

Veterinary Assistant with Office Management

Program Duration: 9 months

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