

COURSE OVERVIEW

Skills Bootcamp in Bookkeeping & Digital Skills for Accountancy

Our Skills Bootcamp in Bookkeeping & Digital Skills for Accountancy is a 12-week programme for Cornwall residents aged 19+, funded by Cornwall Council. The outline below shows what you'll cover each week — from bookkeeping foundations and software training to employability support and a guaranteed interview at the end.

WEEK	TOPIC
1	WELCOME, CV DEVELOPMENT, EMPLOYERS INVOLVED, CURRENT VACANCIES, NEXT STEPS (E.G. APPRENTICESHIP)
2	INTRODUCTION TO BUSINESS, BASIC BOOKKEEPING PARTS 1-4
3	SALES SYSTEM AND PROCESSING SALES DOCUMENTS, DEALING WITH VAT, RECORDING CREDIT SALES, RECORDING SALES RECEIPTS
4	PURCHASE SYSTEM AND PROCESSING PURCHASES DOCUMENTS, RECORDING CREDIT PURCHASES, RECORDING PAYMENTS, PETTY CASH BOOK, PAYROLL
5	BANK RECONCILIATION, CV DEVELOPMENT, INTERVIEW SKILLS, VACANCIES
6	POSTING SALES AND RECEIPTS TO LEDGERS, POSTING PURCHASE AND PAYMENTS TO LEDGERS, CONTROL ACCOUNT RECONCILIATIONS, TRIAL BALANCE
7	ACCRUALS AND PREPAYMENTS, DOUBTFUL DEBTS, STOCK
8	SUSPENSE ACCOUNT, NCA, DEPRECIATION, EXTENDED TRIAL BALANCE
9	PREPARE FINANCIAL STATEMENTS
10	ETHICS, XERO GETTING STARTED
11	XERO ADVISER
12	INTERVIEW SKILLS, MOCK INTERVIEWS