



## Certificate in Digital Cloud Financial Skills supported by ACCA

### Timetable

Class	Content	Units	Live Class	Live Class Time	Self-Study	Practical work to be completed by
1.	Course overview and purpose; Getting started and familiar with software	1 & 2	24 <sup>th</sup> October	6.15pm–9.00pm	3h	1 <sup>st</sup> Nov'22
2.	Introduction to coursework	3	7 <sup>th</sup> November	6.15pm–9.00pm	3h	14 <sup>th</sup> Nov'22
3.	Opening balances	4	14 <sup>th</sup> November	6.15pm–9.00pm	3h	24 <sup>th</sup> Nov'22
4.	Sales and purchase ledgers	5	19 <sup>th</sup> November	10.00am–1.00pm	3h	25 <sup>th</sup> Nov'22
5.	Bank	6	21 <sup>st</sup> November	6.15pm–9.00pm	3h	28 <sup>th</sup> Nov'22
6.	Reports	7	28 <sup>th</sup> November	6.15pm–9.00pm	3h	
7.	Reports continued	7	5 <sup>th</sup> December	6.15pm–9.00pm	1h	3 <sup>rd</sup> Dec'22
	PRACTICE ASSESSMENT					12 <sup>th</sup> December
	EXAM					14 <sup>th</sup> December

Lecturer – Gemma Davis

