNING**

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 (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); <b>However, a grade of C+ (67% or higher) is required for VOAS1999</b>		
	VOAS1601 Administrative Skills for the Veterinary Office	3	Fall/Winter/Spring	D (50% or higher); <b>However, a grade of C+ (67% or higher) is required for VOAS1999</b>		
<b>Work Integrated Learning: Choose 1 of the following options</b>						
<b>2</b>	VOAS1997 Veterinary Office Assistant Applied Research and Capstone Project	3	Winter	Pass or Fail	*Completion of 30 credits from the VOA program. *A minimum GPA of 2.0	
	VOAS1998 Veterinary Office Assistant Service Learning	3	Winter	Pass or Fail	*Completion of 30 credits from the VOA program. *A minimum GPA of 2.0 *Minimum C+ grade in VOAS1402, VOAS1601	
	VOAS1999 Field Placement for Veterinary Office Assistants	3	Winter/Spring	Pass or Fail	*Completion of 30 credits from the VOA program. *A minimum GPA of 2.0 *Minimum C+ grade in VOAS1402, VOAS1601	
<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>			