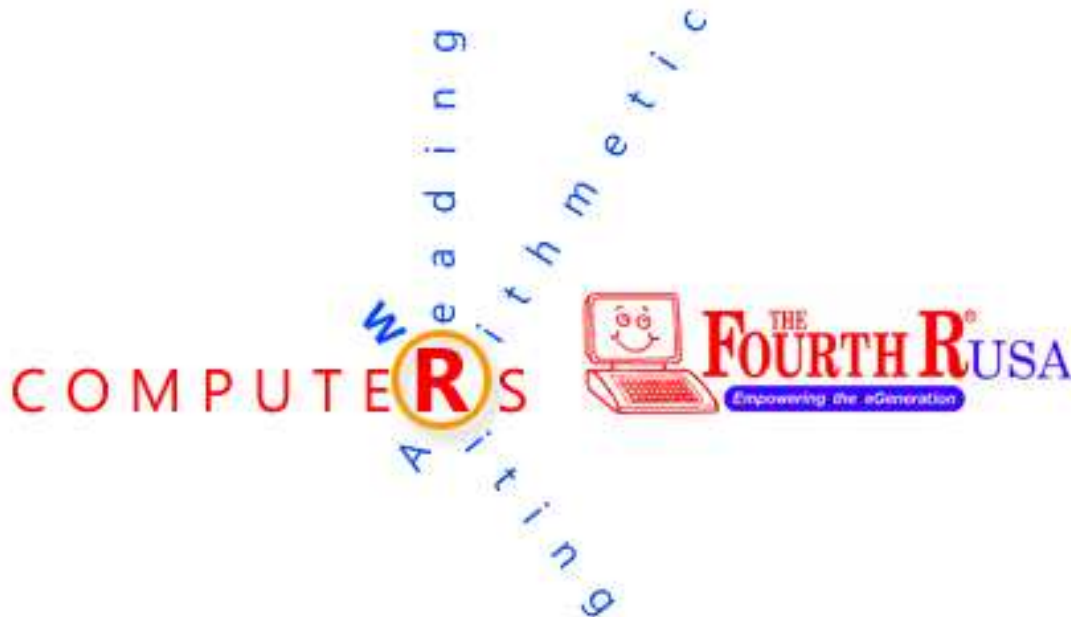


## The Fourth R Pakistan



**WE PROVIDE GRADE WISE INTERNATIONAL COMPUTER CURRICULUM**

### **Mission Statement**

Provide world class IT training and services to ALL children and organizations of Pakistan at the lowest cost possible.

**WE ARE THE ONLY AUTHORIZED REPRESENTATIVE OF THE FOURTH R IN PAKISTAN. ALL OTHER PARTIES ARE UNAUTHORIZED AND DO NOT OFFER YOU THE INTERNATIONAL PRODUCT AND RECOGNITION. YOU MAY WRITE TO [fourthr@fourthr.com](mailto:fourthr@fourthr.com) (The Fourth R USA) FOR VERIFICATION.**

Follow us on

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**You Tube**

<http://www.youtube.com/user/TechSynopsis>

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## The Fourth R Pakistan

### <Introduction>

The dawn of the 21<sup>st</sup> Century- and the era of new business opportunities-is at hand. The world today is looking to information Technology (IT) and the pivotal role that it will play in the future. An important aspect of the Information Age is its complete dependence on a single factor: the human mind. Over the last decade, Pakistan too is making its contribution to this revolution. In fact, it is one of the few countries that is making rapid strides into software and web development through this revolution. Computer education is giving from school level to kids to develop their logics and problem solving capabilities. This is where The Fourth R comes in. A US based leaders in computer training and now in SW development.

The Fourth R, established in 1991, assists partners in building and maintaining successful computer training and certification programs from Pre-Nursery to Grade 8 and then till O' and A' Levels. The Fourth R systems and resources offer proven methods and solutions to help partners succeed not only in today's marketplace, but also in the technology driven marketplace of tomorrow. Our main mode of marketing is our customer referrals and thus we understand the importance of keeping them satisfied. The Fourth R, with over 600 centers in 44 countries, is one of the fastest growing companies.

### <Recognitions and Accolades>

- **#1 Franchise in category IN THE WORLD (Feb 2002, entrepreneur.com)**
- **100 fastest growing franchises**
- **India has acquired over 70 member schools in a short span of 8 months. Their targets are to reach numbers of 400, 1000, 1500 in the next 3 years.**
- **The Government of Singapore has recognized The Fourth R curriculum as a IT standard of education.**
- **The state of Nevada, USA has recognized The Fourth R as a Post Secondary School and 32 of its K-12 schools have implemented The Fourth R teacher training and courseware resources.**
- American based computer training franchise
- World Headquartered in Kirkland, WA
- Established in 1991
- 40+ countries, 650+ locations
- Worlds Top 200 Franchise
- **Top 200 Affordable Franchise**
- **Member of International Franchise Association**
- **Microsoft Approved Courseware**
- Comprehensive provider of computer training solutions
- Certified Instructors
- **800 different courses, 100 plus test preparation practice exams, 100 plus knowledge guides and more.**

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## The Fourth R Pakistan

### <Some of our valuable clients (Schools- current and existing)>

- A.E.S. School for Girls - Karachi
- ICAS Boys Junior- Salamat School Systems-Lahore
- ICAS Boys Prep- Salamat School Systems-Lahore
- ICAS Girls - Salamat School Systems-Lahore
- Kids Kampus, Zafar Ali Road Campus- Salamat School Systems-Lahore
- Kids Kampus Qaddafi Campus- Salamat School Systems-Lahore
- Kids Kampus DHA Campus- Salamat School Systems-Lahore
- Learning Alliance School DHA- Lahore
- Lahore Pre-School DHA- Lahore
- Learning Alliance Junior School Gulberg- Lahore
- Lahore Pre-School Gulberg- Lahore
- Jadeed Dastgir Ideal High School- Gujranwala
- Origins Elementary School – (Karachi)
- The A.M.I. School, Nursery Branch – (Karachi)
- The A.M.I. School, Junior Branch – (Karachi)
- The A.M.I. School, Senior Branch – (Karachi)
- Reflections Personalized Education - (Karachi)
- Haque Academy-Karachi (Defence American School)
- Indus Academy Junior (Pre School) - Karachi
- Indus Academy Main Campus - Karachi
- Civilization Public School - Karachi
- Progressive Public School - Civilization Public School - Karachi
- Greenwood High School - Civilization Public School - Karachi
- Bay View Academy (Clifton)
- The C.A.S. School Clifton - Karachi
- The C.A.S. School P.E.C.H.S. - Karachi
- KN Academy Malir Campus- Karachi
- KN Academy Foundation - Karachi
- Generations School - Karachi
- EPIC School Lahore
- The International Islamic School - Lahore
- CSS Grammar School - Karachi
- Clifton Grammar School - Karachi
- Mrs. Tahseen Learning System-Karachi
- Froebel Education Centre Clifton - Karachi
- Falcon House Grammar School-Karachi
- Aureole High School - Karachi
- Oasys School (Clifton)-Karachi
- Karachi High School-Karachi

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## The Fourth R Pakistan

### <Some of our valuable clients (software solutions)>

- Cotton N Cotton
- Fuji Film Pakistan
- Berlitz Education Centre
- Construction Equipment Services
- Froebel Education Centre
- Trade Field Plastics
- Trade Field Marbles
- AES Schools for Girls
- Sky Flame
- Eastern Optics
- Pharmatec
- Ansari and Ansari Lawyers
- Chamexil
- Sports and Good Leisure
- Pc Doc and bug Detector
- E-counseling Site
- American Student Equivalency Exchange

### <Some of our valuable clients (Corporate)>

- MSD Pharmaceuticals
- Berlitz Education Centre
- Lever brothers Pakistan
- LASMO Oils
- Glaxo Wellcome
- Beacon House school systems
- Tapal Tea
- Pakistan International Airline

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## The Fourth R Pakistan

### <Our Services in Schools>

Our School group provides services in the following areas:

- ❑ **Authorize Education Center or during School program**
  - Fourth R international IT curriculum gets integrated into school current IT curriculum.
- ❑ **After School program**
  - Fourth R conducts after school IT workshops at your school.
- ❑ **Referral program**
  - Your School refers students, Parents to The Fourth R
- ❑ **Web site development**
  - Design and develop your school web site and also provide hosting with maintenance.
- ❑ **Technology consultancy**
  - Provide most recent technology consultancy and courses.
- ❑ **Teachers training**
  - Train you teacher with our Train the trainer program so school get the best result from their teachers.

### <Our Products>

- **Information Technology Training Programs**
  - Explorers ages 3-6 (Program A)
  - Mission Control ages 7-10 (Program B)
  - Cybernauts ages 10-15 (Program C)
  - Internationally authorized and approved courseware for adults (Program D)

### <Training Programs for Pre School and Elementary Division>

- Program is developed by a team of IT professionals and Learning specialists
- Internationally Award Winning Licensed Software with Teacher's Manuals
- Creative Worksheets for reinforcement of topics
- Younger Children Courseware:
  - Hands-On: "Learn by Doing"
  - Creativity
  - Arithmetic
  - Reading
  - Cognitive Skills Development
  - Motor Skills Development
  - Logic and Problem Solving skills
  - Sociability and Simple and attractive Interface

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## The Fourth R Pakistan

### <Children Program (steps of learning)>

1. Good Habits
2. Explore software
3. Mouse
4. Computer Concepts
5. Keyboarding
6. Sound
7. Hardware
8. Slideshow
9. Graphics
10. Scanner
11. Email
12. WWW
13. Fonts
14. CADS
15. Word Processing
16. Communications
17. Printing
18. Digital Camera
19. Writing and Publishing
20. Integrated Projects

### <The Fourth R AEC Program>

An AEC is a Fourth R school partner which has been provided with course-ware, training, implementation and on going support for a world-wide recognized, Integrated IT program for K1 thru 12 grade.

### <The Fourth R AEC Partnership highlights>

- Customized integration and Mapping of courseware into the school year from K1 to 11 Grade.
- Recruitment of trained IT teachers (All must pass Fourth R Teachers training program)
- Assessment tools and feedback for students and parents.
- Hardware selection and lab setup with leasing options.
- Free Teacher Training Program
- All teacher training for MS Office
- Train the trainer program for IT teachers
- Continuous support and updates through our research team in USA
- Technology consultancy.
- International Recognized certificate for ALL STUDENTS at the end of year
- International Recognized certificate for TEACHERS

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**<The Fourth R AEC Benefits to Students>**

- Be equipped with the necessary IT skills for the new century
- Get computer training at an age when it is most effective.
- Receive an internationally recognized certificate.
- Acceleration and enhancement of the traditional learning areas such as Reading, Writing, Arithmetic, Science and even Social, team and creative skills.
- Meet or surpass most one year DIT requirements.

**<The Fourth R AEC Benefits to Parents>**

- Assurance of the highest academic and IT excellence from a world renowned company.
- Provide the best potential for children to become Information Technology masters at the earliest age possible.
- Increase employment opportunities for those who cannot afford to continue on to higher education.
- Eliminate need to enroll children in much more expensive computer literacy and Diploma programs.

**<The Fourth R AEC Benefits to SCHOOLS>**

- High quality curriculum given.
- Increase parent satisfaction and hence enrollment.
- Highly possible that the curriculum can be implemented at no cost or even at PROFIT to the school.
- Eliminate IT teacher staffing issues.
- Free IT training for staff
- Free technology consultancy.
- A sense of satisfaction of having given children the best chance to succeed in the inevitable IT challenges of the future.

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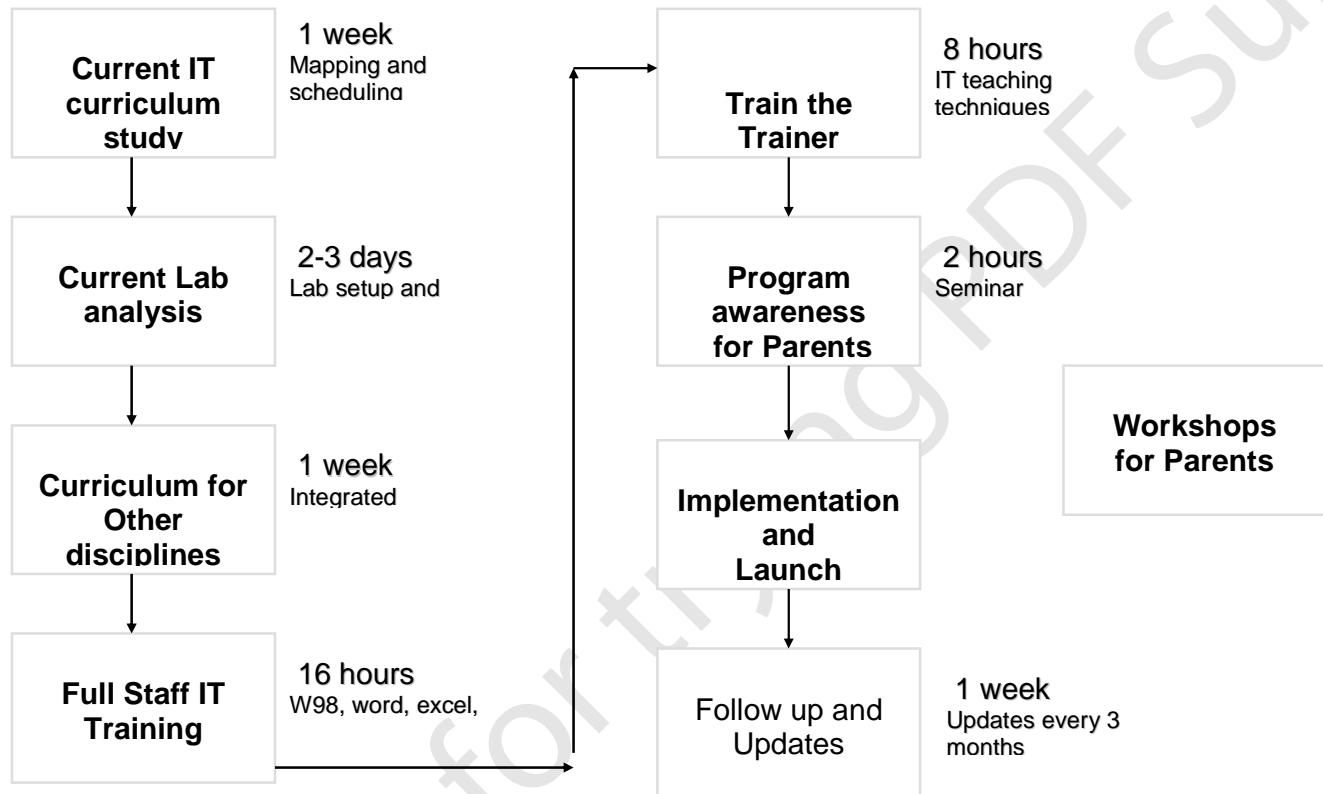
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## The Fourth R Pakistan

### <Implementation Stages>



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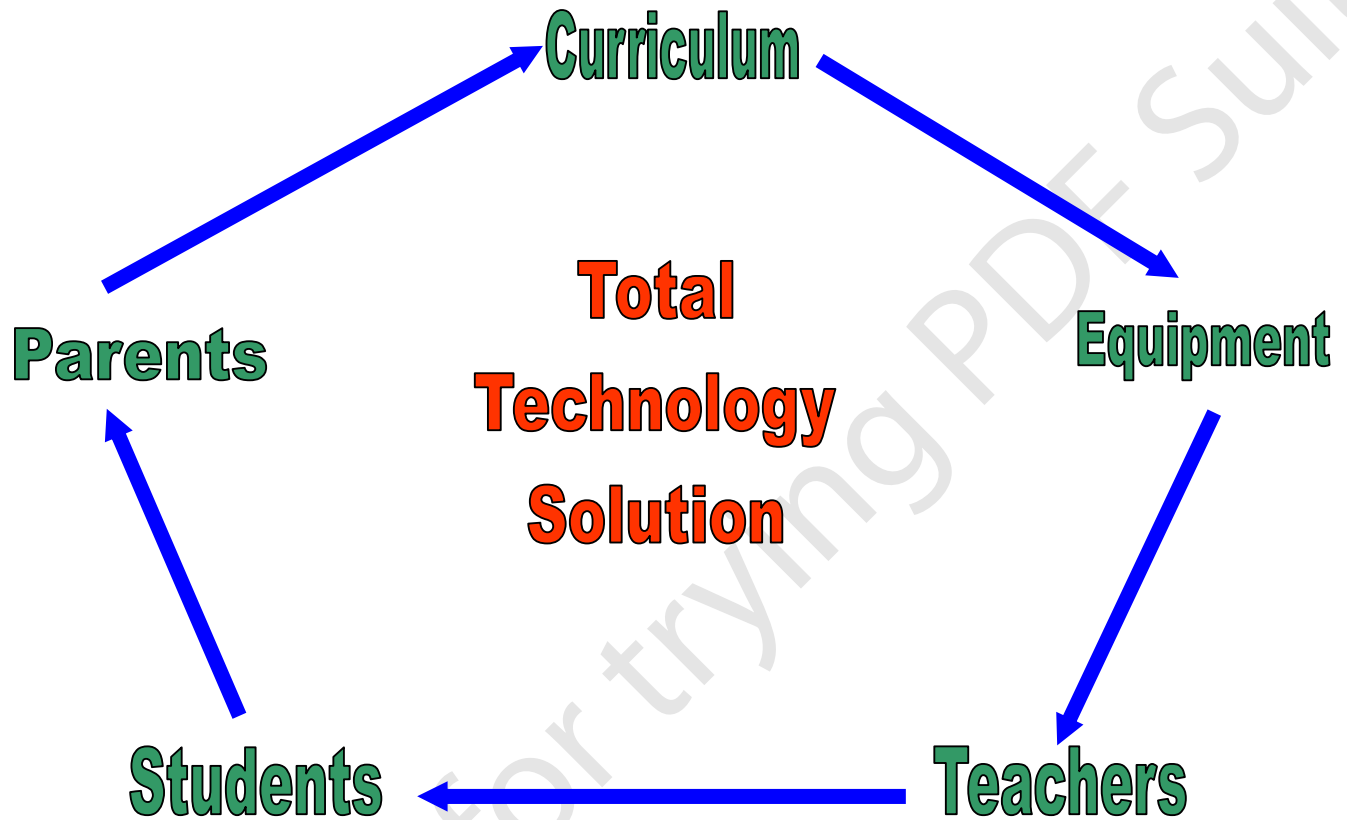
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<Desired Outcome>



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## The Fourth R Pakistan

### <AD501: Microsoft Word Version 2002 (Office XP) Part 1>

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employer/ Position (if applicable): \_\_\_\_\_

Rate yourself for the particular skill objective listed using the following scale.

1. Haven't learned yet.
2. Can do a little.

3. Can use effectively.
4. Accomplished user.

<b>Objectives</b>	<b>Assessment Questionnaire</b>			
Start Word	1	2	3	4
Use the Word menu system, Word toolbars and Word task panes	1	2	3	4
Display Help information	1	2	3	4
Reset the working folder	1	2	3	4
Enter text into the Document window	1	2	3	4
Save, print and close a document	1	2	3	4
Insert and delete text	1	2	3	4
Reverse an edit operation	1	2	3	4
Move and copy a text block	1	2	3	4
Apply attributes to text	1	2	3	4
Apply a new font and font size to text	1	2	3	4
Indent a paragraph	1	2	3	4
Create a numbered/bulleted list	1	2	3	4
Reset the left and right margins of a document	1	2	3	4
Reset the page orientation of a document	1	2	3	4
Set and clear tab stops in a document	1	2	3	4
Reset line and paragraph spacing in a document	1	2	3	4
Reset paragraph alignment in a document	1	2	3	4
Use the Spelling and Grammar Checker	1	2	3	4
Use the Thesaurus	1	2	3	4
Customize the AutoCorrect dictionary	1	2	3	4
Use a Word template to create a document	1	2	3	4
Insert a picture into a document	1	2	3	4
Preview and save a document as a Web page	1	2	3	4
Set up new users and groups	1	2	3	4

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**<Common programs titles that we offer in Middle and High School>**

<p><b><u>Microsoft Office Programs (2002,2003,2007 2010 versions):</u></b> Microsoft Word Microsoft Excel Microsoft PowerPoint Microsoft Access Microsoft Outlook Microsoft Publisher Microsoft FrontPage Microsoft Project Microsoft Money Microsoft Internet Explorer Microsoft Project MOUS MS ASP Dot Net</p>	<p><b><u>Operating Systems:</u></b> Microsoft Windows 98 Microsoft Windows ME Microsoft XP Microsoft Windows NT 4.0 Microsoft Windows 2000</p>
	<p><b><u>Graphics Designing (Most recent versions):</u></b> Adobe Photoshop Adobe Illustrator Coral Draw Adobe Flash Adobe Dream weaver</p>
<p><b><u>Microsoft Other Programs:</u></b> Microsoft Certified Professional (MCP) Microsoft Certified System Engineer 2000 (MCSE) Microsoft Certified System Developer (MCS D) Structured Query Language (SQL) Visual Basics</p>	<p><b><u>Database and Scripting Languages:</u></b> Java Script Active Server Pages (ASP) VB Script Common Gateway Interface (CGI) Perl</p>
<p><b><u>Prosoft Training:</u></b> Certified Internet Webmaster (CIW) Cisco Certified Network Administrator (CCNA) Cisco Certified Network Professional (CCNP)</p>	<p><b><u>ICDL/ACDL/YCDL:</u></b> All seven courses with different levels Students books also available</p>
<p><b><u>CompTIA Programs:</u></b> A+ Certification I Net+ Network+</p>	<p><b><u>IC3 (new certification):</u></b> IC3A Computing fundamental IC3B Key application IC3C Living Online</p>
<p><b><u>Lotus Programs:</u></b> Lotus Smart Suite 123 Lotus Notes</p>	<p><b><u>Other Programs:</u></b> Quattro Pro Hyper Text Markup Language (HTML) Introduction to Computers Quicken</p>

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## The Fourth R Pakistan

### <Frequently Ask Questions>

#### 1- Does The Fourth R (TFR) provide curriculum or just uses our existing curriculum?

TFR is US based International franchise and it provides internationally recognized computer curriculum that is developed by highly qualified international team of IT instructors and child learning specialists which is further endorsed and licensed by vendors such as Microsoft etc. This curriculum is updated regularly to keep pace with technology and learning. TFR does not use market text books.

#### 2- Does TFR provide trainers or uses current school IT teachers?

TFR trains your IT teachers so they utilize our program and non IT teachers so they use IT in daily routine sessions for projects, result sheets, online search etc.... Further, we also recommend new and good computer teacher by taking initial interview on behalf of school or forward resumes to school from our resume bank.

#### 3- What extra services does TFR provide?

We provide numerous extra services such as proven and tested software that save time and increase teacher's efficiency. Examples of these SW's are offline browsing, CD emulator, quiz software, recovery software and some others. TFR also provides hardware recommendations and regular PC's checkups. TFR can provide complete lab solution and maintenance on contract. Web development and consultancy service is also available.

#### 4- What are TFR charges?

TFR charges on per month per student basis. This charge varies from RS 50 to RS 100 based on the number of students. Thus for an exact quotation TFR experts need to discuss the project and its scope with school management.

#### 5- Does TFR have programs for kids?

TFR is famous in more than 20+ countries because of their children program. The Fourth R develops teacher's manuals, student workbooks; exercise files and integrate best award winning software for better exercises and activities. The Fourth R develops programs for different age groups like 4 to 6, then 7 to 9 and 10 onwards.

#### 6- How many TFR partners in Pakistan?

We have around 25+ schools partners in Pakistan and 1800+ in world wide.

#### 7- What is the next step after implementation?

After implementation TFR rep visits on monthly basis to school and monitors classes for effectiveness and timeliness and discusses situation of classes with teachers providing verbal and written report to school management. Frequency of visits can be increased on school demand during difficult times.

#### 9- Any support for non IT staff?

Yes, TFR also provides support and services to non IT staff. TFR provides basic and advance level computer training to them so they start using computer as an educational tool. After these training programs most teachers start using technology within their classes and design assignments with technology in mind. Projects in say power point or excel on topics such as weather, air traffic etc enhances creativity and learning.

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## **The Fourth R Pakistan**

### **10- Are there any services for ADMIN or other staff?**

TFR believes in a total technology solution for the school. Thus it provides training and technical support to administration staff. TFR shares technical experience with them and encourages them in the use of computer as an efficient tool. They are also encouraged in the use of firewalls, recovery programs, network and sharing concepts and backup system. Advance practical oriented training of MS project, MS excel and many other levels of different software is also available on request.

### **11- What are the steps after signing contract with the TFR?**

After signing contract with school management TFR discusses current curriculum with computer teachers and coordinator. TFR then provides licensed program outlines and details to school staff. After allowing study time of these outlines and consideration of various possible options the "course mapping" is finalized according to grades and number of hours per term and sessions. Next step is to print and handover manuals (with proper weekly mapping) to school staff and software copies. Training is provided to IT teachers according to mapping and monitoring begins initially at once a week and when matters are smooth to once a month.

### **12- Do the students need to buy books or material?**

No, TFR only provides teacher's manuals which are based on total hands-on practice so students develop their practical skills. However, teacher's can hand out copies of very important pages and distribute it in students for their reference.

### **13- Does TFR offer any program for senior section?**

TFR has many certified programs for senior classes, like Microsoft approved course program, Adobe Photoshop, Macromedia Freehand, Firework, Flash, Adobe Illustrator, 3D studio Max, Linux, CIW Foundation, CIW Site Designing, CIW E-commerce, VB for Kids, C programming and etc...

### **14- Does TFR provide any hardware support or maintenance support?**

Yes, TFR can provide qualified hardware support and maintenance as part of an additional contract.

### **15- Does TFR have any non technical training program for IT and NON IT teachers?**

Other than TFR curriculum it also has licensed program for teacher's training. This "Train the Trainer" program improves the soft teaching skills of IT teachers enabling them to be better educators.

**16- Does TFR provide any certificates to teachers and students?** Yes, TFR provides licensed certificate to each and every student after year end and also gives certificate to teachers and the school. The certificates contain the signatures of TFR president based in USA, TFR Pakistan Master Licensee and the teacher. These certificates are recognized in more that 20+ countries enabling better job and/or education prospects.

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**<Our Commitments>**

We dedicate and commit ourselves to the betterment of our children's future. You, the School, do that by giving them the best overall education. Computer Education is our specialty and we would like the opportunity to join hands with you to ensure that our children are second to none any where in the world.

**<For further details contact >**



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