

CCP Special Pathway Checklist

Introduction to Medical Assisting

Continuing Students

Medical Assisting – C45400HS

CCP Medical Assisting Enrollment Steps:

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

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

- ☐ Continuing Student Form
 - Attach current High School Transcript (PDF, Word, Excel, or JPG format)
- ☐ 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, based 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.

First semester

- MED-110 – Orientation to Medical Assisting
- MED-121 – Medical Terminology I

Second semester

- MED 122- Medical Terminology II (pre-requisite MED 121)
- MED 118 – Medical Law & Ethics

Students must complete the classes listed above with a grade of C or better to be eligible to take MED 130 Administrative Office procedures I followed by MED 131 Administrative Office procedures II in the next semester.

- ☐ Confirm you are registered in Self-Service

NOTE: Students must select and be registered for classes no later than November 26, 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

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 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.

Introduction to Medical Assisting Certificate C45400HS - Program Planning Guide

| Juniors planning | | Seniors planning | |
|---|---|---|---|
| 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 credits, online) | Spring Semester (Junior Year) <ul style="list-style-type: none"> MED 110 (1 credit) MED 121 (3 credits, online) | Fall Semester (Senior Year) <ul style="list-style-type: none"> MED 110 (1 credit) MED 121 (3 credits, online) | Spring Semester (Senior Year) <ul style="list-style-type: none"> MED 110 (1 credit) MED 121 (3 credits, online) |
| Spring Semester (Junior Year) <ul style="list-style-type: none"> MED 118 (2 credits, online- synchronous) MED 122 (3 credits, online) | Summer Semester (Junior 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 118 (2 credits, online- synchronous) MED 122 (3 credits, online) | Summer Semester (Senior Year) <ul style="list-style-type: none"> MED 118 (2 credits, online- synchronous) MED 122 (3 credits, online) |
| Students must complete the classes listed above with a grade of C or better to be eligible to take MED 130 Administrative Office Procedures I class, followed by MED 131 Administrative Office Procedures II class next semester. | | Students must complete the classes listed above with a grade of C or better to be eligible to take MED 130 Administrative Office Procedures I class, followed by MED 131 Administrative Office Procedures II class next semester. | |
| Once a high school student completes the plan written above, the student will have completed the Introduction to Medical Assisting Certificate C45400HS program of study. At this point, the student can transfer the credits earned into the Medical Assisting Diploma program. | | Once a high school student completes the plan written above, the student will have completed the Introduction to Medical Assisting Certificate C45400HS program of study. At this point, 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 synchronously or completely online and may 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 Midterm 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>. Students must have a Wake Tech ID to enter the testing center.

The MED 130 and MED 131 classes are currently taught in a traditional or hybrid format with in-person meetings to be held at the Perry Health Sciences (PHS) campus, typically in the mornings.

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>)

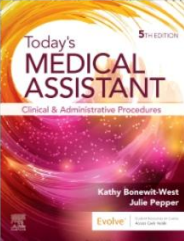
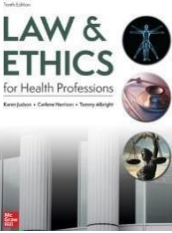
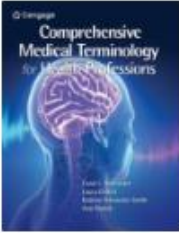
All Online, Hybrid, and Blended classes at Wake Tech begin with a **Course Entry Quiz (CEQ)**. Completing the required CEQ is the way students show that they have started the class. Students may log in to Blackboard and complete the CEQ once the semester begins or any time before the due date posted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

Please note: 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 more than three (3) years ago, or BIO courses completed more than five (5) years ago, will need to be repeated.

CCP - Medical Assisting Spring 2026 Textbooks & Materials

| Course | Textbook and material | |
|---------------------------|--|--|
| MED 110 |  | <p>Required:</p> <p><i>TODAY'S MEDICAL ASSISTANT</i> 5th edition By Bonewit-West Publisher: ELSEVIER ISBN: 9780443124112</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) Or 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>, 2 terms Instant Access with MindTap</p> <p>2023^d Edition By Schroeder/Ehrlich/Schroeder/Ehrlich's Publisher: Cengage ISBN: 9780357512708</p> |