



## **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 Student Records.

**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 in 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 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

Submit 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 in 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 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](http://columbiabasin.edu/bas) or contact:

Katrine Smith  
Outreach/Retention Specialist BAS-AM  
[ksmith@columbiabasin.edu](mailto:ksmith@columbiabasin.edu)



# Bachelor of Applied Science Application

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

Columbia Basin College Student Records

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 \_\_\_\_\_  
MONTH DAY YEAR

Sex:  Male  Female

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 Management

or

BAS degree in Applied Management with a concentration in Healthcare Administration

BAS degree in Applied Management with a concentration in Agriculture

Check Quarter you plan to Start

Fall  Winter  Spring  Summer Year \_\_\_\_\_

**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. Letters of support (must be typed and signed)
2. Copy of vita or resume
3. Personal Statement of Purpose (maximum of three pages typed)
4. Management Philosophy (maximum of two pages typed)

In addition, make arrangements for "Official Transcripts" for colleges/universities attended to be sent to the CBC Student Records 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 \_\_\_\_\_