

### 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**

May 15, 2026 - December 22, 2026

July 9, 2026 – February 22, 2027

**Medical Assistant (Evenings, Part-time)**

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

May 27, 2026 – December 6, 2027

July 29, 2026 – February 15, 2028

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

**Financial Assistant**

Ashley Sousa

**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**

Chaunte Grant, Mike Newton

**Program Supervisor**

Donald Desforges 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, Scott Alexander, Josh Andrade

**Computer Service Technician/Network Installer  
Instructors**

Boris Katan, Kenneth Souza

**HVAC/R Instructors**

Brandon Lawrence, Jon Mello, 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, Greg Winnett,  
Brian Pemberton, James Ralph, James Bonner

### Catalog Corrections

10. All refunds to students who cancel, withdraw or are discontinued shall be made within forty-five days of such action to the person paying the original tuition; *Page 28.*

Course Numbers	Unit of Study	Description	Credits	Hours
MED 101	<b>Orientation / Intro to the Industry</b>	Discussion of industry participants and role of medical assistant.	0.5	12
MED 102	<b>Practice Management &amp; Basic Safety</b>	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	<b>Clinical Management &amp; Vitals</b>	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	<b>Lab Procedures &amp; Applied A&amp;P I</b>	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	<b>Clinical Practices &amp; Applied A&amp;P II</b>	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	<b>Applied A&amp;P III</b>	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	<b>Therapeutics &amp; EMR</b>	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	<b>Career Services</b>	Students develop resume writing skills, interview and internship search preparation. Job search.	0.5	12
MED 109*	<b>Internship</b>	Working in a training related position.	3	156
			<b>Total Classroom Hours</b>	<b>744</b>
			<b>Internship</b>	<b>156</b>
			<b>Total Program Hours</b>	<b>900</b>

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.