As a Medical Assistant, you’ll have your finger on the pulse of the medical field. Medical Assistants are multi-skilled health professionals who assist physicians in performing a broad range of administrative and clinical duties. The many different roles in this profession assure a fast-moving and challenging career. Medical Assistants must have highly developed people skills and be familiar with many of the administrative tasks that go into running a medical practice or clinic.

Program Objective

The emphasis on administrative and clinical skills includes instruction in medical terminology, medical insurance billing, medical office procedures, medical clinical procedures, as well as instruction in basic anatomy and physiology, and pharmacology.

The degree program offers more advanced training in radiography, pharmacology and general education courses. Graduates will have a well-rounded skill set to present to potential employers. An externship provides the student with valuable work experience using the hands-on skills learned in the classroom.

Employment Outlook

According to the Bureau of Labor Statistics, the occupation of Medical Assistants is projected to grow much faster than the average of all occupations through 2022 — an employment increase of 29%. *

*These national statistics are not geographically assigned. For more information, please see IBMC’s Career Services Department.

Career Potential

Medical Assistants are employed by/may work as: medical assistants, clinical assistants, receptionists, insurance companies, medical secretaries, surgery schedulers, transcriptionists, healthcare offices, and medical records.

Course Area / Minimum Credit Hours

**BUSINESS / 4**
(4) CMS111 Career Marketing Strategies

**COMPUTER SKILLS / 6**
(3) CIS110 Fundamental Computer Skills
(3) CIS121 Introduction to Spreadsheets

**MEDICAL SKILLS / 66**
(3) EMG102 Emergency Procedures
(4) MAP110 Medical Terminology
(4) MAP120 Basic Principles of Medical Office
(4) MAP121 Anatomy & Physiology: Structure & Movement
(4) MAP122 Anatomy & Physiology: Control & Metabolism
(4) MAP123 Anatomy & Physiology: Circulation & Life
(4) MAP135 Radiography I
(3) MAP136 Radiography II
(3) MAP145 Pharmacology I
(4) MAP146 Pharmacology II
(3) MAP151 Fundamentals of Clinical Assisting
(3) MAP152.1 Clinical Assisting: Reproduction & Lifespan Specialties
(3) MAP153.1 Clinical Assisting: Minor Surgery & Health Promotion
(3) MAP154 Clinical Assisting: Cardiology & Medical Specialties
(3) MAP155 Laboratory Techniques I
(3) MAP156 Laboratory Techniques II
(4) MAP185 Medical Law & Ethics
(3) MAP200 Clinical Skills
(4) MAP210 Externship

**GENERAL EDUCATION / 20**
(4) ENG121 English Communications*
(4) MTH120 College Mathematics*
(4) PSY107 Psychology of Success
(4) PSY134 General Psychology*
(4) SPH111 Principles of Speech*

**TOTAL CREDITS / 96**

*Meets General Education Requirements for A.O.S. Degree

Instructor/Student Ratio:
- Theory class (medical): 1 instructor per 30 students
- Lab class (medical): 1 instructor per 16 students
- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students

For consumer information go to http://ibmc.edu/consumer-information