

datebook

● **SMALL BUSINESS COURSES**
Thursday, April 19 — "How to Run a Successful Small Business" and "Managing for Profit" offered 7-10 p.m. for six weeks in Troy. Registration: \$42-\$220. Sponsors: Michigan State University and Small Business Management School.

● **FREE SEMINAR**
Thursday, April 19 — University Test Preparation Service will be administering a free simulated GMAT review at 6:30 p.m. at Southfield How Johnson's — Evergreen Room 166. For details, call UTPS at 540-5988.

● **MEET THE COMPUTER**
Thursday, April 19, 26 — "Easy Introduction to Computers" offered 7:30 p.m. in Rochester. (Laboratory classes Saturday, April 21, 28.) Tuition: \$70. Information: 377-3120. Sponsor: Oakland University.

● **SPORTS MEDICINE**
Saturday, April 21 — Sports medicine seminar for physicians 1-3 p.m. in Birmingham. Fee: \$5. Registration: \$40-\$840. Sponsor: Metro Rehabilitation Services Inc.

● **FINANCIAL ANALYSIS**
Saturday, April 21 — "Financial Analysis and Cash Flow" workshop for current and prospective small-business owners/managers in Detroit. Fee: \$40, includes lunch. Registration: Nancy Grose at 577-4710. Sponsors: Wayne State University, U.S. Small Business Administration, Michigan Small Business Development Council.

● **PROFESSIONAL SECRETARY**
Tuesday, April 24 — "The Professional Secretary" and "Effective Communication Within the Office" seminars offered in Southfield. Professional secretary course is 8:30 a.m. to noon. Effective communication is 1-4:30 p.m. Fee: \$95 for both seminars, \$60 for one. Information: 540-7335. Sponsor: Office Management Consultants.

● **GOVERNMENT ACCOUNTANTS**
Tuesday, April 24 — Association of Government Accountants meets. Information: Yonna Ware, 228-2918.

● **INTELLIGENT MACHINES**
Tuesday-Wednesday, April 24-25 — "1984 conference on Intelligent Systems and Machines" in Rochester. Information: Donald R. Ralkenberg at 377-2218. Sponsor: Oakland University Center for Robotics and Advanced Automation.

● **FINANCIAL SEMINAR**
Thursday, April 26 — Financial investments for the non-expert 7:30-9 p.m. in West Bloomfield Township. Registration deadline: Tuesday, April 24. Sponsor: Investors Diversified Services.

● **WOMEN ENTREPRENEURS**
Friday-Saturday, April 27-28 — "Women: The Emerging Entrepreneurs" two-day seminar begins at 9 a.m. Friday in Troy. Fee: \$80. Information: Nancy Grose, 577-4710. Sponsors: Wayne State University, state of Michigan, U.S. Small Business Administration.

● **ENTREPRENEUR CONFERENCE**
Saturday, April 28 — "Providing Real-World Answers to Tough Business Questions" conference begins at 8:30 a.m. in Troy. Fee: \$85 including lunch. Registration: Sharon O'Brien, 577-4818. Sponsor: Harvard Business School Club of Detroit.

● **RESIDENTIAL LEADERS**
Saturday, April 28 and May 5 — Leadership training program for people interested in the management and operation of condominiums, cooperatives and homeowners associations offered 9 a.m. to 5 p.m. in Troy. Fee: \$110-\$125. Information: Charles Valdez, 552-7913. Sponsor: Community Associations Institute.

● **SMALL BUSINESS WORKSHOP**
Tuesday, May 1 — "Operating a Michigan Business" will be offered 9:30-11:30 a.m. in Detroit as part of a problem-solving clinic for the small business entrepreneur. Fee: \$15. Reservations: Sharon O'Brien, 577-4851. Sponsor: Small Business Development Center.

● **ATTITUDE DEVELOPMENT**
Tuesday-Thursday, May 1-3 — "Ask for Action" attitude development seminar, offered 6:30 a.m. to 4:30 p.m. in Birmingham. Fee: \$199. Information: 851-4500. Sponsor: Executive Consulting Services Inc. of Farmington Hills.

● **OPPORTUNITIES IN MICHIGAN**
Wednesday, May 2 — "Trends and

Opportunities in Southeast Michigan from 1984 to Year 2000" 5:15-7:30 p.m. in Birmingham. Fee: \$4 for members, \$7 for non-members. Information: 644-1700. Sponsor: Birmingham-Bloomfield Chamber of Commerce.

● **SMALL BUSINESS WORKSHOP**
Thursday, May 3 — "Invention Strategies: Increasing the Probability of Profit" will be offered 9:30-11:30 a.m. in Detroit as part of a problem-solving clinic for the small business entrepreneur. Fee: \$15. Reservations: Sharon O'Brien, 577-4851. Sponsor: Small Business Development Center.

● **HANDLING TAXES**
Saturday, May 5 — "Tax Sheltered Retirement Plans" free informal presentation for business executives and professionals, begins at 9:30 a.m. in Southfield. Sponsor: Shearson/American Express. Information: Kathy Hartman, 259-4770.

● **GRE EXAM PREPARATION**
Saturday, May 5 through June 2 — GRE preparation classes offered 9 a.m. to 12:30 p.m. in Rochester. Fee: \$85. Information: Counseling Education Office, 377-3120. Sponsor: Oakland University.

● **SMALL BUSINESS WORKSHOP**
Tuesday, May 8 — "Marketing Strategies that Work" will be offered 9:30-11:30 a.m. in Detroit as part of a problem-solving clinic for the small business entrepreneur. Fee: \$15. Reservations: Sharon O'Brien, 577-4851.

Sponsor: Small Business Development Center.

● **FINANCIAL STATEMENTS**
Friday, May 11 — "Understanding and Interpreting Financial Statements" seminar offered in Troy. Fee: \$155. Reservations: (313) 285-7841. Sponsor: Dun & Bradstreet.

● **REDUCING TAXES**
Tuesday, May 15 — Council on Small Enterprise seminar 8-10 a.m. in Bloomfield Township. Fee: \$3 for members, \$10 for non-members, including continental breakfast. Reservations: 335-6148. Sponsor: Oakland County Chamber of Commerce.

● **PREPARE FOR GRE**
Thursday, May 17 — Preparation seminar for the Graduate Record Examination offered over two weekends in Southfield. Registration: 540-5988. Sponsor: University Test Preparation Service Inc.

● **SMALL BUSINESS EXPORT-ER**
Thursday, May 17 — Workshop for first-time exporter and small business person interested in world markets offered 9:30-11:30 a.m. in Detroit. Fee: \$20. Information: Sharon O'Brien, 577-4851. Sponsor: Wayne State University.

● **MATH SKILLS WORKSHOP**
Saturday, May 19 — Math skills workshop for students preparing for GMAT, GRE and SAT from 9 a.m. to 4 p.m. in Southfield. Registration: 540-5988. Sponsor: University Test Preparation Service Inc.

● **EXPORT EXPO**
Wednesday, May 23 — All-day export exposition will be held in Detroit. Information: Mara Yachnin, 226-3630.

● **LSAT PREPARATION**
Wednesday, May 23 — Six-session program in preparation for Law School Admission Test offered 6-10 p.m. in Southfield. Registration: 540-5988. Sponsor: University Test Preparation Service Inc.

● **GMAT PREPARATION**
Thursday, May 24 — Six-session program in preparation for Graduate Management Admission Test offered 6-10 p.m. in Southfield. Registration: 540-5988. Sponsor: University Test Preparation Service Inc.

● **SMALL BUSINESS EXPORT-ER**
Thursday, May 31 — Workshop for first-time exporter and small business person interested in world markets offered 9:30-11:30 a.m. in Detroit. Fee: \$20. Information: Sharon O'Brien, 577-4851. Sponsor: Wayne State University.

● **GMAT PREPARATION**
Friday, June 1 — Six-session program in preparation for Graduate Management Admission Test offered 6-10 p.m. in Troy. Registration: 540-5988. Sponsor: University Test Preparation Service Inc.

● **ROBOTS EXPO**
Monday-Thursday, June 4-7 — "Robots 8" conference and exposition in Detroit. Information: 271-4778. Hours: noon to 6 p.m. Monday, 10 a.m. to 6 p.m. Tuesday-Thursday, 10 a.m. to 4 p.m. Thursday. Sponsor: Robot Institute of America.

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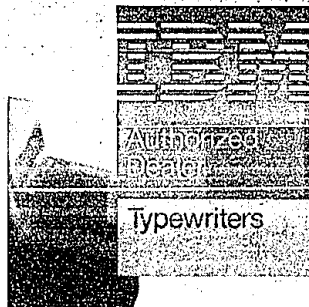
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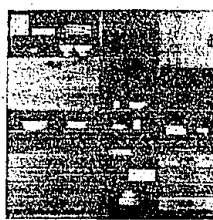
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