

## REASONS TO CHOOSE GC'S WORKFORCE PROGRAMS

- We provide training for the most in-demand jobs
- Learning through hands-on experience
- Conveniently located for easy access
- Smaller class size provides student focus and greater chance of success
- Modern equipment, labs & classrooms
- Staff with up-to-date knowledge of latest industry requirements
- Experienced instructors, working in their field
- Staff devoted to your success
- Learning atmosphere

## 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  
301-895-4700
- 5 Southern Outreach Center (SOC)**  
14 N 8th Street, Oakland, MD 21550  
301-387-3770

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



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



# Allied Health

CERTIFIED CLINICAL MEDICAL ASSISTANT,  
CERTIFIED MEDICAL ADMINISTRATIVE  
ASSISTANT, AND PHLEBOTOMY

[www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd)

# Certified Clinical Medical Assistant

## 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 individuals to take the National Healthcareer Association (NHA) certification exams for Certified Clinical Medical Assistant, Certified Medical Administration Assistant, and Phlebotomy.

## Program Topics

- Introduction to Health Care & Health Care Systems
- Medical Terminology for Health Careers
- Basic Math for Health Care
- Certified Medical Administrative Assistant
- Administrative Externship
- Phlebotomy Venipuncture Theory
- Phlebotomy Externship
- Basic Anatomy & Physiology for Health Careers
- Pharmacology
- Medicine Administration
- Basic Patient Intake
- Introduction to Laboratory Techniques
- Basic EKG
- Clinical Externship

## Time to Complete Program

- Approximately 12 months
- Classes are held 3 evenings per week
- Externship (120 hours) must be completed within 8-10 weeks after completion of course work

# Certified Medical Administrative Assistant

## Program Overview

Learn the skills needed to serve patients by being the first person to greet them when they arrive in a medical facility, scheduling appointments, and maintaining records and patient accounts.

Upon completion of the program, individuals will be prepared for an entry-level position as a Certified Medical Administration Assistant. The curriculum includes all topics required for students to prepare for the National Healthcareer Association (NHA) exam.

## Program Topics

- Introduction to Health Care & Health Care Systems
- Medical Terminology for Health Careers
- Basic Math for Health Care
- Certified Medical Administrative Assistant
- Administrative Externship

## Time to Complete Program

- Approximately 4-6 months
- Classes are held 3 evenings per week
- Externship (40 hours) must be completed within 6 weeks after completion of course work

## Entry Requirements for all programs

- Program eligibility may be dependent upon a criminal background check
- Provide certification that the following vaccinations are current if required by the externship location: MMR, TB, PPD, Hepatitis B, tetanus, and flu. Note: it is the student's responsibility for any vaccination costs
- Externship location(s) may require random drug testing
- Reliable transportation to complete required externship within a 50 mile radius of Garrett College

# Phlebotomy Venipuncture Specimen Collection

## Program Overview

A phlebotomist is employed in various medical facilities including hospitals, doctor's offices, and medical laboratories. Instruction for this program will be provided by licensed health care professionals. Individuals will learn the methods for drawing blood for laboratory testing.

Upon completion of the program, individuals will be prepared for an entry-level position as a phlebotomist/venipuncture technician. The curriculum includes all topics required for students to prepare for the National Healthcareer Association (NHA) exam.

## Program Topics

- Introduction to Health Care & Health Care Systems
- Phlebotomy Venipuncture Theory
- Phlebotomy Externship

## Time to Complete Program

- Approximately 6 months
- Classes are held 3 evenings per week
- Externship (40 hours) must be completed within 6 weeks after completion of course work

