

Providing Individualized Computer and Business Training

COMPUTER SKILLS AVAILABLE:

- Development of Keyboarding Speed
- Windows Programs:
 - Word
 - Excel
 - Access
 - PowerPoint
 - QuickBooks
 - Publisher
 - Outlook
 - Internet Email

*All subjects are offered at basic, intermediate and advanced levels depending on student need

- Data Entry Applications
- Basic Medical Terminology

*Available in some combination for all certificate courses, electives adjust to job market demand

CAREER SKILLS:

- Work Ethic
- Attitude and Communications Skills
- Resume and Portfolio Development
- Interview Workshops
- Job Club

*Specific to customer service coursework

Full time classes run 4 days a week for 4 hours a day

ATS Plus School of Business offers classroom and individual short term PC computer training courses in a friendly business classroom environment. Our instructors have been in the business for many years providing job and life skill guidance for 100's of displaced employees seeking to update their capabilities.

The training opportunities range from One to One tutoring to 6 month classroom certificate programs are all geared toward increasing the employability of the student. The class sizes are kept small, under 12 per class, to ensure individualized attention.

Certificate Courses

- Administrative Office Assisting • 6 months
- Customer Service - "Above and Beyond" • 4 months

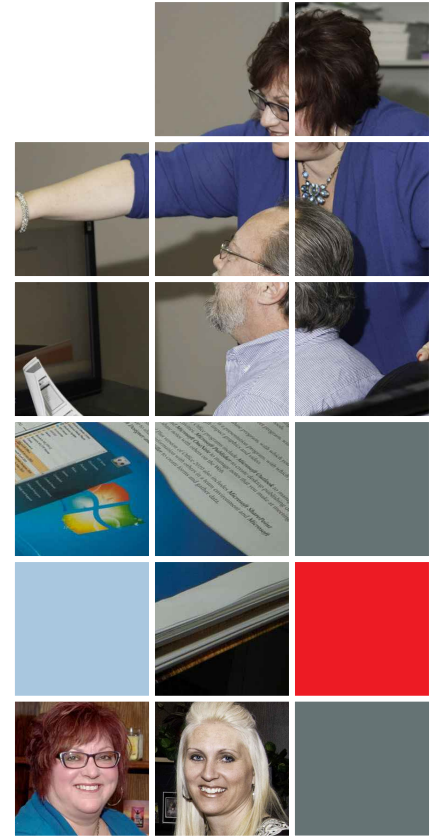
Upon graduation from this coursework you will be ready to work in any office environment. Typical job placements include: administrative assistant, dispatcher, office manager, customer service assistant, data entry professional, medical scheduler and medical record file manager.

SERVICES PROVIDED:

- Certificate Courses
 - Range from 4 months to 6 months
- Skill Award Course
 - 1 month program
- One to One Training for individual course direction and speed
 - Individual timing
- Work Adjustment services including assessment and reporting
 - Time determined based on need
- Clerical Assessment
 - 1 day or 4 day clerical testing
- GED Assessment and Tutoring Service which includes a pre-test, customer training and re-test on 5 subjects and the essay
 - 4 week session
- On-Line Job Search
 - Basic email, application and data entry

FEE SCHEDULE:

- Administrative Office Assistant .. \$6600
- Customer Service \$4400
- Skill Award Course \$1100
- One to One Training
 - Tutoring at ATS \$45/hr
 - Tutoring at your location \$65/hr
- Work Adjustment Fee set by state
- Clerical Assessment \$150/day or \$500 for 4 days
- GED Assessment \$300
- On-Line Job Search \$300



Owners/Administrators:
Lisa Peske, Tiffany Jordan

419-244-6332
www.atsplus.org

ATS Plus provides individualized Microsoft Office skill training and job readiness services. Our specialty is working with people who prefer small classes offered in a professional office environment.

Our building is ADA compliant with easy parking and all the facilities on the first floor. The classroom also contains ergonomic computer equipment.

We support individuals in their personal desires to become confident, capable employees.

TOLEDO HEADQUARTERS

5360 Heatherdowns Blvd • Toledo, OH 43614
419-244-6332 • Fax 419-244-6274
www.atsplus.org • atsplus@bex.net

FINDLAY BRANCH

1995 Tiffin Ave Suite 1B • Findlay, OH 45840
419-244-6332 • Fax 419-244-6274
www.atsplus.org • atsplus@bex.net