

REASONS TO CHOOSE **GC'S** WORKFORCE PROGRAMS

- **Positive learning environment**
- **In-demand job training**
- **Hands-on learning**
- **Small class size**
- **Modern facilities**
- **Knowledgeable staff**
- **Experienced instructors**
- **Dedication to student success**

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**WE ARE CONVENIENTLY LOCATED WITH
OUTREACH CENTERS THROUGHOUT
THE COUNTY:**

LOCATIONS

- 1 Main Campus**
687 Mosser Road, McHenry, MD 21541
301-387-3069
- 2 Career Technology Training Center (CTTC)**
116 Industrial Drive, Accident, MD 21520
301-387-3136
- 3 Community Aquatic & Recreation Complex (CARC)**
695 Mosser Road, McHenry, MD 21541
301-387-3786
- 4 Northern Outreach Center (NOC)**
12601 National Pike, Grantsville, MD 21536
301-387-3750
- 5 Southern Outreach Center (SOC)**
14 N 8th Street, Oakland, MD 21550
301-387-3770

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Garrett College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following office has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies (www.garrettcollege.edu/equity-and-compliance):

Office of Equity & Compliance • 687 Mosser Road, McHenry, MD 21541,
(301)387-3037 or equitycompliance@garrettcollege.edu.

GARRETT COLLEGE
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Attn: CEWD - Workforce Development
687 Mosser Road • McHenry, MD 21541



WORKFORCE TRAINING



ALLIED HEALTH
**Certified
Clinical
Medical
Assistant**

www.garrettcollege.edu/cewd    

Program Overview

Students will be prepared to work in a variety of medical facilities including a doctor's office, urgent care facilities, and hospitals. The classes listed below provide the skills needed to perform both front and back office services.

The curriculum is designed to prepare students to take the National Healthcareer Association (NHA) certification exams for Certified Clinical Medical Assistant, Certified Medical Administration Assistant, and Phlebotomy.

Program Courses:

- Introduction to Health Care for Medical Assistants (HM-529)
- Certified Medical Administrative Assistant (HM-418)
- Administrative Externship (HM-530)
- Phlebotomy Venipuncture Theory (HM-355)
- Phlebotomy Externship (HM-372)
- Medical Assistant Prep for Patient Care (HM-531)
- Medical Assistant Patient Care (HM-532)
- Clinical Externship (HM-438)

Time to Complete Program

- Approximately 12 months.
- Classes are held 3 evenings per week.
- Externship (100 hours) must be completed within 8-10 weeks after completion of course work.



Our Mission

| The Continuing Education and Workforce Development Division will enhance the mission of Garrett College by providing lifelong learning through community education/personal interest courses, basic skills development and career training, and professional development/customized training solutions. We are committed to helping build a better community through collaborative efforts and partnerships.

Call 301-387-3136 to obtain additional information
www.garrettcollege.edu/cewd

Financial Aid Opportunities

Individuals may be eligible to receive financial aid assistance for programs offered through Garrett College Continuing Education & Workforce Development.

Over \$100,000 in scholarship funding is awarded annually through a variety of sources, including the Garrett County Commissioners, local agencies, and private donors from the Garrett College Foundation.

Both full and partial scholarships are available based on the applicant's residency, educational goals and financial need. For best consideration, students are highly encouraged to apply early! Continuing Education & Workforce Development scholarship applications must be submitted at least three weeks prior to the start of the applicant's selected program.

Entry Information & Requirements

Workforce programs offered through Garrett College Continuing Education & Workforce Development require the following for admission/entry into the program:

- ▶ High School diploma or equivalent
- ▶ \$25.00 non-refundable registration fee
- ▶ Complete the TABE assessment prior to start of program
- ▶ Attend an Orientation and Information Session – contact 301-387-3136 to schedule

Are you interested in Certified Clinical Medical Assistant courses?

For additional information, or to enroll in this program, please complete this inquiry card and mail to our office.

Name: _____

Date of Birth: _____

Street Address: _____

City: _____

State: _____ Zip: _____

Home Phone: _____

Cell Phone: _____ Text: ☐

Email Address: _____

High School/College Name: _____

Program(s) of interest: _____

Mailing Address:

Garrett College
Attn: CEWD - Workforce Development
687 Mosser Road
McHenry, MD 21541

**ACCELERATED
TRAININGS**
FOR LASTING SUCCESS

