

COURSE OVERVIEW

Skills Bootcamp in Bookkeeping & Digital Skills for Accountancy

Our Skills Bootcamp in Bookkeeping & Digital Skills for Accountancy is a 12-week funded programme for those aged 19+. The outline below shows what you'll cover each week — from bookkeeping foundations and software training, to take the next step in your career — whether that's employment, self-employment, or further study.

WEEK	TOPIC
1	WELCOME, DEVELOPMENT AND SUPPORT, EMPLOYERS INVOLVED, FUTURE PATHWAYS, NEXT STEPS
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
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 ACCOUNTING SOFTWARE - GETTING STARTED
11	USING ACCOUNTING SOFTWARE CORRECTLY - INCLUDING XERO ADVISOR CERTIFICATION
12	TAILORED WORKSHOPS, ONE-TO-ONE MEETINGS