

COURSE OVERVIEW

Skills Bootcamp in Bookkeeping & Digital Skills for Accountancy

Our Skills Bootcamp in Bookkeeping & Digital Skills for Accountancy is a 10-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, DEVELOPMENT AND SUPPORT, EMPLOYERS INVOLVED, FUTURE PATHWAYS, INTRODUCTION TO BUSINESS, BASIC BOOKKEEPING PARTS 1-4
2	SALES SYSTEM AND PROCESSING SALES DOCUMENTS, DEALING WITH VAT, RECORDING CREDIT SALES, RECORDING SALES RECEIPTS
3	PURCHASE SYSTEM AND PROCESSING PURCHASES DOCUMENTS, RECORDING CREDIT PURCHASES, RECORDING PAYMENTS, PETTY CASH BOOK, PAYROLL
4	BANK RECONCILIATION, SALES & RECEIPTS LEDGERS, PURCHASES & PAYMENTS LEDGERS, CONTROL RECONCILIATIONS, TRIAL BALANCE
5	ACCRUALS AND PREPAYMENTS, DOUBTFUL DEBTS, STOCK
6	SUSPENSE ACCOUNT, NCA, DEPRECIATION, EXTENDED TRIAL BALANCE
7	PREPARE FINANCIAL STATEMENTS
8	ETHICS, XERO ACCOUNTING SOFTWARE - GETTING STARTED
9	USING ACCOUNTING SOFTWARE CORRECTLY - INCLUDING XERO ADVISOR CERTIFICATION
10	TAILORED WORKSHOPS, ONE-TO-ONE MEETINGS