BELLEVUE COLLEGE

Database User Specialist

Certificate of Accomplishment

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)					
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
BTS 168	Business Data Management Tools	5						
BTS 268	Advanced Business Data Management Tools	5						
DBA 130	Database Theory	5						
Choose 3-5 credits from the following:		3-5						
BTS 144 DBA 232 IT 103 PROG 110 PROG 160	Personal Information Manager (3 Cr) Database Administration (5 Cr) Networking Basics (5 Cr) Introduction to Programming (5 Cr) Systems Analysis and Design (5 Cr)							
TOTAL		18-20						

In depth knowledge of databases is becoming a requirement of many administrative assistant and software technical support jobs. The Database User Specialist certificate is targeted towards students with some basic computer knowledge and skills who want to upgrade their skills to be more competitive in the job market.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Work with Access database software at an advanced level of proficiency
- Present the principles of relational databases and appropriately apply database terminology
- Develop effective database user interfaces
- Apply the basic principles of data modeling and normalization of database tables
- Develop basic SQL commands
- Develop basic database applications for the business environment
- Troubleshoot database problems

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/bts/#dbuserspecialist

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