

Certificate in Medical Assistant

Program Details

On the Canton campus, Massasoit offers training in Medical Assisting, a nine-month (full-time day) Certificate Program. The program curriculum is based on the 2022 American Association of Medical Assistants (AAMA) and the Medical Assisting Education Review Board, (MAERB) guidelines. As a graduate of this program, you will be eligible to become a nationally certified medical assistant by passing a national certification examination. National certification is not a requirement for entry level employment, yet it is sought after by employers. The [Medical Assistant Program](#) is a college accredited program through NECHE, The New England Commission of Higher Education.

Medical assistants perform administrative and clinical tasks. Duties vary with type of practice and include greeting patients, demonstrating effective communication skills in a professional manner, telephone interaction, scheduling appointments, utilizing Electronic Health Records, and Practice Management Software programs.

Clinical duties include obtaining medical histories, recording vital signs, preparing patients for examinations (pediatrics to gerontology), performing EKG's, sterilization of instruments, collecting and identifying specimens, routine urinalysis, fecal analysis, clinical bacteriology, and phlebotomy. Medical Assistants who work for specialists will have additional duties.

A seven-week/245-hour clinical practicum in a Health Maintenance Organization/Health Care Facility is required for graduation.

Additional Information

This program awards a Regent-Approved Certificate upon completion of 13 courses and 38 credits.

Academic Map

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A minimum of 13 classes and 38 credits are required. At least 19 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements. A minimum grade of C (75) is required in all Medical Assistant (MEDA) courses.

Semester 1

3 Credits in MEDA 104
Basic Laboratory Procedures I
2 Credits in MEDA 107
Medical Assisting Techniques I
3 Credits in MEDA 108
Anatomy, Physiology, and Terminology I
3 Credits in MEDA 109
Pharmacology
5 Credits in MEDA 229
Medical Office Management I
2 Credits in PHIL 111
Medical Law and Ethics

Semester 2

6 Credits in MEDA 116
Clinical Externship in Medical Assisting
2 Credits in MEDA 119
Anatomy, Physiology, and Terminology II
2 Credits in MEDA 120
Medical Assisting Techniques II
2 Credits in MEDA 121
Basic Laboratory Procedures II
2 Credits in MEDA 230
Medical Office Management II
3 Credits in ENGL 101
English Composition I
3 Credits in PSYC 101
General Psychology

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Please note that some classes are offered only in certain semesters, have prerequisites, or minimum passing grades. Winter and/or Summer Session classes may be available for some classes. Your [academic advisor](#) will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Advisory Committee

This committee is composed of healthcare professionals, educators, and community partners who work collaboratively to ensure the program remains aligned with current clinical standards, certification requirements, and the evolving needs of the healthcare industry. By providing expert input on curriculum design, hands-on training, and workforce trends, the committee plays a critical role in preparing students to become competent, compassionate, and certified medical assistants. Together, we are committed to supporting student success and strengthening the quality of patient care in our communities.

- **Eve K. Jankey, MEd, CMA (AAMA) '12**
Department Chair, Medical Assisting Program, Program Alumni
Massasoit Community College
- **Catherine Powers Özyurt, EdD, MSW**
Dean of Health Sciences, Massasoit Community College
- **Susan Beer, MEd, CMA (AAMA)**
Former Faculty, Massasoit Community College
- **Nataliya Ryzhenko, MS, MLT (ASCP)**
Former Faculty, Massasoit Community College
- **Charlene Harris PBT (ASCP)**
Instructor, Phlebotomy Program & Medical Assistant Program Massasoit Community College
- **Donna M. Krol**
Administrative Assistant, Health Sciences – Canton
- **Hanna Brucker, DC**
Adjunct Faculty, Massasoit Community College
- **Caitlin Coppinger**
Community Interest Person
- **Jessica Rando, LPN**
Community Interest Person
- **Sharon Perkins**
South Shore Medical, Clinical Academic Practice Coordinator
- **Madison Crowley**
Plymouth Bay Orthopedics Human Resources Coordinator
- **Kelly Mattar, MHA, RN, CMSRN**
South Shore Medical, Clinical PD Specialist
- **Jennifer O'Brien, CMA (AAMA)**
Graduate, MA Program Director Tri-Country Regional H.S.
- **Andre Laffitte**
Atrius Health Recruiting Specialist
- **Lauren McGovern, RN**
Dana Farber Nurse Educator
- **Annette Smith**
Brigham Mass General Human Resources Director
- **Sophia Burke, CMA (AAMA) '22**
2022 Graduate, Student
- **Paige Norek, CMA (AAMA) '22**
2022 Graduate, Steward Medical Group – Middleboro
- **Shannon Perry, CMA (AAMA) '19**
2019 Graduate, South Shore Medical Family Medicine
- **Sarah Byers, CCMA (NHA) '24**
2024 Graduate, Atrius Health Braintree Pediatrics
- **Kaitlyn Walker, CCMA (NHA) '24**
2024 Graduate, Dana Farber Foxborough
- **Ava Morrison '25**
Class of 2025 Advisory Board Representative
- **Skyla Silva '25**
Class of 2025 Advisory Board Representative