Physical Therapy Aide Program

Program Duration: 9 months

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| **Course Sequence** | **Modules/Lessons** | **Suggested Study Schedule** |
| Physical Therapy Aide | Lesson 1 | Week 1 |
|  | Lesson 2 | Week 2 |
|  | Lesson 3 | Week 3 |
|  | Lesson 4 | Week 4 |
|  | Lesson 5 | Week 5 |
|  | Lesson 6 | Week 6 |
|  | Lesson 7 | Week 7 |
|  | Lesson 8 | Week 8 |
|  | Lesson 9 | Week 9 |
|  | Lesson 10 | Week 10 |
|  | Lesson 11 | Week 11 |
|  | Lesson 12 | Week 12 |
|  | Lesson 13 | Week 13 |
|  | Lesson 14 | Week 14 |
|  | Lesson 15 | Week 15 |
|  | Lesson 16 | Week 16 |
|  | Lesson 17 | Week 17 |
|  | Lesson 18 | Week 18 |
|  | Lesson 19 | Week 19 |
|  | Lesson 20 | Week 20 |
|  | Lesson 21 | Week 21 |
|  | Lesson 22  | Week 22 |
| Intro to Leadership |  | Week 23 |
| Leaders and Work-life Balance |  | Week 23 |
| Leading and Managing change |  | Week 23 |
| Leading Teams |  | Week 23 |
| Business Essentials |  | Week 24-25 |
| Management Fundamentals |  | Week 26-27 |
| Marketing and Sales |  | Week 28 -29 |
| Business Financial Management |  | Week 30 -31 |
| Business in the Electronic Age |  | Week 32 – 33 |
| Business Presentation Skills |  | Week 34 -35 |
| Business Correspondence Level 1 |  | Week 36 |
| Human Resource Management |  | Week 37 |
| Office Procedures level 1 |  | Week 38 |
| Office Procedures level 2 |  |  |
|  |  | Week 39 |

* The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
* Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
* We recommend students to follow the course sequence in the order listed above.