

CCP Special Pathway Checklist

Introduction to Medical Assisting

Medical Assisting – C45400HS

CCP Medical Assisting Enrollment Steps:

The following items must be submitted/completed to be eligible for the pathway:

Attention: Acceptance into the pathway does not guarantee a spot in the course(s).

Attention: Only 11th/12th Grade Students (rising Juniors and Seniors) are eligible for this pathway

- CCP New Student Application Form
 - Attach current High School Transcript (PDF, Word, Excel, or JPG format)
 - Choose Introduction to Medical Assisting – C45400HS
 - We recommend that you also choose a **non-special pathway**
- Receive Acceptance Letter
- Activate Wake Tech Account
- Complete New Student Orientation (Online)
- Complete eLearning Intro Assessment (Online)
- Review Page 2 of the checklist for additional Medical Assisting Information
- Receive and complete the Medical Assisting Interest Form (via email)
- Receive confirmation email of successful course registration by CCP Staff

Attention: Students will be registered for the designated course(s) in the Introduction to Medical Assisting Pathway depending on their enrollment and prerequisite status (*You will not register yourself for these courses.) Registration will occur later within the enrollment cycle. You will be notified once you have been registered for the designated courses.

- Confirm your courses registered course(s) in Self-Service

NOTE: Students must be registered no later than July 25, 2025.

NOTE: For further assistance regarding enrollment, schedule an appointment to check the status of your enrollment or a virtual advising appointment upon acceptance. For other general questions and/or information, email ccp@waketech.edu.

NOTE: Once your packet is submitted, it must be reviewed by CCP staff to determine admission. This step takes time to complete. You cannot be accepted unless all required information is provided and your admissions packet is complete. An incomplete admissions packet will slow down the review process and delay your admissions decision. Students will be notified of their acceptance via an acceptance letter which will include additional enrollment requirements.

Introduction to Medical Assisting Certificate C45400HS Pathway

This certificate provides high school students the opportunity to learn about the healthcare profession, Medical Assisting.

Once a high school student completes this pathway the student will have completed the Introduction to Medical Assisting Certificate C45400HS pathway. *At this point, the student can transfer the credits earned into the Medical Assisting Diploma program.*

Upon completion of this certificate, the student is not eligible to sit for the American Association of Medical Assistants' Certification Examination. However, the student is eligible to apply to Wake Tech's Medical Assisting Program.

Submit CCP Enrollment Packet:

- CCP New Student Application (Online)
- High School Transcripts (unofficial)

Once your packet is processed, it must be reviewed by CCP staff to determine admission. This step takes time to complete. You cannot be accepted unless all required information is provided, and your admissions packet is complete. Incomplete or incorrect packet information will slow down the review and delay your admissions decision.

Once forms are received and eligibility verified, students will be notified of their acceptance into the CCP program and invited to a CCP New Student Orientation Session. The CCP department will provide students with the date registration will be open.

Courses in the Introduction to Medical Assisting Pathway

Course Name	College Credit/s	Semester offered	Method of instruction
MED-110 – Orientation to Medical Assisting	1	Fall, Spring & Summer	Online – synchronous*
MED 118 – Medical Law & Ethics	2	Fall, Spring & Summer	Online – synchronous*
MED-121 – Medical Terminology I	3	Fall, Spring & Summer	Online – asynchronous
MED -122-Medical Terminology II (pre-requisite MED 121)	3	Fall, Spring & Summer	Online – asynchronous

***Online synchronous** classes will require that students attend Virtual class meetings using Microsoft Teams. The dates and times for these meetings will be posted on Wake Tech's Self Service

<https://selfserve.waketech.edu/Student/Account/Login?ReturnUrl=0.000000st>

The **exams** for MED 110 (chapter exams and final), and MED 121 & MED 122 (mid-term and final exams) for these courses will be administered at one of Wake Tech's Distance Education Testing Centers. Please use the link to access information about Wake Tech's e-Learning Testing Center [Wake Tech eLearning Testing Center](#). Students must have a Wake Tech ID card to be admitted to the e-Learning Testing Center.

The final two classes in the pathway can be taken after completing the courses above with a grade of C or better.

Course Name	College Credit/s	Semester offered	Method of instruction
MED-130 -Administrative Office Procedures I	2	Fall & Spring	Seated – morning class**
MED 131- Administrative Office Procedures II (pre-requisite MED 131)	2	Spring & Summer	Seated – morning class**

Note: **Seated – morning class- classes are offered in-person in the mornings at the Perry Health Sciences (PHS) campus.

Wake Tech's Perry Health Sciences campus is located at 2901 Holston Lane Raleigh, NC 27610. Classes will be held in Building B-room 514 or 526.

Dates and times: TBA (please visit Wake Tech's Self Service for more details:

<https://selfserve.waketech.edu/Student/Account/Login?ReturnUrl=0.000000st>

The passing grade for all Medical Assisting (MED) courses is a C (78%).

All Online classes at Wake Tech begin with a **Course Entry Quiz (CEQ)**. Completing the required CEQ is the way students show that they have started the class. Students must login to Blackboard and complete the CEQ once the semester begins or any time before the due date that is posted in the course announcement in Blackboard.

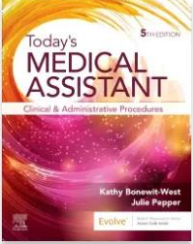
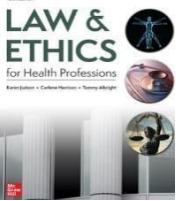
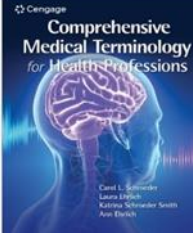
Taking the classes listed above or completion of the Introduction to Medical Assisting Certificate C45400HS program of study does not guarantee automatic enrollment into the Medical Assisting program at Wake Tech CC.

Students should complete a medical assisting program application prior to graduating from high school. Program Application:

https://go.waketech.edu/student/public/forms/Documents/1505_MedicalAssistingApplication.pdf

MED courses completed beyond three (3) years will need to be repeated. BIO courses completed beyond five (5) years will need to be repeated.

CCP - Medical Assisting Fall 2025 Textbooks & Materials

Course	Textbook and material	
MED 110		<p>Required:</p> <p><i>TODAY'S MEDICAL ASSISTANT</i> 5th Edition - May 14, 2025 By Bonewit-West Publisher: ELSEVIER Paperback ISBN: 9780443121777 eBook ISBN: 9780443124105</p> <p>This book should not be rented. It will be used in MED 110, 118, 130, 131, 138, 140, 150 and 264</p>
MED 118		<p>Required:</p> <p><i>Law & Ethics for Health Professions</i>, 10th Edition By Karen Judson, Carlene Harrison and Tammy Albright Publisher: McGraw Hill ISBN13: 9781265083946 (Looseleaf- print with access code)</p> <p style="text-align: center;">Or</p> <p>ISBN13: 9781266288623 (180 days rental eBook with access code)</p> <p>Also required: Today's MA textbook Chapter 3 (this material may be provided for you in Blackboard).</p>
MED 121 and MED 122		<p>Required:</p> <p><i>Comprehensive Medical Terminology for Health Professions</i> By: Schroeder/Ehrlich/Schroeder Publisher: Cengage 1st Edition</p> <p>MindTap for 2 terms Instant Access</p> <p>ISBN# 9780357512708</p>