

Veterinary Office Assistant - Durham College Certificate

Program of Study 2020/2021

- Students starting in the 2020/2021 academic year (September - August) must follow the Program of Study shown below.
- If you began your studies **prior to the 2020/2021 academic year**, please contact the Centre for Professional and Part-time Learning at 905-721-3052 or ppl@durhamcollege.ca to obtain the Program of Study that applies to your start date.
- You will have 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.

Required Courses (suggested sequence of study)

Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Veterinary Office Skills & Procedures	Online	VETA 1280	N/A	N/A	
Veterinary Terminology	Online	VETA 1281	N/A	N/A	
Animal Husbandry 1	Online	VETA 2281	VETA 1281	N/A	
Animal Husbandry 2	Online	VETA 3281	VETA 1281, VETA 2281	N/A	
Communications	Online	COMM2284	N/A	N/A	
Excel Introduction	Online	SPRD 2281	N/A	COMP 2209, COMP 1329, SPRD 2251	
Building & Maintaining Customer Relationships	Online	CCSC1280	N/A	CSRV 2200	
Word Introduction	Online	WIND2285	N/A	N/A	

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