

## Mission

The Bookkeeping Center (TBKC) empowers talented individuals to find meaningful employment by providing affordable, specialized financial training, job readiness assistance, and work experience.

## Key Program

**DISCOVERBOOKKEEPING (DB)** offers instruction in the fundamental tools of bookkeeping and computerized accounting software, as well as placement assistance.

The program consists of four 10-week courses:

1. Manual Bookkeeping
2. Computerized Accounting
3. Advanced Bookkeeping
4. Placement Assistance

***DB is provided at little cost to adults meeting eligibility criteria\*.***

## Other Features

Conditional Stipend  
No textbooks to buy  
In-class laptops & software  
One-on-one attention (Semester 1 & 2)  
Preparation for Certified Bookkeeper's Exam  
Job Placement Assistance

***See Course Descriptions***



## Contact

### The Bookkeeping Center

27 W. 20th St., Ste. 706  
New York, NY 10011

Phone: 212-242-6010

Fax: 212-242-6117

Email: max@tbkc.org



*Eligibility criteria: DISCOVERBOOKKEEPING is a program intended for unemployed, under-employed and low-income individuals. You must accompany your application with official proof of income, proof of education, valid photo identification, a nonrefundable \$50 application processing fee, and a resume. Intermediate English proficiency and computer skills are required. Individuals with previous experience in bookkeeping and accounting have the option to test out of the manual and computerized courses. For those who do not meet eligibility criteria, course is offered at a low, competitive rate. Call 212-242-6010 for details.*

***Nondiscrimination Policy:** We are an equal opportunity organization that does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, sexual orientation or any other status protected by applicable law. This policy applies to all terms conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.*

## THE BOOKKEEPING CENTER

Building the Workforce  
One Bookkeeper at a Time!

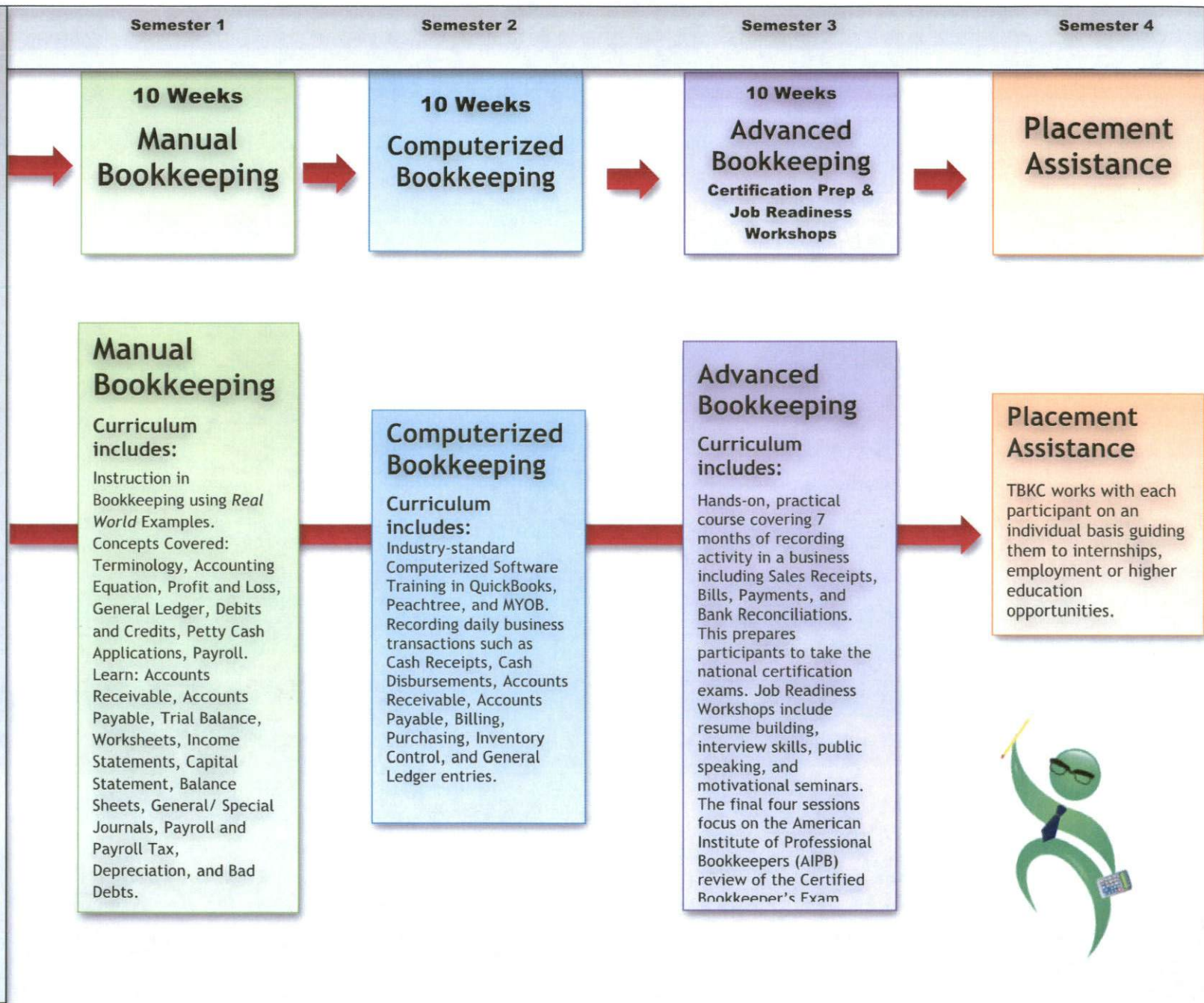


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[www.tbkc.org](http://www.tbkc.org)

# DISCOVERBOOKKEEPING

## Course Descriptions & Schedule



FOR MORE INFORMATION  
Call 212-242-6010