



# Database User Specialist

## Certificate of Accomplishment

### Requirements 2009-2010

Courses may be subject to prerequisites and minimum grade requirements. Check online at [bellevuecollege.edu/catalog/courses](http://bellevuecollege.edu/catalog/courses).

Course Number	Course Title	Credits
BTS 168	Business Data Management Tools .....	5
BTS 268	Advanced Business Data Management Tools .....	5
DBA 130	Database Theory.....	5
<b>Choose 3-5 credits from the following:</b> .....		<b>3-5</b>
BTS 144	Personal Information Manager (3 Cr)	
DBA 232	Database Administration (5 Cr)	
IT 103	Networking Basics (5 Cr)	
PROG 110	Introduction to Programming (5 Cr)	
PROG 160	Systems Analysis & Design (5 Cr)	
TECH 170	Problem Solving Strategies (5 Cr)	
<b>GRAND TOTAL</b>	.....	<b>18-20</b>

**Program Contact Info:** [bellevuecollege.edu/programs/az/](http://bellevuecollege.edu/programs/az/) **Business Technology Systems**

Use Degree Audit to track your progress toward completion of this certificate at [bellevuecollege.edu/degreeaudit](http://bellevuecollege.edu/degreeaudit)  
 Please refer to [bellevuecollege.edu/programs/degrees/](http://bellevuecollege.edu/programs/degrees/) for latest certificate updates and further information.

*Updated: 4/15/09*

All coursework applied to this certificate must be approved by program chair.  
 Submit completed form to Enrollment Services when applying for graduation.

COMPLETION WORKSHEET 2009-2010

Student Name: \_\_\_\_\_

SID: \_\_\_\_\_

Program Requirements			Approved Substitution*/Transfer Credit					
Courses may be subject to minimum grade requirements and prerequisites								
Course	Course Title	Cr	School	Course	Cr	QTR	YR	Grade
BTS 168	Business Data Management Tools	5						
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<b>TOTAL:</b>		<b>18-20</b>						

Updated: 4/29/09

**Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.**

Graduation application deadlines: Fall Quarter - June 1; Winter Quarter - October 10; Spring Quarter - December 10; Summer Quarter - March 15

Student Signature: \_\_\_\_\_ Program Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Exceptions to Degree or Certificate Requirements**

- o All requests for course substitution or waiver of the degree/certificate requirements listed in the BC course catalog are petitioned to the Evaluations/Graduation Office, which forwards the petition to the Executive Dean of Instruction or designee for approval.
- o Written program chair approval is required prior to submitting the petition to the Evaluations/Graduation Office. Petition forms are available at the Evaluations/Graduation Office or online at <http://bellevuecollege.edu/enrollment/graduation/>.
- o Submit petition with supporting documentation to the Evaluations/Graduation Office prior to the final quarter for which you are graduating.