BAS IN APPLIED MANAGEMENT
APPLICATION
INFORMATION, INSTRUCTIONS, and CHECKLIST

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

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 $50 for the CBC application. A check or money order payable to Columbia 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** -**OR**-
- 120 College Level credits with a minimum of 20 General Education Credits
- the equivalent of two years of full-time work experience is preferred but not required
- 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 Student Records, 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. RESUME

5. LETTERS OF SUPPORT

Send a letter of recommendation from someone who personally knows your work, such as a current or past supervisor or an instructor, discussing your contributions to your workplace and how he or she believes you will benefit from completing 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 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.

7. MANAGEMENT PHILOSOPHY

In no more than two pages, double spaced, describe and discuss your philosophy of management. This is an opportunity for you to reflect upon your experiences with management and, an opportunity for you to discuss your vision of an effective manager.

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

CBC Student Records, 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 columbiabasin.edu/bas or contact:

Katrine Smith
Outreach/Retention Specialist BAS-AM
ksmith@columbiabasin.edu

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs and CBC's Title IX Coordinator at (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 at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. 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	Relationship
Phone	Email

Name	Relationship
Phone	Email

Name	Relationship
Phone	Email

Check ❑ BAS degree in Applied Mangement

OR

❑ BAS degree in Applied Mangement with a concentration in Healthcare Administration

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). (Volunteer/non-paid experience is acceptable)

COMPANY	LOCATION	SUPERVISOR	JOB TITLE	EMPLOYMENT DATES

Submit this application with:

1. Application fee of $50 (required at submittal of application)
2. Letters of support (must be typed and signed)
3. Copy of vita or resume
4. Personal Statement of Purpose (maximum of three pages typed)
5. Management Philosophy

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. I give permission for CBC to contact references as part of this application process.

Signature_____Date_____

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