

Services

CRM developed by PCF

Training:

- Instructor-led classroom at your location
- One-on-One tutoring at your location
- Instructor-led virtual classes via the Internet or Intranet
- Custom Recorded training modules/tutorials – available on CD and/or via the Internet/ Intranet See demo on PCF website.
- e-learning for Microsoft Certification courses as well as classroom certifications.
- Train the Trainer workshops
- Making professional Presentations workshops
- Software Upgrade roll-outs
- Custom Applications

Presentations:

- We will develop your PowerPoint presentation for you. You provide the content and we will do the rest!!

Assessments and Surveys Turn-key Solutions:

- Design the survey and/or assessment, develop the database, enter the results, and write the reports.

Development Turn-key solutions:

- Database including Access, Visual Basic and SQL
- We will design a CD introducing new product or software application (product demo for example)

Database Maintenance:

- We will manage your database lists.

Email Campaigns:

- We will send up to 10,000 email messages a month to your list.

Project Management – on site:

- We will send a Project Manager to your business on a temporary contract basis.

Training Management – on site:

- We will send a Training Manager to your business on a temporary contract basis.

New Start-up Companies:

- We will design business cards, letterhead, brochure and website to get your new business up and running smoothly. You can sell your product and/or service without the hassle of the rest.

Web Start-up:

- We will help you with all the necessary steps to create a website, including setting up a domain name, host company, etc.. We will help you design it or design it for you.

PC Focus has developed a Contact Resource Manager System called “**ProjectLinks**”. This system is a client/server application that is MS Access based and can run on any system that has Office Professional. You can also run this program on systems that do not have Access. We have customized this program for many customers who initially were looking for an “off the shelf” contact management system. Our system is customized for your sales staff, very versatile and offers unlimited room for growth as your business needs increase or change. See more on our website.



On-site training

PC Focus will provide:

- Wireless laptops & large screen projection unit
- 2 hour sessions—topic specific
- Customized user manuals
- Professional & experienced instructor
- Applications (partial list)
 - MS Office 2007, 2010 & 2013
 - Integration of MS Office applications
 - Crystal Reports
 - Dreamweaver
 - Windows 7 & 8 Operating Systems
 - Custom applications
 - Adobe Acrobat
 - Project Management

You provide:

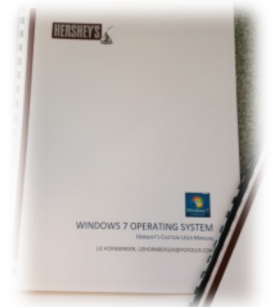
- Large conference room
- Contact person
- Schedule & class information
- Participant information
- Participants

Customized Training On Business Applications

Database Development Applications and more . . .



Classroom
Training



Curriculum



Sales/Laptop
Training

Elizabeth Hornberger, Founder & President



Liz Hornberger is founder and president of PC Focus, a local solutions provider in training, web and database development applications—in business now for 24 and a half years. PC Focus offers a wide variety of "hands-on" application classes, Office 2007, 2010 and 2013 as well as Adobe, Crystal Reports to name a few. In addition to training PC Focus designs and develops turn-key database applications. See our "[services](#)" link on our website for a detailed list of the many services that we offer.

Liz personally specializes in sales automation training and travels for her corporate clients as laptop and computer related sales training is requested. As a sales person herself, she understands the applicability of a computer as a tool and how it relates to sales. We will customize classes to meet the clients training as well as development needs.

Liz has served on many boards and committees over the years including the Expo committee and the Information Technology Council for the Lancaster Chamber of Commerce. She taught voluntary computer workshops for ASSETS and served as a director on the Board of Directors for SME (Sales & Marketing Executives) and Tabor Community Services. Liz also served a three-year term for the Lancaster Chamber of Commerce Board of Directors.

Liz has received recognition and various awards over the past several years. She enjoys playing the piano and when the weather is cooperative, she also enjoys playing golf.

"Mini University" at your company location

Let PC Focus help you design and implement a software training program that is available to your employees all year long. Call or email Liz for more information. 717-380-6934 or lizhornberger@pcfocust.com

This program will offer a schedule with class offerings for a year. PC Focus will design, implement and teach all the classes. You give us your "wish list" and we will do the rest.

Benefits

- Employees can set and achieve goals
- Managers can set expectations for employees
- "JIT" Just In Time Training
- All classes are customized for your company
- All courseware is customized for your company
- All scheduling is done by PCF
- Registrations & Confirmations
- Monthly reports to management

- Each participant will receive a "certificate of achievement" at completion of training.
- PC Focus will provide ongoing email support
- PC Focus will provide laptops for up to 6 participants if computers are not available. Participants are encouraged to bring their own laptops to class.
- Use your computer lab if one is available.
- On-line classes are available for remote users

We will show you examples of how other companies are offering this type of on-going software training to their employees.

We specialize in Custom Training & Database Development

Call us for a free quote.
There is no obligation.

717.380.6934

www.pcfocust.com

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