



BAS IN APPLIED MANAGEMENT 2010 APPLICATION INFORMATION, INSTRUCTIONS, and CHECKLIST

Application Deadline: Applications for admission to the BAS in Applied Management program are accepted on an ongoing basis for fall and winter quarter. Due to the competitive nature of the program, some applicants may be wait-listed. For priority admission, all documents must be submitted to the Admissions office by June 1 for fall quarter and September 1 for winter quarter.

Application Fee: A nonrefundable application fee of \$50 is assessed for the BAS program. Applicants who were not enrolled at CBC within the four quarters prior to applying, must also fill out and pay \$35 for the CBC application. A check or money order payable to Columbiab Basin College must accompany your application.

Admission Criteria: While admission to the program is competitive, all interested and qualified individuals are encouraged to apply.

Applicants must have completed:

- an **Applied Science degree -OR-**
- an **Associate of Arts and Sciences degree** PLUS the equivalent of two years of full-time work experience
- any **Math** class at the 100 level with an earned grade point of 2.0 or better. In some cases students may have to take additional pre-college math courses once they are accepted.
- an **ENGL 101 (i.e., English Composition I)** or the equivalent and earned a grade point of 2.0 or better
- a **Social Science** course at the 100 or 200 level (e.g., Anthropology, Economics, History, Political Science, Psychology, Sociology, or other Social Science)

Application Document Checklist - *Incomplete applications will not be considered.*

1. TRANSCRIPTS

To verify your completion of a two-year degree and all other college credits earned, please request official transcripts from all accredited colleges (other than Columbia Basin College*) attended to be sent to:

C/O: Carol Groce
CBC Admissions, MS-H4
2600 North 20th Ave.
Pasco, WA 99301

* If degree or credits were earned at Columbia Basin College, you do not need to request a CBC transcript.

2. COLUMBIA BASIN COLLEGE APPLICATION

Those who have attended Columbia Basin College within the last year need not submit this general application form.

3. BAS APPLICATION

A Bachelor of Applied Science in Applied Management application must be completed in addition to the standard CBC application.

4. VITA OR RESUME

5. REFERENCES

Send two letters of recommendation from someone who personally knows your work, such as a current or past supervisor or an instructor, discussing your contributions to your work place and how he or she believes you will benefit from completion of the BAS in Applied Management program. Another reference letter should be a character reference. Letters must be submitted on organization letterhead. If you are applying to this program with an Associate of Arts and Sciences degree, your work reference also needs to address your two years of work experience.

6. PERSONAL STATEMENT OF PURPOSE

Your personal statement of purpose is an essential part of your BAS admissions application. This statement provides an opportunity for you to share aspects of your life that may not be apparent from your application form, transcripts, work experiences, and letters of recommendation.

Directions: Submit a typed personal statement responding to each of the three topics listed below. The total length of your statement should not be more than three double-spaced pages. The personal statement topics are:

- A. Describe how the BAS in Applied Management degree will help you accomplish your career goals.
- B. Describe an accomplishment of which you're most proud. Your example may be taken from employment, community service, student organizations, or similar situations. Please be specific.

Mail or drop off your completed application packet (hard copy and check for admissions fee) to:

CBC Admission, MS-H4
2600 North 20th Ave.
Pasco, WA 99301

Additional Information:

Please visit the Bachelor of Applied Science in Applied Management page on the CBC website at <http://www.columbiabasin.edu/bas> or contact:

Dr. Dave Lemak
Director, BAS Program
509-542-4365
dlemak@columbiabasin.edu

Jason Schlegel
Assistant Director, BAS Program
509-542-4390
jschlegel@columbiabasin.edu

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs, (509) 542-5548.



Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 542-4412, or TTY/TDD at 542-0400. This notice is available in alternative media by request.

Bachelor of Applied Science Application

Please complete and return this form and other requested items to:

Columbia Basin College Admissions
2600 North 20th Ave, Pasco, WA 99301
509-542-4524 • Fax: 509-546-0401

PERSONAL INFORMATION

LAST NAME FIRST MIDDLE (MAIDEN)

SOCIAL SECURITY NUMBER CBC ID NUMBER
(if current CBC student)

PRESENT ADDRESS CITY STATE ZIP

HOME PHONE NUMBER EMAIL ADDRESS

Date of Birth _____ Sex: Male Female
MONTH DAY YEAR

Ethnic origin: Hispanic African American White Asian Native American Other

REFERENCES

I have requested reference letters from the following people:

NAME	ADDRESS	RELATIONSHIP

PREVIOUS EDUCATION

Please list all institutions that you currently or previously attended in descending order beginning with current or most recent college or university attended. (Attach another sheet of paper if necessary.)

INSTITUTION NAME	LOCATION	BEGINNING DATE	ENDING DATE	# OF CREDITS	GPA	DEGREE

WORK EXPERIENCE

Please list current and other most recent jobs (up to 3).

COMPANY	LOCATION	SUPERVISOR	JOB TITLE	EMPLOYMENT DATES

Submit this application with:

1. Application fee of \$50 (required at submittal of application)
2. Personal Statement of Purpose (maximum of three pages typed)
3. Letters of recommendation (one character or academic related and one job related)
4. Copy of vita or resume

In addition, make arrangements for "Official Transcripts" for colleges/universities attended to be sent to the CBC Admissions office.

In making application, I affirm that all information requested on this application has been given and that this information is complete and accurate.

Signature _____ Date _____



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Reference Letter for Columbia Basin College's Bachelor of Applied Science in Applied Management. Please comment on the applicant's character and the ability to complete a bachelor's degree in Applied Management. This reference letter is for _____.
Applicant's Name

Typed or Printed Name of Reference Author: _____

Signature _____ Date _____

Use one form per reference. Make additional copies as necessary.