



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 objective of this program is to provide graduates with the skills and knowledge that will enable them to qualify for entry level positions as Medical Assistants.

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 additional training in Laboratory Techniques, Ethics in the Workplace, Human Resource Management, Word Processing and Applied 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 / Career Potential

- 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 2024 — **an employment increase of 23%.***
- 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.

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



→ Course Area / Minimum Credit Hours

GENERAL EDUCATION / 16

- (4) ENG121 English Communications*
- (4) MTH120 College Mathematics*
- (4) PSY134 General Psychology*
- (4) SPH111 Principles of Speech*

MANAGEMENT / 30

- (4) BUS112 Intro to Business & Customer Service
- (4) BUS115 Leadership
- (3) CIS111 Computer Literacy
- (4) CMS111 Career Marketing Strategies
- (4) ETH150 Ethics in the Workplace
- (4) HRM201 Human Resource Management
- (3) OPP111 Office Procedures
- (4) PSY107 Psychology of Success

PROGRAM SPECIFIC / 44

- (3) MAP120.1 Basic Principles of Medical Office
- (3) MAP145 Pharmacology
- (3) MAP150 Introduction to Healthcare
- (3) MAP151 Fundamentals of Clinical Assisting
- (3) MAP152.1 Clinical Assisting: Reproduction and 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
- (2) MAP201 Clinical Skills and Exam Review
- (5) MAP210 Externship
- (4) MTA111 Medical Terminology & Anatomy Basics I
- (4) MTA112 Medical Terminology & Anatomy Basics II
- (2) WPP112 Word Processing Fundamentals

TOTAL CREDITS / 90

*Meets Applied 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



- Fort Collins
- Greeley
- Longmont

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