

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

Competency Verification & Teacher Recommendation Form

TCTC Course: AOT 137 (Office Accounting)

SECTION I (To be completed by the student)

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

Your Name (PLEASE PRINT): _____
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 July 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 demonstrate a basic understanding of the principles involved in eight steps in the accounting cycle.
2. The student will be able to record information in acceptable accounting form.
3. The student will be able to demonstrate a basic understanding of banking terminology and procedures.

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. roh 2/2/09