Veterinary Assistant with Office Management

Program Duration: 9 months

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| **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.