

CCP Special Pathway Checklist: Medical Assisting (New Students)

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 Medical Assisting – C45400HS (First Pathway or Second Pathway)
 - 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) listed below 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.

- **MED-110 – Orientation to Medical Assisting (Spring 2024)**
- **MED-121 – Medical Terminology I (Spring 2024)**

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

NOTE: Students must be registered no later than November 15th.

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

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

Introduction to Medical Assisting Certificate C45400HS - Program Planning Guide

2 year Plan (for Juniors)		1 year Plan (for Seniors)	
Fall Semester	Spring Semester	Fall Semester	Spring Semester
Fall Semester (Junior Year) <ul style="list-style-type: none"> • MED 110 (1 credit) • MED 121 (3 credit, online) Spring Semester (Junior Year) <ul style="list-style-type: none"> • MED 118 (2 credits, online- synchronous) • MED 122 (3 credits, online) 	Spring Semester (Junior Year) <ul style="list-style-type: none"> • MED 110 (1 credit) • MED 121 (3 credit, online) Summer Semester (Junior Year) <ul style="list-style-type: none"> • MED 118 (2 credits, online- synchronous) • MED 122 (3 credits, online) 	Fall Semester (Senior Year) <ul style="list-style-type: none"> • MED 110 (1 credit) • MED 121 (3 credit, online) Spring Semester (Senior Year) <ul style="list-style-type: none"> • MED 118 (2 credits, online- synchronous) • MED 122 (3 credits, online) 	Spring Semester (Senior Year) <ul style="list-style-type: none"> • MED 110 (1 credit) • MED 121 (3 credit, online) Summer Semester (Senior Year) <ul style="list-style-type: none"> • MED 118 (2 credits, online- synchronous) • MED 122 (3 credits, online)
Once a high school student completes the course plan written above he/she will have completed the Introduction to Medical Assisting Certificate C45400HS program of study. At this point, with the 2 year plan the student can transfer the credits earned into the Medical Assisting Diploma program.		At this point, with the 1 year senior plan the student can transfer the credits earned into the Medical Assisting Diploma program.	

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

The MED-110 is currently taught in a traditional format with in-person meetings to be held at the Perry Health Sciences (PHS) campus.

The MED-118 course is taught online synchronous and 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>

MED 121 & MED 122 are taught online, however, the 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 <https://www.waketech.edu/online-learning/resources/eltc>

For the in-person class meetings, students will be required to attend the classes at Wake Tech's Perry Health Sciences 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 HB 526 or HB 514, Dates and times: TBA (please visit Wake Tech's Self Service for more details: <https://selfserve.waketech.edu/Student/Account/Login?ReturnUrl=0.000000st>)

All Online, Hybrid, and Blended 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 may login to Blackboard and complete the CEQ once the semester begins or any time before the due date 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 Spring 2024 Textbooks & Materials

Course	Textbook and material	
MED 110		<p>Required: <u>TODAY'S MEDICAL ASSISTANT</u> By BONEWIT-WEST EDITION: 4TH 20 PUBLISHER: ELSEVIER ISBN: 9780323581271</p> <p>This book should not be rented. It will be used in MED 110, 118, 131, 131, 140, 150 and 264</p>
MED 118		<p>Required: Law & Ethics for Health Professions, 10th Edition ISBN10: 1264902832 ISBN13: 9781264902835 By Karen Judson, Carlene Harrison and Tammy Albright</p> <p>Also required: Today's MA textbook Chapter 3 (this material may be provided for you in Blackboard).</p>
MED 121/122		<p>Required: <u>ACQUIRING MEDICAL LANGUAGE; CONNECT ACCESS CARD</u></p> <p>By Jones McGraw Hill 3rd Edition 2023 ISBN# 9781265505677</p>