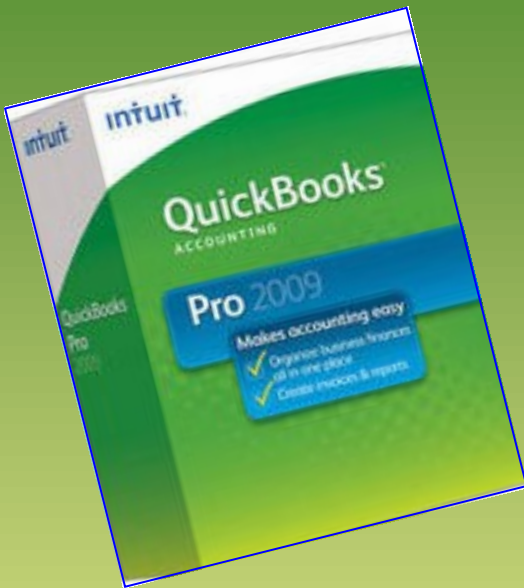


Castro Valley Adult and Career Education

QuickBooks Pro 2009 Beginning/Advanced Workshop



LEARN TO:

- Create customized invoices
- Work with customer and vendor transactions
- Process accounts receivable and payable
- Create time-saving and convenient financial statements and reports

Saturdays

November 5 - December 10

9:00 am - 3:00 pm

\$99.00 + textbook

(bring a bag lunch for break)

REGISTRATION:

Online: www.cvadult.org

In person: 4430 Alma Avenue, Castro Valley 94546

By telephone: 510-886-1000