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Inserts
Program Requirements
School Calendar

Published: June 6, 2011

ATS Plus School of Business

Founded in 2011

The school was founded in order to meet the needs of all persons requiring clerical training as a means to securing employment as well as for persons desiring to update current technical skills. Our individual approach and dedication to working with all students as individuals in a non-competitive setting promotes improved self-worth. We are committed to making this happen.

School Description

The purpose of ATS Plus School of Business is the combination of individualized skill training and job readiness services. Our specialty is working with people who prefer small classes with less competition.

We offer state-of-the-art training in a supportive environment to people who are unemployed, who need technical retraining, and/or people with barriers to employment. The mission of ATS Plus School of Business is to provide quality services and personal adjustment to all individuals in order to maximize their potential for future employment. Our focus on personal improvement and development as a future employee makes our school unique. Time and effort is spent working with each student as an individual and focusing on what is needed in order to develop each student's potential.

***Certificate of Registration 99-12-1525T
State Board of Career Colleges and Schools
WIA Training Provider***

5360 Heatherdowns Blvd., Toledo, OH 43614
Office: 419.244.6332 Fax: 419.244.6274
Website: atsplus.org Email: atsplus@bex.net

We provide a unique approach to clerical training that includes:

- Small classes
- Individualized and personalized instruction
- Individually-designed skill enhancements
- Short-term training (continuing education)
- Job placement services
- Self-paced training (one-on-one)
- Career Development Series
 - Self-Belief/Good Attitude
 - Communicating Effectively
 - Above and Beyond
 - Career Management-Interviewing
 - CM-Resume/Portfolio
 - CM-JSST/Interviewing

Admission Requirements

In order to be considered for admission to ATS Plus School of Business, it is preferred but not required that a prospective student be tested for clerical aptitude. An appointment will be made in order for the prospective student to have the opportunity to meet the school director/or staff and tour the school. Following the tour, the student will be notified of acceptance and orientation date. Although a GED is not required for admission, it is strongly recommended it be obtained by the end of the training program.

Enrollment

Orientation - During orientation, students will be briefed on the school's policies and safety procedures, given a copy of the school's catalog, copy of current month's class schedule, and a copy of the program requirement completion form for full program enrollees. This will give the student an opportunity to monitor his/her individual completion dates and grades.

Enrollment Dates - New classes for programs start every four weeks. One-on-one and continuing education students will begin the first Monday of the current period depending on the classes being offered and/or instructors availability.

Policy for Granting Credit for Previous Education and Training - The school director will evaluate official transcripts and documentation of previous education and training and appropriate credit given.

School Hours - The school will be open from 8:00 a.m. to 4:30 p.m. Student hours are scheduled between 8:00 a.m. and 4:00 p.m. and Friday between 8:00 a.m. and 12 noon.

Facilities and Equipment. - ATS Plus School of Business is a small business school (2500 sq. ft.) located in a large, two-story building which was remodeled in the last ten years. Our school is situated on the first floor which simulates an office environment. It consists of a reception area, computer lab for 12 students, a Director's office, dividers to provide for staff lunch room, an area for studying, a classroom and conference room for lecture classes, and two computer labs accommodating 23 students. New, state-of-the-art equipment, furniture and textbooks, and ADA accommodations (ramps, wrist rests, foot rests, large-screen monitors, various types of keyboards, etc.) are offered to our students. The building has restrooms on each floor with handicap accessibilities. It has been determined through the years of experience that a pleasant environment lends to developing high self-esteem and is conducive for learning.

Transportation and Parking - The school is located within the TARTA service area. Free parking is available for all students in parking lots surrounding the school. Handicap parking is available.

Counseling and Guidance - The school is committed to providing for each student's needs. Whenever a student experiences personal difficulties or problems, he/she is encouraged to seek out the Director who will assist, and if necessary, refer them back to their referral source for further services if necessary.

Student Information

Standards of Conduct - Students at ATS Plus School of Business are expected to maintain a professional and positive attitude towards their work, the faculty, and other classmates. A high standard of honesty and integrity in their schoolwork is expected. If a student is involved in any incident involving possible cheating or plagiarism, dismissal could occur.

Attire - Because students are being trained for an office career, they are encouraged to attend school dressed as they would for future employment on as many occasions as possible. Classes in proper office dress and grooming are held periodically in order to reinforce the importance of making a good presentation. Any attire with offensive language or pictures are inappropriate for a professional setting and

are not permitted. Slacks or jeans are permissible. No hats are to be worn in school setting. Cell phones are not to be turned on in school classrooms.

Personal Property - ATS Plus School of Business assumes no responsibility for loss or damage to any student's property, including loss or damage to any car or its contents. Students are expected to respect the property and furnishings of the school at all times. Any malicious damage will be charged to the student.

Physical Violence, Vandalism, and Theft - Any student exhibiting inappropriate behaviors which threaten or cause direct physical harm, destruction of property, and/or stealing, will be subject to suspension or dismissal depending upon the severity of the action.

Grievance Policy - Any student of ATS Plus School of Business is entitled to present a grievance to the Director provided the following procedures have been carried out in the sequence listed:

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the Director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio toll free (877) 275.4219.

Credit Earned - All courses are measured in terms of clock hours. One clock hour equals 50 minutes.

Progress Reports - All students will participate in a monthly staffing with or without a referral source in order to discuss progress. A final transcript will be issued at the end of training when all required work is completed. Students will have access to progress made in currently enrolled classes through use of grade folders - papers are graded on a timely basis.

Graduation - A Certificate of Completion will be awarded to each student upon completion of required clock hours prior to graduation with a 70% accumulative average in all coursework.

Standards of Satisfactory Progress

Satisfactory progress standards apply to all students enrolled in a program at ATS Plus School of Business. In order to maintain satisfactory progress, a student must meet specific minimum standards of academic achievement and completion of courses attempted.

Attendance and Leave of Absence Policy - The school does not allow a leave of absence. A student would be required to withdraw and re-enroll at the beginning of the next term.

Tardiness Policy - A student reporting 10 minutes late for a scheduled class will be considered tardy. Three tardies will be counted as one unexcused absence.

Class-cut Policy - A class cut will be considered a non-excused absence.

Withdrawals - If a student is not in attendance for five consecutive days without notifying the school with a reason for absence, the student may be considered withdrawn from the training program.

Unsatisfactory Performance Evaluation (UPE) - A pink sheet will be given to students at the end of the second month if progress is unsatisfactory or at any other time as deemed necessary. The student will have one month for corrective action upon receipt of this form. Failure to comply could result in termination.

Conditions for Interruption for Unsatisfactory Grades or Progress

If an unsatisfactory progress report is received during the monthly reporting period, the student will have until the end of the next monthly reporting period to earn a GPA of 2.0 or (70%) or higher and still maintain an overall average of 2.0 (70%) in all combined classes. Any incompletes not made up by the end of a student's program will be considered F's, and the student will not be eligible for graduation until a passing grade is received. The final grade for any course, which must be repeated, will be based upon grades achieved by the student while repeating that course. All make-up work is left to the discretion of the instructor.

If a student does not achieve a satisfactory grade of 2.0 or above during the probation, the school will notify the financial service provider to interrupt the student's educational benefits.

Conditions for Re-entrance after Unsatisfactory Progress or Conduct

A student will be permitted to re-enter the program at the beginning of the next term if the student has resolved the problems causing the unsatisfactory progress or conduct.

Grading System

The grading scale at ATS Plus School of Business is:

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

59 or lower = F

Program Fees

Administrative Office Assistant - 6-Month Program

\$6600.00 - entire program, no book fees - included in tuition cost as desk copies.

Books may be purchased by counselor's discretion.

\$1100.00 a month no book fees - included in tuition cost as desk copies. Books may be purchased by counselor's discretion.

- AOA include placement for 6 months after completion.

Continuing Education Fees

Any class can be taken individually as offered monthly.

\$300 per class, no book fees - included in tuition cost.

One-On-One-Class Fees for any Subject (including JAWS)

\$50 per hour

Work Adjustment - \$300.00 weekly

REFUNDS

Refunds will be made within 30 days of the date of cancellation or termination, but in no event will exceed 45 days from student's last day in attendance. Refunds will be calculated as of the last day of actual attendance. If a student cancels prior to enrollment, the individual or referral source is under no obligation to pay any of the tuition. This contract may be cancelled within five days of signing.

After a student starts school, the individual or referral source will be obligated for tuition payments as follows per the State Board of Career Colleges and School's Refund Policy.

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1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
 2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
 3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
 4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
 5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2219; toll free 877-275-4219.

*All efforts will be made to return pre-paid amounts for books, fees and supplies except for those that have been consumed.

Clerical Assessments

ATS Plus School of Business can assess basic skills, keyboarding skills, software skills, computer knowledge, and personality traits. We administer an assessment instrument from Pearson Reid London House which features seven individual computerized short tests which help you assess a consumer's level of competency and aptitude in one or more skills important for success as an office worker. A one-day assessment is available to assess comprehensive skills, ability to get along with others, adjustment to new situations, and social skills in general. The assessment can be extended to two days, one week, two weeks, or longer depending on the areas that need to be evaluated. There is no more than a seven day turnaround for reports. A faxed copy of skill levels will be sent to the referral source within 24 hours at the end of the assessment.

Work Adjustment

Work adjustment is structured and goal-directed. The ATS Administrator will develop a plan with the case manager that will indicate specific behaviors in need of change and computer skills that require development. Examples of areas addressed during the work adjustment period may include: increasing work speeds, improving quality, attendance, punctuality, work hardening, social skills, grooming, supervisory relations, self-concept, problem-solving, and adjustment to disability. During this time, feasibility for skill training could also be identified.

Program Description

Administrative Office Assisting

TOTAL CLOCK HOURS: 320

Course	Theory	Lab	Clock Hours
Keyboarding	Pass	Fail	0
Skillbuilding	Pass	Fail	0
Numeric Keypad	Pass	Fail	0
Windows XP/Basic Internet	12	4	16
Word I	12	4	16
Word II	12	4	16
Word III	12	4	16
Excel I	12	4	16
Excel II	12	4	16
Excel III	12	4	16
Access I	12	4	16
Access II	12	4	16
Medical Terminology I	12	4	16
Medical Terminology II	12	4	16
Publisher	12	4	16
Interactive Data Entry	4	12	16
Integrated Software	4	12	16
Self-Belief/Good Attitude	12	0	12
Communicating Effectively	12	0	12
Above and Beyond	12	0	12
CM-Resume/Portfolio	8	8	16
CM-JSST/Interviewing	12	0	12

Program Description

Customer Service “Above and Beyond”

TOTAL CLOCK HOURS: 148

Course	Theory	Lab	Clock Hours
Keyboarding	Pass	Fail	
Skillbuilding	Pass	Fail	
Numeric Keypad	Pass	Fail	
Intro to Word	12	4	16
Word I	12	4	16
Word II	12	4	16
Excel I	12	4	16
Excel II	12	4	16
Interactive Data Entry	4	12	16
Self Believe/Good Attitude	12	0	12
Communicating Effectively	12	0	12
Above and Beyond	12	0	12
Windows/Internet	12	4	16

Program Schedule

Administrative Office Assisting Program

<p style="text-align: center;"><u>Month 1</u></p> <p>Keyboarding Windows/Internet Numeric Keypad Data Entry Applications Self-Belief/Good Attitude</p>	<p style="text-align: center;"><u>Month 2</u></p> <p>Word I Excel I Skillbuilding Communicating Effectively</p>	<p style="text-align: center;"><u>Month 3</u></p> <p>Word II Excel II Above and Beyond Skillbuilding Medical Terminology I</p>
<p style="text-align: center;"><u>Month 4</u></p> <p>Word III Excel III Skillbuilding/Dexterities CM - Interviewing Medical Terminology II</p>	<p style="text-align: center;"><u>Month 5</u></p> <p>Access I Skillbuilding CM - Resume/Portfolio/JSST Publisher</p>	<p style="text-align: center;"><u>Month 6</u></p> <p>Access II Integrated Software CM - Mock Interviewing Skillbuilding/Dexterities</p>

Program Schedule

Customer Service- "Above and Beyond"

<u>Month 1</u>	<u>Month 2</u>	<u>Month 3</u>
Keyboarding Windows/Internet Numeric Keypad Data Entry Applications Self-Belief/Good Attitude	Word I Excel I Skillbuilding Communicating Effectively	Word II Excel II Above and Beyond Skillbuilding Medical Terminology I

Course Descriptions

ACC 301 QUICKBOOKS PRO I

16 Clock hours

This course teaches students to maintain a ledger, track vendor, customer and inventory activities, process payroll for company employees and prepare bank reconciliations.

ACC 401 QUICKBOOKS PRO II

16 Clock hours

This course includes an advanced computerized accounting system.

DAT 101 NUMERIC KEYPAD

Pass/Fail

This course introduces the student to the ten-key numeric touch method used to operate machines in businesses now and machines that will be used in the future. Upon completion of this course the student will find the touch method is faster, more accurate, and uses less head and hand movement in comparison with “hunting and pecking”.

DAT 201 INTERACTIVE DATA ENTRY

16 Clock hours

This course is designed to prepare the student for a career as an Informational Records Clerk. This course includes four real-life projects that capture the actual work performed by an IRC. The projects will broaden their decision-making and problem-solving abilities. The students use headsets to retrieve information as a Customer Service Representative.

DBS 101 ACCESS I

16 Clock hours

This course is an introduction into a software package that enables the user to perform database tasks on the computer. The basic functions of Access are learned. The student will learn to create and sort database records and create queries.

DBS 201 ACCESS II

16 Clock hours

This course is an extension of Beginning Access that will include reports, forms, and queries.

KEY 101 KEYBOARDING**Pass/Fail**

This course is developed to familiarize the beginning student with the basic principles of keying and the proper techniques of keyboard operation. Emphasis is placed on learning proper key reaches and skillbuilding.

KEY 202 SKILLBUILDING**Pass/Fail**

Provides an individualized diagnostic/prescriptive method for developing accuracy and speed in typewriting. Timed writings are analyzed, and the textbook is programmed to assign specific drills for specific kinds of errors. The student will keep charts to closely monitor speed increases and decreases and types of errors made.

MED 101 MEDICAL TERMINOLOGY I**16 Clock hours**

The purpose of the Medical Terminology course is to provide the student with the fundamentals and knowledge required to determine the definitions of medical terms.

MED 201 MEDICAL TERMINOLOGY II**16 Clock hours**

This course is an extension of the Medical Terminology course. The course is designed to provide advanced knowledge of the fundamentals and knowledge required to determine the definitions of medical terms.

MED 301 COMPUTERIZED MEDICAL OFFICE I**16 Clock hours**

To provide the student with the knowledge and skills to perform clerical functions in a medical office.

MED 401 COMPUTERIZED MEDICAL OFFICE II**16 Clock hours**

This course is an extension of Medical Office I. The course is designed to provide advanced knowledge and skills to perform clerical functions in a medical office.

PRO 101 SELF-BELIEF/GOOD ATTITUDE**12 Clock hours**

This class is the first in the Career Management Series. Emphasis is placed on students learning about themselves and how to work effectively with others who are different from them.

PRO 102 COMMUNICATING EFFECTIVELY

12 Clock hours

The emphasis of this course is placed on a way of thinking about both internal and external customers that will focus efforts on putting quality customer service and excellent communication first. In addition, learning to deal with day-to-day activities in an office setting and the ability to work effectively in a diverse environment. Emphasis is placed on etiquette and proper manners expected in an office environment. Being able to communicate effectively with co-workers and being able to “come out of their comfort zones” by reading a book and giving a 10-15 minute presentation is stressed.

PRO 103 ABOVE AND BEYOND

12 Clock hours

This course is the introduction to learning the proper tools needed in order to conduct a successful interview; ie, proper handshake, personal presentation, company and job questions, researching the company and determining what questions are applicable, explaining your talents, exhibiting proper body language, and convincing the interviewer why you are the best person for the job.

PRO 104 CAREER MANAGEMENT-INTERVIEWING

12 Clock hours

This course is the introduction to learning the proper tools needed in order to conduct a successful interview; ie, proper handshake, personal presentation, company and job questions, researching the company and determining what questions are applicable, explaining your talents, exhibiting proper body language, and convincing the interviewer why you are the best person for the job.

PRO 105 CM-RESUME/PORTFOLIO

12 Clock hours

This course will allow the student to develop a professional resume, sample cover letters, and follow-up letters. The student will also be responsible for generating a portfolio to display their resume, recommendations, references, and samples of completed work, and finalize appropriate business appearance.

PRO 106 CM-JSST/INTERVIEWING

12 Clock hours

This course increases the student’s knowledge of standard accepted job seeking skills and techniques and enables the student to conduct independent, structured job search. Advanced tasks include filling out applications, interviewing techniques, and setting up a structured job search.

POW 101 POWERPOINT

6 Clock hours

The emphasis of this course is on completing a presentations graphics program with professional presentations. The student will be able to format a slide show using one of the design templates. Additional features include the following: Word Processing, Outlining, Charting, and Drawing.

PUB 101 PUBLISHER

8 Clock hours

Students will learn to use a collection of software tools and design techniques to create a variety of formatted products such as business cards, magazine covers, pamphlets, book jackets, brochures, labels, and newsletters using Microsoft Publisher.

SPR 101 EXCEL I

16 Clock hours

This course will introduce the student to electronic spreadsheets and enable him/her to replace the columnar pad, pencil, and calculator. Excel commands simplify and automate all the procedures related to creating, changing, updating, printing, and graphing spreadsheet data.

SPR 201 EXCEL II

16 Clock hours

This course is an extension of Beginning Excel. The student will learn more advanced formulas in Excel including the IF functions and formatting text and numbers.

SPR 301 EXCEL III

16 Clock hours

This course is an extension of Intermediate Excel. The student will learn how to use functions and data tables.

WIN 101 WINDOWS XP/BASIC INTERNET

16 Clock hours

This course introduces the student to the most recent Windows operating system. Using Windows XP, students will learn how to manipulate Windows, create folders and subfolders, move and copy files among drives and folders, delete and restore files, and search for files.

WOR 101 WORD I

16 Clock hours

This course is an introduction into a software package that enables the user to perform word processing tasks on the computer. The basic functions of Word are learned. The student will learn to create, edit, and print documents such as letters, and memos.

WOR 201 WORD II

16 Clock hours

This course is an extension of Beginning Word with emphasis in increasing knowledge in procedures using the Windows environment. Advanced features covered will include the following: merging documents, tables, graphics, text art, and newspaper columns.

WOR 301 WORD III

16 Clock hours

The student will learn how to create professional-quality documents using more advanced functions in Word.

WOR 401 INTEGRATED SOFTWARE

16 Clock hours

The student will be faced with realistic workplace challenges in a simulated company. Students will integrate business vocabulary, critical thinking, and research skills as they learn more about document processing.

ATS Plus School of Business currently offers a **Certificate of Completion** in the program found on the insert of this catalog. In addition to the above core programs, the ATS Plus School of Business offers continuing education classes, and classes to update current skills. These classes include all of the courses as listed in this catalog as they are offered monthly. One-on-one classes are held according to availability of teachers. These classes allow students to learn at their own personal pace. We strive to be flexible in all scheduling for the benefit of the student.

The student will be faced with realistic workplace challenges in a simulated company. Students will integrate business vocabulary, critical thinking, and research skills as they learn more about document processing.

Faculty and Staff

Mrs. Lisa Peske, Administrator

- 12 years - Software Training Specialist, Academy of Technical Studies
- Ohio State University, Business/Math Education
- 11 years - Wall Street Journal, Bowling Green, OH
- 2 years - Administrative Assistant
- 10 years of teaching experience in computer software and accounting principles

Mrs. Tiffany Jordan, Administrator

- 12 years - Executive Assistant, Academy of Technical Studies
- University of Toledo, Business Administration
- 7 years - Business Owner/Instructor
- 3 years - Present Kumon - Children's supplemental educational program - Administrative Assistant
- Training in computer software - Web Wise Seniors
- 6 years - Teaching experience in computer software applications

Mrs. Janet Adams, Software Training Specialist

- 2 years - Academy of Technical Studies
- University of Toledo - General Studies
- 12 Years - HSBC/Beneficial
- 6 Years - Assistant Manager
- 10 Years administrative and teaching experience in early childhood and development