

VETERINARY OFFICE ASSISTANT

Course Length
6 Months

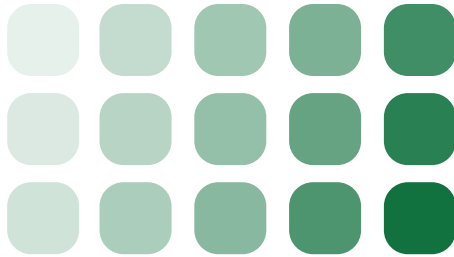
Program Starts
May & November

College Week
Monday to Thursday,
No classes on Friday
unless scheduled

Entrance Requirements
Applicants admitted to the course will have Grade 12 or equivalency with an acceptable level of competence in the use of the English language (mature admissions upon review).

How to Apply
Contact Admissions for an appointment

Tuition and Financial Aid
Canada and Saskatchewan Student Loans are available to qualified students.



Do you love animals and have a passion for helping people? Are you excited about a career that involves both?

McKay Career Training is proud to be the **only** college in Saskatchewan that teaches a Veterinary Office Assistant Program. Students learn how they can play a role in caring for our four-legged friends.

Our instructor is experienced in the world of small animal health care and will lead students through the challenging world of medical terminology, scheduling, proper office procedures, medical records, computers, parasitology and many other challenging classes.

Successful graduates have the skills they need to work on the front lines of veterinary clinics, animal hospitals, humane shelters, pet stores or any other organization where the health and welfare of animals is important.

Training People Successfully Since 1982!

CALL 306-955-1616

133 3rd Avenue North
Saskatoon, SK S7K 2H4
admissions@mckaysk.ca
www.mckaysk.ca



PROGRAM COMPONENTS

Human Relations

- A class focusing on the importance of work ethics
- Students will have a better understanding of themselves and others
- Proper communications are studied, as well as the dynamics needed when working with co-workers and employers to be successful
- Motivating others and learning positive skills
- Becoming an effective leader and team building skills

Theory

- Medical Terminology
- Animal Anatomy and Physiology
- Vaccine Protocols
- Common companion animal parasites
- Medical Conditions & Emergencies
- Companion animal nutrition & prescription diets
- Clinical Procedures, Radiology, & Pharmacology
- Surgical procedures
- Companion animal behaviour
- Small animal restraint
- Pocket pets
- Veterinary Law & Ethics
- Study of breeds of animals (dogs and cats)

Administrative Theory

- Time management, work ethics and professional development
- Records management (scheduling techniques)
- Reception, filing techniques, appointments and telephone procedures
- Bookkeeping, purchasing and sales
- Filing Insurance
- Use of forms

Business Communications

- Eight basic parts of speech, correct use of punctuation and spelling
- Effective writing and proofreading
- Skills will be transferred to business letter writing; resume writing
- Listening skills and professionalism emphasized
- Develop a portfolio emphasizing on formatting, grammar, and content

PROGRAM APPLICATIONS

Keyboarding

- proper techniques on the alphabetical keyboard and number pad with the objective of reaching a minimum of 45 words per minute

Microsoft Applications

Business Formatting

- for correspondence

Veterinary Specialty Software

- new educational demo programs are added as software becomes available

Manual and Computerized Scheduling

Volunteer Hours

The Veterinary Office Assistant will require 20 hours of volunteer work at a veterinary clinic or hospital, animal shelter or zoo to be completed by the end of their studies.



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