

**Veterinary Office Assistant - Durham College Certificate**

***Program of Study 2021/2022***

- Students starting in the 2021/2022 academic year (Sept. - Aug.) must follow the Program of Study shown below.
- If you began your studies **prior to the 2021/2022 academic year**, please contact the Centre for Professional and Part-time Learning at 905-721-3052 or [ppl@durhamcollege.ca](mailto:ppl@durhamcollege.ca) to obtain the Program of Study that applies to your start date.
- You will have a maximum of five years from the start date of your first course to complete this certificate.
- Upon successfully completing the courses below and any additional program specific requirements, you may apply to graduate by visiting the [Centre for Professional and Part-time Learning Convocation webpage](#).
- Not all courses are available every semester. Please visit the [Program webpage](#) to view current course availability.
- Tip: Monitor your progress by entering your marks and completion dates in the column provided below.

<b>Required Courses (suggested sequence of study)</b>					
<b>Course Name</b>	<b>Course Codes</b>		<b>Pre-requisite(s)*</b>	<b>Day School Equivalent</b>	<b>Completion Date &amp; Mark</b>
<b>Veterinary Office Skills &amp; Procedures</b>	Online	VETA 1280	N/A	N/A	
<b>Veterinary Terminology</b>	Online	VETA 1281	N/A	N/A	
<b>Animal Husbandry 1</b>	Online	VETA 2281	VETA 1281	N/A	
<b>Animal Husbandry 2</b>	Online	VETA 3281	VETA 1281, VETA 2281	N/A	
<b>Communications</b>	Online	COMM1884	N/A	N/A	
<b>Excel Introduction</b>	Online	SPRD 2281	N/A	COMP 2209, COMP 1329, SPRD 2251	
<b>Building &amp; Maintaining Customer Relationships</b>	Online	CCSC1280	N/A	CSRV 2200	
<b>Word Introduction</b>	Online	WIND2285	N/A	N/A	

**\*Courses without a pre-requisite(s) can be taken at anytime during your Program of Study**