

After you've selected up to **three** schools by checking off the boxes on [NYC Training Guide](#) website, click on the **"Compare Courses"** button

WORKFORCE 1 SEARCH TRAINING PROVIDERS HELP

New York City Training Guide

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Search Results

Below are search results that match your criteria. To learn more details about each course, please click on the course name. To compare courses side by side, select up to three check boxes and click the Compare button.

Need more information?

- Workforce1 Career Center customers who would like to know the steps to finding courses in the NYC Training Guide click [here](#)
- Non Workforce1 Career Centers customers who would like to know about process and requirements to receive a training voucher click [here](#)
- HRA customers who receive cash assistance and would like to know the process and requirements to receive a training voucher click [here](#)
- Training Providers who have questions or comments on how their courses are displayed in the NYC Training Guide click [here](#)

Modify Search

Search Results: 12 result(s) found for Management, Administrative Services Managers. Start Over

*Hint: Click on the column name to sort by that column.

List View Grid View **Compare Courses**

Course	School	Evaluation	Course Price	ITG Voucher Eligible?	HRA Voucher Eligible?	
Computerized Accounting Bookkeeping Specialist Course Description The course will go over accounting concepts and principles including financ... More	Cambridge Business Institute 545 8TH AVE RM 1210, NEW YORK, NY 10019 Ph: 2128685990 http://www.cambridge-edu.com	Report Card 100% completed course <i>Results from 8 voucher customers</i> 57% got jobs <i>Of the 7 voucher customers who were unemployed prior to training</i>	\$ 3700	Yes. ITG vouchers issued for this course will cover the listed price, up to \$3800.	No	<input type="checkbox"/>

Then, click **"Here"** ...

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Course Comparison

Back to Results

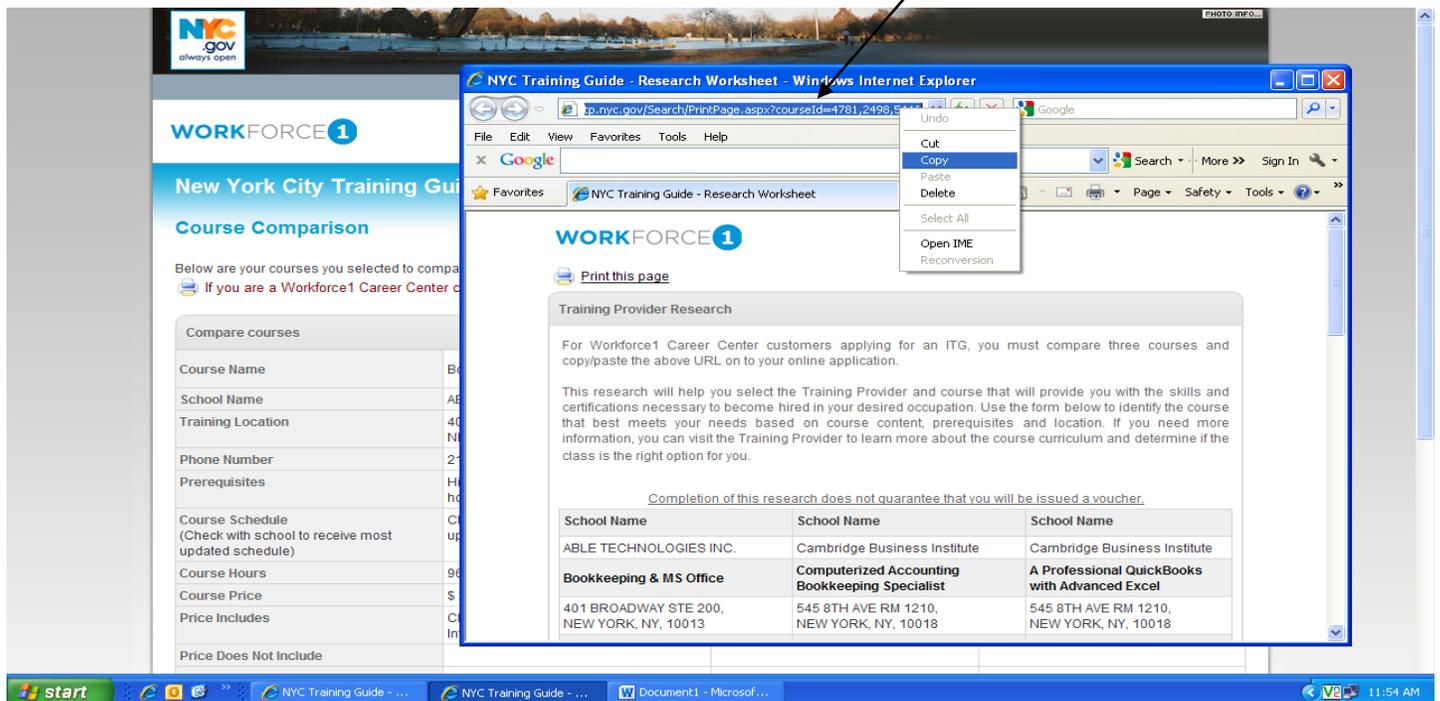
Below are your courses you selected to compare for the best match for your employment goals.

Here If you are applying for an Individual Training Grant (ITG), CLICK HERE to go to your course research page and copy/paste the URL for the online application.

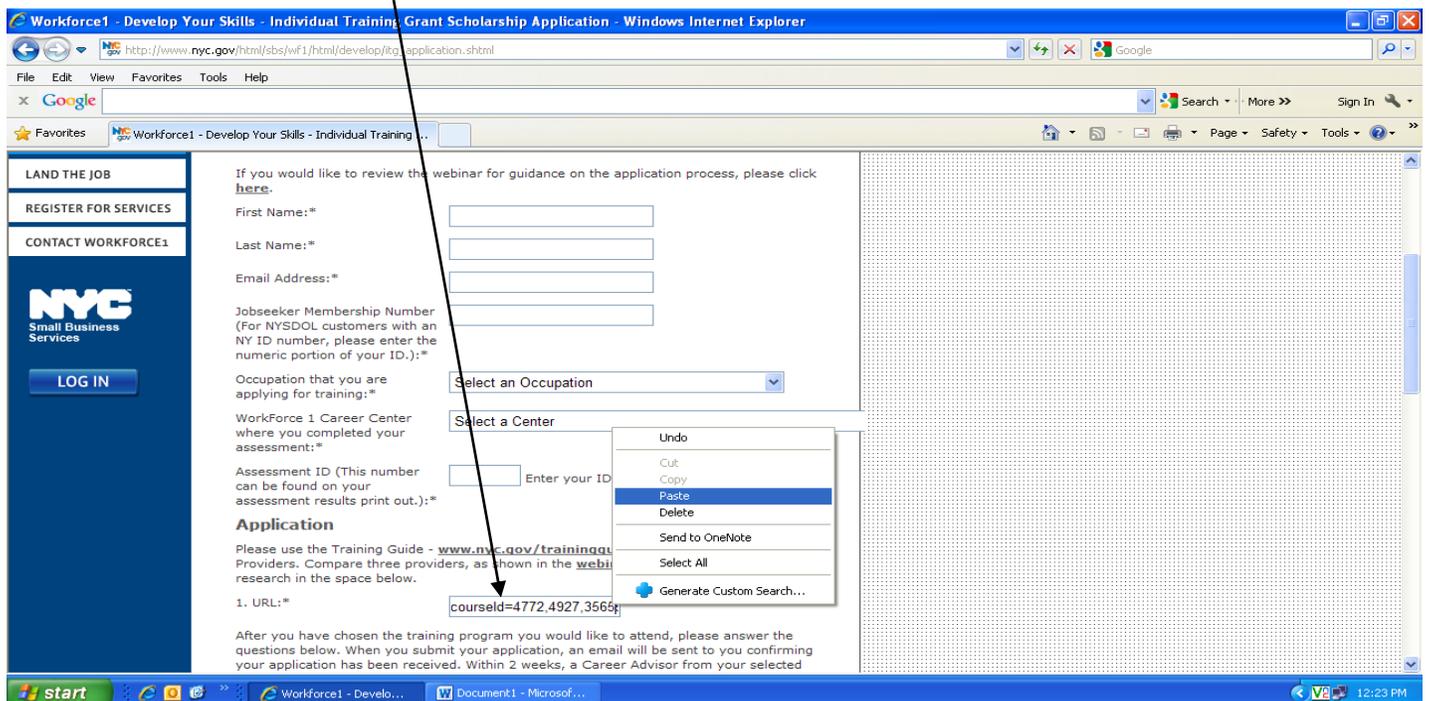
Compare courses Start Over

Course Name	Computerized Bookkeeping	Bookkeeping Clerk	Computerized Bookkeeping with QuickBooks, Peachtree and Excel
School Name	ABLE TECHNOLOGIES INC.	BUSTELO INSTITUTE INC	SAM Consulting Services Inc. (Brooklyn)
Training Location	401 BROADWAY STE 203, NEW YORK, NY, 10013	369 E 149TH ST, BRONX, NY, 10455	1723 E 12TH ST STE 301, BROOKLYN, NY, 11229
Phone Number	2129410563	7185852074	7186483997
Prerequisites	High School Diploma / GED, At least 100 hours experience using computer.	H.S. Diploma, GED, College or must pass entrance exam (ABLE) in order to enroll	Basic Computer and Bookkeeping Skills
Course Schedule (Check with school to receive most updated schedule)	Check with school to receive most updated schedule	Check with school to receive most updated schedule	Check with school to receive most updated schedule
Course Hours	96	120	93
Course Price	\$ 2200	\$ 2500	\$ 3800
Price Includes	Classroom Hours 96 , Lab Hours 0 , Internship Hours 0 , Practical Hours 0	Classroom Hours 120 , Lab Hours 0 , Internship Hours 0 , Practical Hours 0	Classroom Hours 55 , Lab Hours 38 , Internship Hours 0 , Practical Hours 0
Price Does Not Include			
ITG Voucher Eligible?	Yes. ITG vouchers issued for this course will cover the listed price, up to \$3800.	Yes. ITG vouchers issued for this course will cover the listed price, up to \$3800.	Yes. ITG vouchers issued for this course will cover the listed price, up to \$3800.
HRA Vouchers	Yes	Yes	No
Course Evaluation	Report Card 100% completed course <i>Results from 1 voucher customers</i> 100% got jobs <i>Of the 1 voucher customers who were unemployed prior to training</i> Student Review 7 Responses(3) Satisfaction with course No Responses(3) Usefulness of course for job	Report Card This course was not attended or evaluated in this review period. Student Review This course was not attended or evaluated in this review period.	Report Card This course was not attended or evaluated in this review period. Student Review This course was not attended or evaluated in this review period.

After the “NYC Training Guide – Research Worksheet” page shows up as below, **right click the address bar and copy the URL**



Lastly, **right click to paste the URL** onto your ITG online application at http://www.nyc.gov/html/sbs/wf1/html/develop/itg_application.shtml as below



Additional instruction, please click here for **Video** (Window Media Player) guidance on the application process:
http://www.nyc.gov/html/sbs/wf1/media/video/ITGApplicationTraining_512k.aspx