



## MRJ USA Workshops and Technical Publications

### Workshops & Classes

Our workshops and classes are designed to satisfy the requirements of the title as per the governing authority, as applicable.

TITLE	DESCRIPTION	Date & Times	Location	FEE/PRICE
<b>Microsoft Excel Level 1</b>	<b>Class:</b> In this course participants will create and edit basic Microsoft Office Excel 2010 workbooks. Participants will learn the basic elements on how to create a worksheet and perform basic calculations using formulas and functions. Modifying, formatting, printing and managing an Excel worksheet will also be covered.	9am – 4pm	TBD	\$50 per student
<b>Microsoft Excel Level 2</b>	In this course, students will learn to calculate data with advanced formulas organize worksheets and table data, present data using charts, analyze date using PivotTables, Slicers, and Pivot Charts. The course will progress to working with more advanced features of Excel such as entering functions, macros, formatting text and inserting graphic objects.	9am – 4pm	TBD	\$50 per student
<b>Intuit QuickBooks Pro - Introductory Level</b>	Participants will learn how to use the QB Navigator and menu bar to perform job accounting. Course covers how to record time and materials consumption of a job and summarize it into reports. You will also use the navigator to perform all aspects of basic bookkeeping.	\$50 per student	Class 9am – 4pm	
<b>Intuit QuickBooks Pro - Intermediate Level</b>	Participants will learn to use major menu bar functions such as lists, activities, reports and help. Standard accounting transactions will be reviewed to create invoices, apply cash, issue purchase orders, write checks and issue credits. You will learn how to create standard reports and graphs, how to delete transactions and correct errors. Prior experience with Intuit Quick books is required.	\$50 per student	Class 9am – 4pm	
NYS 6-hour Defensive Driving Training Class <b>On-site</b>	NYS DMV approved defensive driving program designed to refresh and reinforce driving skills and laws to create better, more confident drivers; reduces up to 4 points on your NY driving record or discounts your New York auto insurance rates by 10% for 3	Saturdays 9am -3pm	515 Terryville Road, Port Jefferson Station, NY 11776	Call for pricing
NYS 6-hour Defensive Driving Training Class, <b>Online</b>	NYS DMV approved defensive driving program designed to refresh and reinforce driving skills and laws to create better, more confident drivers; reduces up to 4 points on your NY driving record or discounts your New York auto insurance rates by 10% for 3 years.	Daily Anytime	<a href="http://www.247defensivedriving.com/index.php?_aid=4aa15c4a6fc23">http://www.247defensivedriving.com/index.php?_aid=4aa15c4a6fc23</a>	Follow link under location
NYS Insurance Exam Monitoring- <b>On-site</b>	NYDFS approved monitor for assuring that examinations are administered in accordance with the Course Approval issued by the Department, that only approved examination materials are used and that the examination is forwarded with the appropriate documents to the Provider Organization for scoring.	Monday – Saturday By appointment	515 Terryville Road, Port Jefferson Station, NY 11776	Call for pricing

Private Group Insurance Pre-licensing and/or, continuing education		Customized	Customized	Call for pricing
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## Technical Publications and Manuals

Our technical publications and manuals is a collection of self-help instructional procedures on CDs, DVD or PDF, dedicated to saving money, optimizing income and net worth, growing a business, protecting assets, raising capital, maintaining compliance and more. **To obtain a copy on your particular topic, complete and submit the Order Form below.**

TITLE	DESCRIPTION			FEE/PRICE
<b>How to Become a Successful Cost Reduction Analyst-</b>	Learn how to become successful owning and operating your own cost reduction consulting business with little or no capital outlay. In addition you would have FREE access to and guidance from some of the best minds in the business for up to one year.			<b>\$19.95</b> <b>(One Free copy per customer for a limited</b>
<b>Life Insurance for Business Continuation-</b>	Learn how to assure that your business would provide you're a comfortable retirement and preserve your estate for the next generation. This small-group and one-on-one question and answer program would cover most of the fundamentals that you would need to know about business continuation plans for the 21st century.			<b>\$19.95</b> <b>(One Free copy per customer for a limited time only)</b>
<b>Risk Management Plan</b>	This document is developed to manage the risks associated with one or more particular projects; it identifies (qualifies and quantifies) potential hazards associated with the subject project(s); assess the impact of each hazard, then recommends measured responses for mitigating or controlling the risks.			<b>TBD</b>
<b>Quality Assurance Manual</b>	A proven QA manual (template) that is customized to suit the specific policy and goals of our client in effectively establishing maximum and minimum requirement and corrective action remedies for their product or service fulfillment			<b>TBD</b>
<b>Quality Control – Inspection Manual</b>	A proven QC manual (template) that is customized to establish procedures for measuring the conformity of our client's product, service or process as well as the criteria for acceptance, rejection and corrective action remedies at critical phases of the product or service fulfillment			<b>TBD</b>
<b>Business Plan</b>	A customized template that describes the nature of our client's business, organization, financial projection, strategies, goals, methods and time-frame for achieving their goals.  This document may serves as a comprehensive road map for directing the business			<b>TBD</b>
<b>Proposal /Bid Document</b>	We customize proposals and bids in response to specific request for proposal or request for bid (RFP/RFB) on behalf of our client (bidder). Our document assures that the offer would be responsive to the terms and condition of the RFP/RFB while representing our client's best interest through the solicitation.			<b>TBD</b>

**MRJ USA Workshops and Technical Publications  
Order Form**

**Kindly Fax completed Order Form to 631-928-5706**  
*For more information about our workshops, cal (631) 928-5704*

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EMAIL: ..... PHONE: ..... FAX: ..... CELL: .....

**PLEASE LIST CLASSES OR PUBLICATIONS DESIRED**

ITEM	TITLE	Date & Times Desired (if applicable)	Location Desired (if applicable)
1			
2			
3			
4			
5			