

Tri-County Technical College
Office Systems Technology Program
Technical Advanced Placement (TAP)

Competency Verification & Teacher Recommendation Form

TCTC Course: AOT 101 (Introduction to Keyboarding)

SECTION I (To be completed by the student)

Please complete this section of the form and give it to your Business Education teacher.

(Please Print)

Your Name: _____
Address: _____ SSN: _____
City: _____ State: _____ Zip: _____
High School: _____ Grade: _____

SECTION II (To be completed by the teacher)

I verify that this student has mastered the major course competencies listed below (signifying mastery of all sub competencies shown on the course syllabus dated June 2008 and provided/reviewed during the annual Business Education Articulation Committee meeting), and therefore, I recommend this student to take the TAP examination.

Major Course Competencies

1. The student will be able to operate the letter and number keys with correct fingering.
2. The student will be able to keyboard at least 35 wpm for one minute with no more than one error on straight copy material.
3. The student will demonstrate the correct handling of USB drives.
4. The student will demonstrate the correct use of a printer.

Teacher Name (PLEASE PRINT): _____
Signature: _____
Date: _____

Name of high school course(s) in which this student gained the required competencies for possible TAP credit: _____

Date of course completion, or expected completion: _____

Comments (if applicable): _____

Please make a copy of this form for your records and mail the original to: Ms. Melinda Zeigler, Business and Public Services Division Secretary, Tri-County Technical College, P.O. Box 587, Pendleton, SC 29670.