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

Competency Verification & Teacher Recommendation Form

TCTC Course: AOT 165 (Information Processing Software)

SECTION I **(For the *student*)**

Please read this form completely, including Section III, TAP Policies and Disclosure Information. Also, please note that a score of 70% or higher is required for successful completion of the TAP exam.

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

Your Name (PLEASE PRINT): _____ Phone: _____

Address:_____ SSN: _____

City:_____ State:_____ Zip: _____

High School: _____ Grade: _____

SECTION II **(For 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 May 2014), and therefore, I recommend this student to take the TAP examination.

Major Course Competencies
1.   The student will be able to perform basic information processing applications such as creating, editing, copying, and printing documents using Microsoft Word 2013.
2.   The student will be able to perform intermediate information processing applications such as creating tables, graphics, charts, and formatting documents using Microsoft Word 2013.

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): _____

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Technical Advanced Placement (TAP) Policies and Disclosure Information

1. It is the student's responsibility to provide the appropriate Tri-County Technical College curriculum program coordinator with all materials and documentation necessary to verify completion of TAP procedures.
2. The Tri-County Technical College program coordinator will keep accurate records to ensure that all College forms and processes associated with the awarding of academic credit are completed appropriately, and to ensure that the student's academic advisor is informed of his/her progress in completing TAP procedures.
3. The student will receive a copy of the Tri-County Technical College Advanced Standing Credit Form showing the courses for which he/she will receive credit.
4. When a student works with a College advisor to register for Tri-County Technical College courses, it is the student's responsibility to inform the advisor of any credit earned through TAP.
5. TAP credit earned will be documented as a grade of "E" on the student's official Tri-County Technical College transcript after he/she has been formally admitted to the College, has satisfactorily completed all TAP procedures, and has registered for one or more Tri-County Technical College courses. TAP credit will appear on his/her TCTC transcript at the end of the first term in which the previous three conditions have been met. "E" grades earn credit hours but do not affect the grade point average.
6. TAP credit earned may apply to a required course(s) or an elective course(s) depending on whether or not the course is listed as required for a specific curriculum in the College catalog. If a student enters a program at Tri-County Technical College for which that course is not required, the student may use the credit as elective credit, with the program coordinator's permission.
7. TAP credit earned at Tri-County Technical College does not imply or guarantee that such credit will be honored by other institutions of higher education.
8. A high school student will have one year following the time of his/her high school graduation to complete TAP procedures.
9. A high school student who successfully completes TAP exams but who does not successfully complete all the other procedures will have one year to complete the procedures and receive credit.
10. The program coordinator (or designee) may decide whether or not a student who does not successfully complete a TAP exam is eligible to retake the exam.
11. A high school student who takes a TAP exam will have his/her score kept on file in the appropriate department office for one year following the test date. A student who has completed TAP but who has not been admitted or enrolled will have his/her Advanced Standing Credit Form kept on file for one year.
12. All TAP exams will be developed, administered, and scored by Tri-County Technical College faculty and/or staff.

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.

dp 2/10/15