

Our Special Services

One on One Instruction

Private training in a one-on-one environment is a Point & Click specialty. Executive level training, "Hour of Power Learning", and more are offered.

Customized Training

Let our team develop training exclusively for your company by analyzing your company objectives, your current hardware and software systems and your employees' skill level. We can then evaluate your current position and make all necessary recommendations.

Our Place or Yours

All courses can be taught at a Point & Click location or at your own facility.

Comprehensive Services

Whether you need to expand your network, build new database applications, implement GroupWare or work on multiple platforms, Point & Click can help speed up the process.

Services available include, group and individual training, customized training sessions, hardware and software consulting, network installation and maintenance, web hosting, e-mail, designing and developing company and executive multimedia presentations.

Room Rental

We have training rooms that can be rented for your specific needs. Each room can comfortably accommodate 10-12 students and is networked and equipped with Pentium based machines with the latest software. Please contact us for pricing and availability.

For more details about our programs

Please call us at **800.465.4425**

www.pointandclickinc.com

Point & Click

... it's that simple.

Harrison Executive Park • 3020 Westchester Ave. • Suite 203 • Purchase, NY 10577
914-697-5020 • 800-465-4425 • www.pointandclickinc.com



Point & Click

... it's that simple.

Training, Consulting, Development and more...

Harrison Executive Park • 3020 Westchester Ave. • Suite 203 • Purchase, NY 10577
914-697-5020 • 800-465-4425 • www.pointandclickinc.com

About us...

Point & Click is a full service computer consulting corporation. We are an independent technology training center specializing in providing total training and consulting solutions to business professionals. We teach clients how to use popular business-related software through hands-on, instructor-led training. Do you need some "sneaker" support? We can put someone on-site to help business professionals right at their desks.



Point & Click also provides technical training designed to help today's changing companies keep pace with technological advancements. In addition, Point & Click offers proprietary and executive training for your company's unique software requirements. We can even help you install a network if you are just getting started or maintain and upgrade your already existing network.

Point & Click has expanded its offerings to include Project Management skills for the IT as well as the Business Professional. As organizations like yours are looking to cut costs and deliver applications on time, project management has become extremely important. Let us show you how project management can assist you in meeting or exceeding the needs of your clients and customers.

Point & Click has also expanded with e-learning. We have become a preferred partner with a premier e-learning company. Ask us about a blended learning approach to your training needs.

Our goal has and will always be to set the standard in the computer industry and to meet our clients' needs in the most efficient and cost effective manner possible.

The key to our continued success is maintaining the highest level of Customer Satisfaction.



Why Clients Choose Point & Click



Experience & Instructors

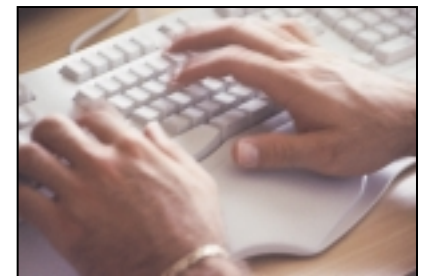
Point & Click's staff has more than twenty-five years of computer training and consulting experience from small companies to Fortune 500 corporations. We offer a wide variety of courses on the most popular software packages. Our approach is to blend education, computer knowledge, business experience, and teaching ability, which allows us to motivate and teach people successfully.

A World of Services

Point & Click offers comprehensive, flexible services to optimally meet our clients' needs. Services include course customization, skills testing, networking, system & software evaluations, student & division needs analysis, and more.

Training that is Guaranteed

At Point & Click, your satisfaction is our primary concern. We offer students the ability to repeat a course that they've previously attended, free of charge for up to 12 months.



Consulting Services

Time is always of the essence in all your training and consulting needs. Let us provide you with our unique consulting approach. We can provide you with an instructor, a consultant and a business partner all wrapped in one. Whether you are in need of training, application development work or just someone to work with you in developing your project, give us a call for further information.

Desktop Applications Skills

Windows 2000 / XP
Office 2000 / XP – Word, Excel, PowerPoint, Access
MS Project
MS FrontPage
Visio
Lotus Notes Mail
MS Exchange / Outlook
Crystal Reports
QuickBooks

Project Management Skills

Project Planning & Control
Determining Business Requirements
Creating Functional Specifications
Project Risk Management

IT Professional Skills

HTML
XML
JAVA
Oracle
DB2
PERL
.Net
OOA&D

For more details about our programs
Please call us at **800.465.4425**