Some CCS degree candidates may have sufficient computer experience to gain credit for CIS-185 Information Systems Essentials. Students may present their case using this form. Once the completed form is evaluated by the CIS department, the student will be notified of the decision.

Each statement should not exceed the length of the form and it should contain specific information about when, how often, type and depth of use, etc., regarding 1 and 2 below:

Student Name: ________________________________ Bronc ID# ________________________
Student Phone number _________________________ Date of request: ______________________
CCS Advisor with whom this request has been discussed: _________________________________

1. Describe your experience and level of expertise with the following PC applications:

   **Spreadsheets (ex. Microsoft Excel):** specify if you have designed spreadsheets (on paper), created spreadsheets (in Excel) and/or used spreadsheets

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   **Relational Database Management Software (ex. Microsoft Access):** specify if you have designed databases (on paper), created databases (in Access/other) and/or used databases.

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2. Other information you wish to provide, including any certifications.
(examples: use of other operating systems, Word, Power Point, Programming)

CCS Students who receive credit for CIS 185 are responsible for knowing the material in the course, which may be required in other business courses.

Please return this completed form to your advisor in College of Continuing Studies via email (ccs@rider.edu), fax (609-896-5261), or regular mail.