

Associate of Applied Science Healthcare Administration

AAS Healthcare Administration provides an introduction toward becoming a frontline leader in healthcare. Healthcare leaders make a meaningful impact on their organization by working closely with all members of the healthcare team to plan, direct, and coordinate healthcare services.

Overview

Courses in office management, business communication, finance, business law, and human resources prepare students for various positions to oversee a department or team by learning how to lead people and manage office operations. Students gain clinical hands-on training in their choice of career pathway certificate for medical assisting, phlebotomy, or emergency medical services, which enable them to make the best possible decisions regarding patient outcomes.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Employ skills necessary to direct and coordinate a team to ensure quality healthcare services and efficient operations of a clinic/department.
2. Communicate effectively, appropriately, and professionally in business management situations using correct terminology related to the healthcare environment.
3. Demonstrate problem solving skills related to healthcare management using elements of successful leadership and critical thinking skills.

Associate of Applied Science: Healthcare Administration

TBCC guarantees, at a minimum, the following courses each quarter for the completion of this AAS.
A student can transfer in or take other courses that meet the requirements, though this is discouraged.

	FALL TERM	WINTER TERM	SPRING TERM	SUMMER TERM
YEAR 1	CG 100 College Survival & Success (3 CR)	AH 100 Medical Terminology (4 CR)	MTH 105Z Math in Society (4 CR)	
	AH 130 Intro to Today's Careers: Health (2 CR)	HE 110 CPR/AED for Professional Rescuers & Health Care Providers (1 CR)	COMM 111Z Public Speaking (4 CR) OR BA 205 Business Communication (4 CR)	OPTIONAL Elective CNA 100, Certified Nursing Assistant I (9 CR)
	BI 112 Cell Biology (5 CR)	WR 121Z English Composition I (4 CR)		MA ONLY: AH 110 Clinical and Admin Procedures I (5 CR) AH 110C Clinical Practicum (2 CR)
	BA 101 Introduction to Business (4 CR)	BA 224 Human Resource Mgmt. (3 CR)	PSY 101 Psych & Human Relations (4 CR) OR BA 285 Human Relations in Org. (3 CR)	
		LEAD 242 Personal Leadership Development (3 CR)	BI 100 Biology of Human Body Systems (4 CR)	
	14 CREDIT TOTAL	15 CREDIT TOTAL	15-16 CREDIT TOTAL	7 CREDIT TOTAL
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM	
	BI 231 Human Anatomy & Physiology I (4 CR)	BI 232 Human Anatomy & Physiology II (4 CR)	BI 233 Human Anatomy & Physiology III (4 CR)	
	BA 206 Management Fundamentals (3 CR)	BA 222 Financial Management (3 CR)	AH 244 Global Health (4 CR)	
	EMS/Phleb: Elective, 3 CR	BA 226 Business Law (4 CR)	WR 227Z Technical & Prof. Writing (4 CR)	
	EMS: EMS 100 Intro to EMS (3 CR) Phleb: AH 101 Phlebotomy I (4 CR) MA: AH 112 Clinic & Admin Procedures II (5 CR)	EMS: EMS 105 EMT Part I (4 CR) Phleb: AH 102 Phlebotomy II (3 CR)	EMS: EMS 106 EMT Part II (4 CR)	
	MA: AH 112C Clinical Practicum (4 CR)	EMS: EMS 105L EMT Part I, Lab (1 CR)	EMS: EMS 106L EMT Part II, Lab (1 CR)	
		Phleb: Elective 3 CR	EMS: EMS 106C EMT Part II, Clinical (2 CR)	
			Phleb: Elective 3 CR	
	13-16 CREDIT TOTAL	11-18 CREDIT TOTAL	12-19 CREDIT TOTAL EMS 92 CR/ MA 90 CR/ Phleb 90 CR Apply for graduation – AAS Completed!	

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Tillamook Bay Community College 2025-2026 www.tillamookbaycc.edu *NOTE: In order to participate in clinical experience, students must be 18 years of age and have completed the CastleBranch Healthcare requirements (criminal background check, drug screen and required immunizations). This degree incorporates the Basic Health Care Certificate and one additional clinical certificate (EMS, MA, or Phlebotomy).