

School Holidays & Class Schedule

Day Program Hours:

Monday thru Friday 8:30 am to 3:00

Evening Program Hours:

Monday, Tuesday, Wednesday 5:30 pm to 9:30 pm

Holidays Observed:

| | |
|---------------------------|------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr Day | Columbus Day |
| President's Day | Veteran's Day |
| Good Friday | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Juneteenth | Christmas Day |
| Independence Day | Week after Christmas |

Program Calendar & Tuition

Medical Assistant (Days, Full-time)

30 hrs/week, 30 weeks. (900 hours)* Tuition: \$17,350

January 14, 2026 - August 19, 2026

March 13, 2026 - October 16, 2026

May 11, 2026 - December 16, 2026

Medical Assistant (Evenings, Part-time)

12 hrs/week, 75 weeks. (900 hours)* Tuition: \$17,350

March 10, 2026 - September 14, 2027

May 19, 2026 - November 29, 2027

All applicants are charged a \$50.00 application fee and \$100.00 for books and supplies. Start dates are subject to change at the discretion of MTTI.

**The total training hours may include snow days that fall within the program.*

MTTI Staff Directory

President

Edward R. Ring

Vice President / School Director

Sharon Ring

Director of Operations

Edward M. Ring

Director of Education

Jen Morin

Director of Students & Faculty

Ali Thompson

Chief Financial Officer

Sandie Fraga

Database Administrator

Ashley Melikian

Director of Financial Aid

Alicia Keshjian

Director of Marketing

Andrew Boyce

Financial Aid Administrator

Amanda Nevitt

Office Manager

Sabrina Martineau

Director of Admissions

Anya De Vito

Admissions Officers

Cheryl Lanagan, Mitchell Lavoie,
Sandra Umbdenstock

Facilities Manager

Jacob Guzman

Facilities Maintenance

Brenden Pimentel

Program Supervisor

Donald Desforjes Jr.

Career Services Specialists

Erin Proctor, Shawn Barnes, Sandra Umbdenstock

Store Manager / Compliance Monitor

Joan Perry

Automotive Service Instructors

Glen Verduchi, Jay Perry, Kevin Fernandes,
Richard Manchester, Sean Fontes, Tyler
Cabecinha

Building and Property Trades Instructors

Dylan Coppellotti, Derek Faria, Josh Andrade

Computer Service Technician/Network Installer Instructors

Boris Katan, Kenneth Souza

HVAC/R Instructors

Brandon Lawrence, Jim Festa, Jim Costa, Jason
Lawrence, Patrick Calderone, Matt Brien, Ryan
Rodrigues

Medical Assistant Instructors

Kelly Tinkham, Micaela Reis, Jennifer Laurens

Motorcycle / Power Equipment Instructors

Gary Simcock, Brad Benkart

Residential & Commercial Electrical Instructors

Richard Glennon, Jeremy Scott, Mark Turner,
Steven Chagnon, Luke Bagnell, James Bonner,
Greg Winnett, Brian Pemberton

Catalog Corrections

N/A as of December 2025

| Course Numbers | Unit of Study | Description | Credits | Hours |
|------------------------------|--|--|---------|------------|
| MED 101 | Orientation / Intro to the Industry | Discussion of industry participants and role of medical assistant. | 0.5 | 12 |
| MED 102 | Practice Management & Basic Safety | Practicing active listening, communication, telecommunication, and transference of messages. Development of quality customer service skills and working with diverse populations. Understand mental health issues. Charting practices, history taking, daily financial operations in the medical office and an introduction to medical insurance. Perform CPR/Heimlich Maneuver for infant, child & adults. American Heart Association certification available. Emergency first aid and triaging. | 4.5 | 120 |
| MED 103 | Clinical Management & Vitals | Asepsis encompasses understanding of pathogens and preventing disease. Sanitation, sterilization, surgical instruments & autoclaving. Sterile field set up. Vital sign measurement, review of systems, positioning techniques, documenting in medical record. Role play patient & medical assistant interactions. Understanding of the function & disease of the skin; treatment and disease. Understanding of the basic building blocks of the body as a whole. | 4.5 | 120 |
| MED 104 | Lab Procedures & Applied A&P I | Blood components, their function and common medical testing. Venipuncture, capillary testing and specialty laboratory waived testing. Anatomical structure of the urology systems and CLIA-waived urology specialty labs. Immune system function in fighting disease. The structure and function of the endocrine system. Common testing, treatments and medications. | 4.5 | 120 |
| MED 105 | Clinical Practices & Applied A&P II | The legal, ethical and confidentiality issues of Medical Assisting associated with patients and the Healthcare environment. DNR/Living Wills; HIPAA regulations, Medical coding and claims. Basic understanding and operation of a personal computer and the proper use of the numeric and alpha-numeric keyboard along with medical transcription. Functions of eyes and ears, visual acuity testing, learn diagnostic testing and common disease and treatments in sensory system. The components of the respiratory systems including disease, treatment and testing. | 4.5 | 120 |
| MED 106 | Applied A&P III | Structure and function of male and female reproductive system and associated OB/GYN procedures, treatment, disease and birthing process. Medical issues involving the pediatric patient from birth to adolescence. The function of the gastrointestinal system, diseases, pharmaceuticals & common tests related to field of study. Nutrition basics and the role of nutrition in the disease process. The components of the cardiovascular systems including disease, treatment and testing. Understanding the aging process, exercise and how hypertension affects these systems. Correct positioning of electrodes & identifying various waveforms indicative to cardiac disease. | 4.5 | 120 |
| MED 107 | Therapeutics & EMR | Neurological and Psychiatric diagnostic procedures, disorders and treatments. Structure and function of the brain, spinal cord and nervous system. Study & function of the musculoskeletal system, diseases, and medications. Dissection lab included. This class teaches how to maintain medication and immunization records, calculate dosages, prepare prescriptions and manage medication. Front office, back office, and clinical electronic health record skills. How to add new patients, schedule appointments, contact providers, discharge patients, process referrals and chart patient data. | 4.5 | 120 |
| MED 108 | Career Services | Students develop resume writing skills, interview and internship search preparation. Job search. | 0.5 | 12 |
| MED 109* | Internship | Working in a training related position. | 3 | 156 |
| Total Classroom Hours | | | | 744 |
| Internship | | | | 156 |
| Total Program Hours | | | | 900 |

Disclaimer: Hours allotted to individual units are subject to change based on class pace and need.

*Student must pass all courses prior to internship to be eligible for internship.