

Tri-County Technical College
Computer Technology Program
Technical Advanced Placement (TAP)
Competency Verification & Teacher Recommendation Form

CPT 114 (Computers and Programming)

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. Identify and discuss the major components of a computer and of the information processing cycle.
2. Identify and define the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web.
3. Explain why computers are essential components in the business world and society in general.
4. Recognize the personal computer's position in the computer industry and explain its use as a stand-alone and networked device.
5. Convert whole numbers among the bases 2, 10, and 16.
6. Describe various input, output, and storage devices.
7. Describe the need for and the purpose of operating systems and systems software.
8. Present strategies for purchasing a personal computer system.
9. Discuss the impact of data communications, networks, Internet, and the World Wide Web.
10. Use e-mail to send and receive electronic messages.
11. Describe how data is organized and stored and how information can be provided through the manipulation of data base management systems.
12. Define the phases of the system development life cycle.
13. Explain the rationale for structured programming.
14. Identify the most common programming languages and their uses.
15. Describe methods of providing appropriate computer security and preventing computer crime
16. Identify and discuss the key concepts in the areas of computer and business ethics and how it relates to information privacy, security, and software piracy including issues that relate to the Internet.
17. Discuss key issues in multimedia, artificial intelligence, expert systems, robotics, and virtual reality.

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: 2/2009