

## CAPABILITIES STATEMENT

### Company Summary

Our mission is to provide excellent computer training to meet or exceed the needs of our customers. The Fourth R is a **service-disabled, veteran owned small business** that has been providing quality computer training to the businesses of southwest Ohio for over 10 years. We have had an outstanding success rate with our 50+ corporate clients. We specialize in software training on the Microsoft Office® Suite of programs. We offer training in three different levels, introductory, intermediate and advanced and we customize the training to meet your needs.

### Facilities & Equipment

The company is headquartered in Middletown, Ohio, which is located within 100 miles of Columbus, Indianapolis, Louisville, Lexington, Dayton and Cincinnati.

Our Learning Center consists of three training rooms. Our largest classroom has 12 networked computers complete with a projector, instructor's station, white board, and broadband Internet connection. We have a technical training room where we instruct classes on A+ and Network+, both CompTIA sponsored certifications. Our smallest, semi-private training room is outfitted with four personal computers and also serves as our main testing room.

Pentium/Celeron class personal computers  
100MB LAN network, hardwired & wireless  
High speed broadband Internet connection  
Windows XP Professional Operating System  
MS Office® XP Professional software  
QuickBooks Pro  
Trend Micro Virus Protection

### On Site Training

**PortableClassroom™** is an innovative concept that brings laptop computers to your facility at your convenience. This service distinguishes us from our competition. We can customize an interactive computer based skills assessment to benchmark the skill level of your workforce. From that data, we can design a training package to fit your exact needs.



### Catalog of Classes

#### Desktop Skills:

- Windows XP Pro®
- MS Office®
  - Word, Excel, Access, PowerPoint, Outlook
- MS Project (*also Project Web Access*)
- MS Publisher
- MS OneNote
- QuickBooks Pro
- Photoshop CS
- Internet Explorer—using the Internet effectively

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All of our desktop classes are offered in Introductory, Intermediate and Advanced levels. To ensure the student is enrolled in the proper class, we perform an on-site skills assessment utilizing PortableClassroom®.

### *Technical Skills:*

A+, personal computer hardware & maintenance  
Network+, network development & maintenance  
MCP, MCSA, MCSE, CCENT, CCNA, CCNP, TCP/IP

### **Experienced Staff**

A critical ingredient to any successful business is experience and longevity. We have had the same core trainers for over five years. All of our trainers are certified with practical business experience with the software and have excellent training skills and classroom presence. To ensure that our product is presented in the best manner possible and that students are grasping the concept and the skills, each class is given the opportunity to evaluate the trainer on their effectiveness.

### **Clients**

Department of Justice, Federal Bureau of Prisons  
Wright-Patterson Air Force Base  
Aeronautical Systems Center, Personnel Directorate  
Greater Dayton Area Hospital Association  
Dayton VA Medical Center  
Butler County One Stop—Dept. of Jobs & Family Services  
Warren County One Stop—Dept of Jobs & Family Services  
Middletown Regional Hospital  
Miami Valley Hospital  
Good Samaritan Hospital  
Middletown Public Library  
AK Steel (SHIELD)  
Kleingers & Associates  
Johnson Controls  
Contech Construction Products

**THE  
FOURTH R®**  
*Computer Training Solutions*

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Status ..... **Service Disabled, Veteran Owned small business**  
GSA.....GS-35F-0924P  
DUNS ..... 10-062-5859  
NAICS ..... 611420  
CAGE ..... 3P3L7  
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