

# Castro Valley Adult and Career Education



## Accounting Principles

*Great course for **JOB ADVANCEMENT** —  
**SMALL BUSINESS BOOKKEEPING** or  
Preparation for taking **QUICKBOOKS!***

### **Students will learn:**

- \$ Concise accounting concepts
- \$ Basic understanding of accounting principles
- \$ Business transactions
- \$ Accounting cycle
- \$ T-accounts
- \$ Key financial statements

Students will perform an integrative case study to work through the entire accounting cycle.



Saturdays, September 17-October 15, 2011  
9:00 am - 3:00 pm (*bring a bag lunch*)  
\$99 + text

### **Registration:**

**Online:** [www.cvadult.org](http://www.cvadult.org)

**By telephone:** 510-886-1000

**In person:** 4430 Alma Avenue, Castro Valley 94546



*Great Students - Great Staff - Great Expectations!*