

# School of Technical and Vocational Education

## Bookkeeping NC III Curriculum

LWC 100	Lead Workplace Communication	4.00
LST 100	Lead Small Team	4.00
DPNS 100	Develop and Practice Negotiation Skills	2.00
SPRWA 100	Solve Problem Related to Work Activities	2.00
UMCT 100	Use Mathematical Concepts and Techniques	4.00
URT 100	Use Relevant Technologies	4.00
MERC 100	Maintain an Effective Relationship with Clients/Customers	4.00
MOP 100	Manage Own Performance	5.00
AQS 100	Apply Quality Standards	5.00
PCO 100	Perform Computer Operations	10.00
JT 100	Journalize Transaction	120.00
PT 100	Post Transactions	16.00
PTB 100	Prepare Trial Balance	16.00
PFR 100	Prepare Financial Reports	72.00
RICS 100	Review Internal Control System	24.00
	<b>Number of Hours</b>	<b>292.00</b>
	<b>Number of Laboratory</b>	<b>4.00</b>