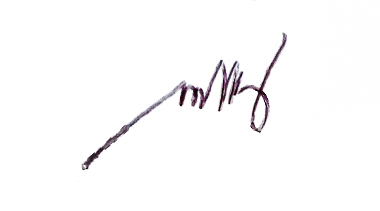
|  |  |  |
| --- | --- | --- |
| COURSE: **Annex A**  **Training Plan** | **BOOKKEEPING NCIII** | |
| MODALITY: | **( ) FULL ONLINE ( ) BLENDED ONLINE**  **( √) COMBINATION OF DISTANCE LEARNING AND FACE TO FACE** | |
| MODULE TITLE | **LEARNING OUTCOMES** | **LEARNING RESOURCES** |
| BASIC COMPETENCIES |  |  |
| Leading workplace communication | LO1.Communicate information about workplace processes.  LO2.Lead workplace discussions.  LO3.Identify and communicate issues arising in the workplace. | Distance Learning Mode:   * CBLM in Leading workplace communication * Training Regulation in Bookkeeping NC III * Instructional Modules in Leading Workplace Communication |
| Leading small team | LO1.Provide team leadership.  LO2.Assign responsibilities among members.  LO3.Set performance expectation for team members.  L04.Supervise team performance. | Distance Learning Mode:   * CBLM in Leading small team * Training Regulation in Bookkeeping NC III * Instructional Modules in Leading small team |
| Develop and Practice Negotiation Skills | LO1.Plan negotiations.  LO2. Participate in negotiations | Distance Learning Mode:   * CBLM in Developing and Practicing Negotiation Skills * Training Regulation in Bookkeeping NC III * Instructional Modules in developing and practicing Negotiation Skills |
| Solve workplace problem related to work activities | LO1. Explain the analytical techniques  LO 2. Identify the problem  LO 3. Determine the possible cause/s of the problem | Distance Learning Mode:   * CBLM in Solving workplace problem related to work activities * Training Regulation in Bookkeeping NC III * Instructional Modules in Solving workplace problem related to work activities |
| Use mathematical concepts and techniques | LO1. Identify mathematical tools and techniques to solve problems  LO2. Apply mathematical procedure / solution  LO3. Analyze results. | Distance Learning Mode:   * CBLM in using mathematical concepts and techniques * Training Regulation in Bookkeeping NC III * Instructional Modules in using mathematical concepts and techniques |
| Use relevant technologies | LO1. Study/ select appropriate technology.  LO2. Apply relevant technology  LO3. Maintain / enhance relevant technology. | Distance Learning Mode:   * CBLM in Using relevant technologies * Training Regulation in Bookkeeping NC III * Instructional Modules in Using relevant technologies |

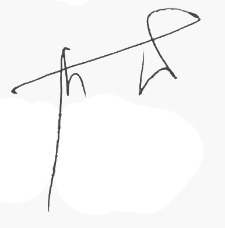
|  |  |  |
| --- | --- | --- |
| **COMMON COMPETENCIES** | | |
| **MODULE TITLE** | **LEARNING OUTCOMES** | **LEARNING RESOURCES** |
| Maintaining client relations | LO1.Maintain a professional image.  LO2.Meet client/customer requirements.  LO3.Build credibility with customers /clients. | Distance Learning Mode:   * CBLM in Maintaining client relations * Training Regulation in Bookkeeping NC III * Instructional Modules in Maintaining client relations |
| Managing own performance | LO1.Plan own workload.  LO2.Maintain quality of own performance.  LO3.Establish credibility with customers/clients. | Distance Learning Mode:   * CBLM in Managing own performance * Training Regulation in Bookkeeping NC III * Instructional Modules in Managing own performance |
| Applying quality standards | LO1.Assess client service needs.  LO2. Assess own work.  LO3. Engage in quality improvement. | Distance Learning Mode:   * CBLM in Applying quality standards * Training Regulation in Bookkeeping NC III * Instructional Modules in Applying quality standards |
| Performing computer operations | LO1.Identify and explain the functions, general features and capabilities of both hardware and software.  LO2.Prepare and use appropriate hardware and software according to task requirement.    LO3.Use appropriate devices and procedures to transfer files/data.  LO4.Produce accurate and complete data according to the requirements.  LO5.Maintain computer system. | Distance Learning Mode:   * CBLM in Performing computer operations * Training Regulation in Bookkeeping NC III * Instructional Modules in Performing computer operations |

| **CORE COMPETENCIES** | | |
| --- | --- | --- |
| **MODULE TITLE** | **LEARNING OUTCOMES** | **LEARNING RESOURCES** |
| Journalizing transactions for single proprietorship | LO1.Prepare chart of accounts.  LO2.Analyze documents.  LO3.Prepare journal entry. | Face to face Modality: Workshop, power point presentation, discussion   * CBLM in Journalizing transactions for single proprietorship in Bookkeeping NC III * Training Regulation in Bookkeeping NC III * Instructional Modules in Journalizing transactions for single proprietorship |
| Journalizing transactions for partnership | LO1.Prepare chart of accounts.  LO2.Analyze documents.  LO3.Prepare journal entry. | Face to face Modality: Workshop, power point presentation, discussion   * CBLM in Journalizing transactions for partnership in Bookkeeping NC III * Training Regulation in Bookkeeping NC III * Instructional Modules in Journalizing transactions for partnership |
| Journalizing transactions for corporation | LO1.Prepare chart of accounts.  LO2.Analyze documents.  LO3.Prepare journal entry. | Face to face Modality: Workshop, power point presentation, discussion   * CBLM in Journalizing transactions for corporation in Bookkeeping NC III * Training Regulation in Bookkeeping NC III * Instructional Modules in Journalizing transactions for corporation |
| Posting transactions | LO1.Prepare ledger.  LO2.Transfer journal entries.  LO3.Summarize ledger. | Face to face Modality: Workshop, power point presentation, discussion   * CBLM in Posting transactions in Bookkeeping NC III * Training Regulation in Bookkeeping NC III * Instructional Modules in Posting transactions |
| Preparing trial balance | LO1.List account titles and transfer balances from the ledger.    LO2.Summarize trial balance. | Face to face Modality: Workshop, power point presentation, discussion   * CBLM in Preparing trial balance in Bookkeeping NC III * Training Regulation in Bookkeeping NC III * Instructional Modules in Preparing trial balance |
| Preparing financial reports for single proprietorship | LO1.Prepare financial statements.  LO2.Analyze financial statements. | Face to face Modality: Workshop, power point presentation, discussion   * CBLM in Preparing financial reports for single proprietorship in Bookkeeping NC III * Training Regulation in Bookkeeping NC III * Instructional Modules in Preparing financial reports for single proprietorship |
| Preparing financial reports for partnership | LO1.Prepare financial statements.  LO2.Analyze financial statements. | Face to face Modality: Workshop, power point presentation, discussion   * CBLM Preparing financial reports for partnership in Bookkeeping NC III * Training Regulation in Bookkeeping NC III * Instructional Modules in Preparing financial reports for partnership |
| Preparing financial reports for corporation | LO1.Prepare financial statements.  LO2.Analyze financial statements. | Face to face Modality: Workshop, power point presentation, discussion   * CBLM in Preparing financial reports for corporation in Bookkeeping NC III * Training Regulation in Bookkeeping NC III * Instructional Modules in Preparing financial reports for corporation |
| Reviewing internal control system | LO1.Check policy compliance.  LO2.Prepare policy compliance report. | Face to face Modality: Workshop, power point presentation, discussion   * CBLM in Reviewing internal control system in Bookkeeping NC III * Training Regulation in Bookkeeping NC III * Instructional Modules in Reviewing internal control system |

Prepared by:

MARCELINA LUNAG

TVI Focal

Approved by:

MICHAEL ANGELO T. LUMIQUED

AC Manager/ GM