

University of Pennsylvania School of Veterinary Medicine
PENN – VBMA BUSINESS MANAGEMENT CERTIFICATE PROGRAM
2016-2017

Checklist of Requirements for V'2019, V'2020

- **12 credits total (1 credit = 3 hours)**
- **Must have 3 credits minimum in each of the following categories:**
 - **Category 1: Business Finance**
 - Required courses (must attend in Spring 2018)
 - Revenue and Expense Streams
 - Understanding Financial Statements
 - Another Finance Course of your choice (offered throughout Fall/ Spring)
 - **Category 2: Business Operations, Management & Ownership**
 - **Category 3: Business Leadership Skills**
 - **Category 4: Career and Personal Development**
- **Capstone Honors Portfolio Project offered by National VBMA**
 - Can begin working on Portfolio during first year but cannot submit until 12 credits are completed (3 credits in each respective category)
 - Estimate that students will be in end of second year/ start of third year when ready to submit

Sample of Upcoming Classes

- Understanding Debt for First Year Students
- Leadership Skills for the Successful Veterinarian
- Strategies for Managing your Debt Successfully
- Employee Motivation and Selling Yourself
- Preparing for Ownership – Financing a Practice
- Communications and Marketing a Practice
- Client Communication Skills (formerly Exam Room Skills)
- Negotiation
- Personal Investment Vehicles
- Key Performance Indicators
- Practice Valuation
- Entrepreneurship and Innovation
- Intro to Economics
- Monitoring the Health of Your Practice

Important Reminders:

- 1 credit = 3 hours
- You may only take a course for credit once.
- You must register for courses in advance. Registration information and instructions will be emailed to all students prior to each course.
- If you are not enrolled in the Certificate Program, having paid your tuition, you may still take a course provided that you pay the registration fee.
- You will be expected to sign in at the start of each course and sign out at its completion. You must attend courses for the entire time. No partial credit is provided.
- Capstone Portfolio Project can be started at any time but can only be submitted after 12 credits are completed.