

New course updates secretarial skills

Secretaries interested in refining their skills will have an opportunity to choose from among eight different

courses this fall.

The courses are offered by the Detroit Chapter of the Professional Secre-

taries International, in cooperation with the Detroit College of Business, at Michigan and Oakman in Dearborn.

Promotion announced

Martha A. Landmann has been promoted to vice president of residential loan administration at Manufacturers Hanover Mortgage Corp. of Farmington Hills.

She will administer all residential loans including condominiums and other residential property originated by MHMC's Commercial Division.

Ms. Landmann began her career in January 1971 when she joined the firm in a general clerical capacity. In January 1972 she was promoted to assistant secretary and interim loan supervisor, and in March 1974, Ms. Landmann was promoted to assistant vice president.

In January 1976, she was assigned responsibility for loan administration underwriting and, later that year was also given responsibility for loan administration-residential construction. In November 1978, she was promoted to associate vice president.

Prior to joining MHMC, she was employed with the U.S. Department of Commerce.



Martha Landmann

Joins staff

Alan Macdonald will join the Luther College staff in Decorah, Iowa, as assistant director of academic computing this fall.

Macdonald has served on the Eastern Michigan University faculty since 1970. He was an associate professor of mathematics.

Macdonald received his bachelor of science degree from Wayne State University in 1964 and his master of science and Ph.D. degrees from the University of Michigan in 1965 and 1970.

He is the son of Aida Macdonald of Farmington.

Macdonald is married to Ellen Brookman Macdonald, formerly of Flint. They have two children, Lauren, 10, and Rachel, 5.

Law for layperson class at Madonna

An "ounce of legal prevention worth a pound of cure" is the focus of a new "Law for the Layperson" course at Madonna College fall term.

Attorney Rhea Marchand, a corporation counsel for Wayne County, will teach the 14-week course on Friday evenings, 7 to 10 p.m., in Room 248 of the Academic building. Madonna is located off the I-96 expressway at Levan in Livonia.

Open to students and community members alike, "Layperson" will guide individuals through the myriad of legal pitfalls awaiting the consumer. Areas covered include: fundamental law principles, personal rights and obligations, guardianship and adoption, divorce, alimony, bankruptcy and home ownership.

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