

CARING INDIVIDUALS...CHANGING LIVES

INSTITUTE OF BUSINESS & MEDICAL CAREERS



Your best choice for life-changing career training



Get the brighter future, better life, and brand new you that you deserve...at IBMC!

Choosing to pursue your career and life goals is an important decision.

Since 1987, IBMC has helped shape the successful careers of thousands of students at our campuses. We have been instrumental to the communities we serve in providing skilled, knowledgeable graduates. We encourage our students, faculty, and administrative staff to reach their highest potential.

We'll give you the technical training and practical skills you need to succeed in today's competitive job market with:

- **No out-of-state tuition**
- **A supportive environment**
- **Real-world experience**

Letter from the President



It takes courage and audacity to begin change in your life and in your career.

We are excited that you are considering joining the IBMC community. Please be assured that the IBMC staff and faculty are focused on your success as a student. This brochure will cover many aspects of the College including its history, programs, facilities, career services, financial aid, student services, and admissions process. Also included is a snapshot of our campuses and surrounding areas to provide you with the entire spectrum of attending IBMC.

Congratulations on taking the first step toward a solid future with job security and personal satisfaction.

The Institute of Business and Medical Careers (IBMC) is the best choice for whatever your needs may be - to gain current industry skills, to stop earning a job's wage and start earning a career's salary, or to develop strong career opportunity as a high school graduate.

Once again, congratulations on beginning your path to a successful career and rewarding future.

Steve Steele
President

3 CITIES, 3 CAMPUSES... SAME GREAT EDUCATION



Aspiring emergency room physician,
avid basketball fan and
overall sports buff, accomplished
bass, bongo and drum musician,
admits to being a very sensitive guy

MANNY
GREELEY CAMPUS, MEDICAL ASSISTING

Resources for You

The websites listed below contain helpful information about each city, including a community profile, demographics, culture, education, climate, weather, housing, relocation information, transportation, healthcare, community events, hiking trails, parks and campgrounds.

Fort Collins

- Fort Collins Chamber of Commerce
www.fcchamber.org
- City of Fort Collins
www.fcgov.com
- Larimer County
www.co.larimer.co.us
- Poudre Healthcare System
www.pvh.org

Greeley

- Greeley Chamber of Commerce
www.greeleycvb.com
- City of Greeley
www.greeleygov.com
- Weld County
www.co.weld.co.us
- Northern Colorado Medical Center
www.bannerhealth.com

Cheyenne

- Cheyenne Chamber of Commerce
www.cheyennechamber.org
- City of Cheyenne
www.cheyennecity.org
- Laramie County
www.laramiecounty.com
- Cheyenne Regional Medical Center
www.crmcwyo.org

It's Your Choice!



Fort Collins

The Choice City

A city with nationwide recognition, *Money Magazine* ranked Fort Collins first in "Best Places to Live in the Western U.S." among small cities. Located just 65 miles north of Denver, the Mile-High City, Fort Collins is filled with history, art, culture, and entertainment.

Fort Collins is abundant in friendly people, the services and conveniences of a growing city, and accessibility to the great outdoors. A regional cultural center, natural areas, hundreds of restaurants, shopping locales, miles of bike trails, historic downtown, and view of the Rocky Mountains enriches life in Fort Collins. With a population of over 126,000 residents and boasting over 300 days a year of sunshine, Fort Collins offers a prosperous region rich in arts, environment, and community.



Greeley

Great From the Ground Up

Greeley is located right in the center of all the exciting things happening in northern Colorado. It lies just an hour away from the grandeur of Rocky Mountain National Park in one direction, and an hour from Denver, the state's capital, in another. Greeley's proximity provides both a cosmopolitan urban environment and beautiful natural scenery.

Residents enjoy a nice mid-sized town with friendly people and many recreational opportunities. The city has a wonderful parks system that *Sports Illustrated Magazine* selected as one of the best park/recreation programs in the nation! The annual Greeley Independence Stampede is one of the largest 4th of July celebrations and rodeos. In addition to outdoor activities, Greeley boasts a thriving arts community with the Union Colony Civic Center and its own Philharmonic Orchestra.



Cheyenne

A Blend of the Old & New West

Cheyenne has a cultural diversity and variety unlike most communities. By mixing tradition with innovation, the community offers something for everyone to provide a great place to live and work. Cheyenne is located at the north end of the Front Range and enjoys a "best of both worlds" atmosphere with the benefits of both Colorado's growth and Wyoming's affordable housing and low cost of living.

Cheyenne has a multitude of cultural and recreational opportunities and is well known for the annual Cheyenne Frontier Days celebration, which combines the world's largest outdoor rodeo with a variety of musical entertainment. The Civic Center hosts a theater season and the Cheyenne Symphony Orchestra. Laramie is close by with access to the Snowy Range, offering skiing and snowboarding.

A glimpse of life at IBMC

IBMC students attend classes in morning, afternoon, and evening sessions, Monday through Thursday. Flexible class schedules provide ample time for students to have a job and take care of their personal lives. For student convenience, our campus is also open from 9:00 a.m. - 5:00 p.m. every Friday. Take full advantage in using our computer labs, classrooms, and available tutors.

- The student lounge provides an area for informal student gatherings as well as vending services
- Student workstations with high-speed internet access are available 14 hours per day
- Offices for administration, staff, financial services, career placement, and student services are housed on-campus for your access



Flexible class schedules provide ample time for you to work and take care of your personal life.

Why IBMC

IBMC's entire program is designed to help students succeed - first in the classroom, and later in the workplace. While studying at IBMC students have a strong support team and a variety of resources at their disposal. We offer information and services to make your education at IBMC a positive and successful experience.

- Orientation
- Resource Center
- Alpha Beta Kappa
- Carpooling Information
- College Newsletters
- Tutoring Assistance
- Academic Advising
- Student E-Mail Account
- Conflict Resolution Assistance
- Graduation Ceremony
- Awards and Honors
- Career Advising

ON CAMPUS

Accomplished violinist, competitive soccer player and cheerleader, novice swing dancer, wild for reading, hiking and crocheting, can't wait to be a mom someday

BETH

FORT COLLINS CAMPUS, BUSINESS & ACCOUNTING





Resources at Your
Fingertips for
Hands-On Learning

Enhance Your Education with the Facilities at IBMC

While studying at IBMC in Fort Collins, Greeley, or Cheyenne, you'll have a variety of resources at your disposal. We offer information and services to aid in making your education a positive and successful experience.

Campuses Offer:

- Medical classroom laboratories
- An extensive law library
- Computer labs
- Lecture classrooms
- Therapeutic massage classrooms
- Massage clinic
- A Resource Center available as a study area for students with reference materials for all programs



Take a look at your career training options

Whatever program you choose, you'll graduate with the marketable job skills, knowledge, and confidence to thrive in your new career.

** Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2008/09 Edition

KEY: ♦ Fort Collins Campus • Greeley Campus ■ Cheyenne Campus



medical assisting ♦ • ■

Work in a field helping others.

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.

** Employment of medical assistants is expected to increase 35% between 2006 and 2016 (much faster than the average for all occupations) and ranking among the fastest growing occupations over the decade.

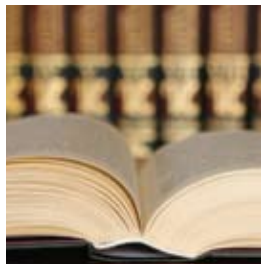


pharmacy technician ♦

Excellent employment opportunities.

Pharmacies are everywhere - from clinics and hospitals, to grocery and retail stores. Pharmacy Technicians enjoy the challenge of highly detailed work as well as working with people.

** Employment of pharmacy technicians is expected to increase 32% between 2006 and 2016 (much faster than average for all occupations) particularly with rapidly moving scientific advances.



paralegal ♦ •

Interested in legal work, but not law school?

A career in the legal profession is both prestigious and rewarding. A paralegal assists in performing specifically delegated legal work for which a lawyer is responsible.

** Employment of paralegals is expected to increase 22% between 2006 and 2016 (much faster than the average for all occupations) with formally trained paralegals having the best employment opportunities.



paralegal certificate ♦

Supplement a baccalaureate or associate college degree.

Make your degree more marketable with a Paralegal Certificate. Add to your AA or BA degree and be on your way to a new career sooner than you think!

** Employment of paralegals is expected to increase 22% between 2006 and 2016 (much faster than the average for all occupations) with formally trained paralegals having the best employment opportunities.



business administration and accounting ♦

Work as a business professional in a high-demand career.

Get the industry knowledge you need for a career in business administration and/or accounting, with broad exposure to the business world and a solid foundation in business fundamentals.

** Employment in business administration is expected to increase 12% between 2006 and 2016 (about as fast as the average for all occupations), while employment of accountants is expected to increase 18% between 2006 and 2016 (faster than the average for all occupations).



administrative assistant ♦ • ■

Work in almost any business.

The changes in office technology have resulted in new and exciting opportunities within the office-support profession. Your training will prepare you to enter the office environment quickly!

** Employment of administrative assistants is expected to increase by about 9% between 2006 and 2016 (about as fast as average for all occupations) and held more than 4.2 million jobs in 2006 and ranking it among the largest occupations in the U.S. economy.



therapeutic massage ♦ • ■

Your future is in your hands.

Massage therapy is a gratifying and flexible career that offers the opportunity to work with individuals in a variety of rewarding professional settings from medical clinics, spas, health clubs, or in your own private practice. Increased interest in alternative medicine means increased opportunities for those skilled in massage therapy.

** Employment for massage therapists is expected to increase 20% from 2006 to 2016 (faster than average for all occupations). Employment will grow as people learn about the benefits of massage therapy and with the interest in alternative medicine.



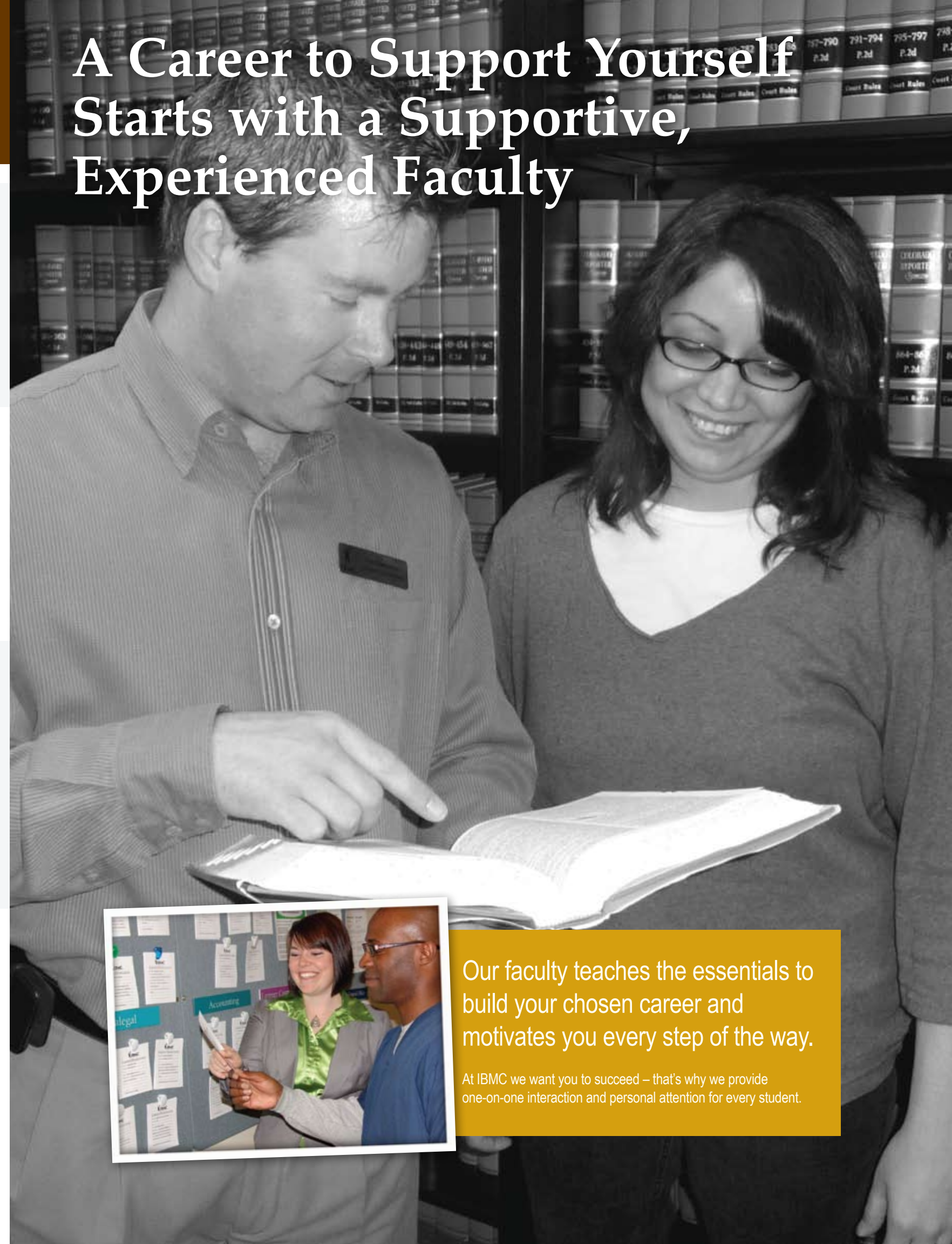
medical billing & coding specialist ♦ • ■

Be part of a valued medical office team.

If you enjoy working with numbers and envision yourself working in a medical environment, this is the career for you. You will make an important contribution by securing proper financial reimbursements received from insurance companies and government agencies.

** Employment of medical billing & coding personnel is expected to increase 18% between 2006 and 2016 (or faster than the average for all occupations) because of rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by health insurance companies and consumers.

A Career to Support Yourself Starts with a Supportive, Experienced Faculty



Our faculty teaches the essentials to build your chosen career and motivates you every step of the way.

At IBMC we want you to succeed – that's why we provide one-on-one interaction and personal attention for every student.



Angela Rae Cassel
Therapeutic Massage

"By going to IBMC, I thought I was just deciding to better my career – little did I know I was going to better my entire life. I have learned so much about myself throughout my education– more than I realized I would."



Jamie Mortorana
Medical Assisting

"Attending IBMC has helped me become a confident person with goals -- I am now able to say I'm proud of what I've done!"



Matt Hergett
Paralegal

"Attending IBMC has helped me to focus my goals and achieve them!"

Make the decision

You owe it to yourself to make the right choice for a promising future, for a rewarding career; for a better you. Choose IBMC – call today!

- Flexible morning, afternoon and evening classes
- Competitive cost per credit
- Knowledgeable staff and faculty
- Exciting, hands-on training
- Small college...big education
- Accredited by ACICS

Sound overwhelming? Don't Worry.

We will be with you every step of the way. Our staff is ready to support you!
(800) 495-2669 | www.IBMC.edu

Your future is waiting - apply to IBMC

Applying to IBMC is easy. Start by calling your Admissions Representative for a personal interview. Once you both decide that IBMC is where you want to be, you'll be on your way towards the future you deserve!

Pre-Acceptance Requirements:

1. Submit an Application for Enrollment (included in this packet, or on www.ibmc.edu)
2. Pay the \$75.00 Registration Fee
3. Submit proof of high school diploma or GED

Final Acceptance Requirements:

1. Successfully pass the Entrance Evaluation
2. Complete Enrollment Agreement process



How to finance your education

Financing your education shouldn't be an obstacle to your success at IBMC

We offer students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own.

IBMC's Student Financial Services department will help you assess your individual situation and your eligibility for assistance. We'll work with you to find the aid that is most applicable and will assist you with completion of necessary paperwork.

IBMC participates in the U.S. Department of Education's Federal Financial Aid programs. This aid is available to all who qualify.

- Federal Grants
- Federal Loans
- Payment Plans
- Alternative Loans

An average of 50% of IBMC students are offered a job during their externship!

Getting you into your career field fast

Career Services for Students and Graduates

The Career Services Department at IBMC is available to assist students, alumni, and employers in all aspects of the job search and employment process. We are committed to building strong relationships with area employers offering 24/7 internet job posting while giving you access to our job database upon graduation.

We keep an on-going posting of current jobs, aggressively support students in the job search, assist with resume building, and provide interview coaching.

- Career planning and counseling
- Interviewing skills and follow-up
- Techniques of resume preparation
- Job leads
- Completing job applications
- Networking
- Professional attire counseling
- Externship placement
- Lifetime placement assistance
- Refresher courses

Accreditation & Memberships

IBMC is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, diplomas, and associate of occupational studies degrees. Approved and regulated by the Division of Private Occupational Schools, Department of Higher Education, State of Colorado.

- Licensed by the Department of Education, State of Wyoming
- Approved by the U.S. Department of Education for financial aid assistance.
- Member, American Medical Technologists
- Member, Colorado Private School Association
- Member, American Massage Therapy Association



Educational Philosophies

At IBMC, our faculty and staff are committed to providing you the best experience possible by adhering to the following Educational Philosophies:

- Assist students in achieving an education in their chosen fields of study.
- Provide job-skills training based upon current industry needs.
- Provide the opportunity for students to obtain marketable skills.
- Incorporate hands-on experience as part of the program curriculum.
- Provide the necessary individualized instruction to enable students to progress to their highest potentials.
- Provide job placement assistance for graduates.
- Work with an Advisory Board, comprised of area business managers and owners, meets to review ideal skills for various careers and to suggest curriculum changes that will enhance our programs.



Mission Statement

IBMC delivers a wide range of professional life changing opportunities to promote personal, social, and career development.



**Caring Individuals...
Changing Lives**



Poised, confident and devoted
Air Force wife, pop music junkie,
entrepreneur since age 11,
spends her spare time curled up
with a good Jane Austen book

CARLA
CHEYENNE CAMPUS, MEDICAL ASSISTING

Campuses | Fort Collins • Greeley • Cheyenne



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