

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

Competency Verification & Teacher Recommendation Form

CPT 170 (Microcomputer Applications I)

SECTION I (To be completed by the student)

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

(PLEASE PRINT)

Your Name: _____ Phone: _____

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 2009 and provided/reviewed during the annual Business and Public Services Articulation Committee meeting), and therefore, I recommend this student to take the TAP examination.

Major Course Competencies

The student will be able to:

1. Use (at a fundamental level) Microsoft Windows XP and Microsoft Office Professional (which includes Word, Excel, Access and PowerPoint).
2. Apply proper techniques to solve personal computer application-type problems.
3. Use the capabilities of word processing, spreadsheet creation, database development, and presentation graphics in a Windows environment.
4. Develop integrated solutions to problems through the use of application software.
5. Recognize the impact of Internet upon applications development and deployment and prepare solutions suitable for the Internet environment.

Teacher Name (PLEASE PRINT): _____

Signature: _____ Date: _____

Names 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): _____

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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: 2/2009