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datebook

WOMEN'S FINANCIAL SURVIVAL
Thursdays, Oct. 11 to Nov. 1 — Four-session
workshop 7-9:30 p.m. in Rochester. Fee: \$20 per
person, \$25 per couple. Registration 377-3033.
Sponsor: Oakland University Continuum Center.

REAL ESTATE TAXES
 Friday, Oct. 12 — "TAX Considerations for the Buyer and Seller of Real Estate" 8:45 a.m. to 12:15 p.m. in Troy. Fee: \$40. Information: 689-8282 Ext. 258. Sponsor: Walsh College.

ADMINISTRATIVE MANAGEMENT
 Friday, Oct. 12 — Administrative Management
 Society seminar in Farmington Hills. Fee: \$75.
 Registration: Ellen Schmidt, 353-0404.

GMAT PREPARATION
 Friday, Oct. 12 — Weekend seminar in preparation for graduate management admission test offered in Troy. Registration: 540-5988. Sponsor: University Test Preparation Service.

● NON-PROFIT RED TAPE Friday, Oct. 12 — "Working Through the Red Tape: Current Legal Issues for 501(c)30 Organiza-tions" offered all day in Troy. Fee: \$25. Informa-tion: 961-1840. Spansers. Accounting Aid Society, State Bar of Michigan, NBD Bancorp.

CLOSELY HELD CORPORATION

Friday, Oct. 12 — "Tax Planning for the Closely Held Corporation" 1-4:30 p.m. in Troy, Fee: \$40. Information: 689-8282 Ext. 258, Sponsor: Walsh Col-

● RUN A SMALL BUSINESS

Monday, Oct. 15 — Six-session "How to Run a Successful Small Business" begins at 7 p.m. in Southfield, Fee: \$4245. Registration: 577-4353. Spon-sor: Wayne State University.

SERVICES MANAGEMENT SEMINAR

Monday, Oct. 15 — "Evolution and Revolution in Growing Design Firms" presented all day. Infor-mation: Paul Hysen, 346-3860. Sponor: Profession-al Services Management Association.

GOVERNMENT ACCOUNTANTS Monday, Oct. 15 — Association of Go

. monday, Oct. 15 — Association of Government Accountants meets. Reservations: Yonma Ware, 226-2919

Testay, Oct. 16 — "The End is Near" presented at Council on Small Enterprise seminar 3-10 a.m. in Bloomfield Township. Fee: \$5 for members, \$10 for non-members, including continental breakfast. Reservations: 335-6148. Sponsor: Oakland County Chamber of Commerce.

INDEPENDENT ACCOUNTANTS
Tersday, Oct. 16 — Independent Accountants Association meets. Information: Jerry Johnson, 882-

● FRANCHISE OPPORTUNITIES

Tuesday, Oct. 16 — "The Ins and Outs of What
You Should Know About Franchises" presented in
Birmlingham, Information: 540-0373. Sponsor: Preferred Business Investments Inc.

• TAX-SAVING SEMINAR

TECHNOLOGY BREAKFAST
 Tuesday, Oct. 16 — Breakfast featuring machine vision technologies at 7:15 a.m. in Southfield, Information: 1-763-9757. Sponsor: Michigan Technology Council.

PERSONNEL CONFLICTS
 Wednesday, Oct. 17 — "Resolving Personnel Conflicts" seminar 9 a.m. to 4:30 p.m. in Troy. Fee: 1225. Registration: 1 (800) 428-4284. Sponsor: Michigan State University.

SELLING
 Wednesday, Oct. 17 — "Salesmanship Strategies"
 A Workshop" will be 8:45 a.m. to 4:30 p.m. in Troy. Fee: 475. Registration: 689-8282 Ext. 258. Sponsor: Walsh College.

© UNEMPLOYMENT COMP
Wednesday, Oct. 17 — Employers unemployment of the complex of

• SALESMANSHIP WORKSHOP Wednesday, Oct. 17 — "Salesmanship Strategies - Workshop" offered 8:45 a.m. to 4:30 p.m. in Troy. Fee: \$75. Information: 689-0202 Ext. 258. Fee: \$15. 101011. or: Walsh College.

● DELEGATION SEMINAR

Thursday, Oct. 18 — "Delegation: an Essential
Management Skill" 9 a.m. to 4:30 p.m. in Troy. Fee:
2225. Registration: 1 (800) 428-4284. Sponsor; Michigan State University.

MANAGE CONFLICT
Friday, Oct. 19 — "How to Manage ... Not
Avoid ... Conflict" seminar offered 9 a.m. to 4:30
p.m. in Troy. Fee: \$225. Registration: 1 (800) 4284284. Sponsor: Michigan State University.

Friday, Oct. 19 — "Tax Reform Act of 1984" feminar 8.45 a.m. to 12:15 p.m. in Troy. Fee: \$40, Information: 689-8282 Ext. 258. Sponsor: Walsh Col-

● WOMEN IN SALES
Saturday, Oct. 20 — Women in Sales conference
8:15 a.m. to 6 p.m. in Detroit. Fee: \$55. Registration: 261-0410. Sponsor: Professional Women In
Sales.

WOMEN ENTREPRENEURS Saturday, Oct. 20 — Business expertise scries for

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women entrepreneurs 8 a.m. to 4 p.m. in Southfield. Fee: \$50. Registration: 557-9587. Sponsor: Aaron Lowery & Associates.

- mailing FILE8
Satardays, Oct. 20, 27 — Non-credit course on maintaining files such as mailing or inventory lists on microcomputers 9:30 a.m. to 12:30 p.m. in Rochester. Fee: 440. Information: 377-3120. Sponsor: Oakland Unversity.

● CPA MANAGEMENT
Monday, Oct. 22 — All-day Management of an Accounting Practice conference begins at 8 a.m. in Southfield. Reservations: 33a-404. Sponsor, Michigan Association of Certified Public Accountants.

HIGHER PROFITS

HIGHER PROFITS
 Monday-Tarsday, Oct. 22-23 — "How to Improve
the Profitability of Your Closely Held Business" (inancial managements seminar in Troy, Fee: 3530.
Reservations: Georgia Galeas, 225-3494. Sponsor:
National Bank of Detroit and NBD Troy Bank.

WOMEN IN INFO PROCESSING Toesday, Oct. 23 — Metropolitan Detroit Forum of Women in Information Processing meets in Southfield. Information: Cheryl Watkins, 264-0252.

HEALTH-CARE MANAGERS

MEALTH-CARE MANAGERS
 Tuerday, Oct. 23 — "Survival Skills for Managers in Health-Care Settings: Practical Approaches" 8:30 a.m. to 4 p.m. in Detroit. Deadline: Friday, Oct. 12. Fee: 495. Information: 592-6224. Sponsor: Mercy College of Detroit.

REAL ESTATE WOMEN
 Tuesday, Oct. 23 — Women's Commercial Real
 Estate Assocation meets in Southfield. Information:
 Rusty Rosman, 363-1895.

SELF-IMPROVEMENT
 Wednesday, Oct. 24 — "How to be Positive in a
Negative World" workshop 5:30-9 p.m. Fee: \$25. Information: 335-6148. Sponsor: Oakland County
Chamber of Commerce Council on Small Enterpris-

ADVERTISING

Wednesday, Oct. 24 — "Advertising: Making It Work for You" 8:45 a.m. to 12:15 p.m. in Troy. Fee: \$40. Registration: 669-8282 Ext. 256. Sponsor: Walsh College.

● HOW TO COMMUNICATE

Wednesday, Oct. 24 — "How to Communicate
With Effectiveness and Power" 9 a.m. to 4 p.m. in
Troy. Foe: \$155. Registration: 1 (800) 255-6139.
Sponsor: Fred Pryor Seminars Inc.

● DATABASES VIA PHONE
Saturdays, Nov. 3, 10 — Non-credit course on accessing information services such as Dow Jones
and CompuServe 9:30 a.m. to 12:30 p.m. in Rochester, Fee: \$40. Information: 377-3120, Sponsor: Oakland University.

● SELF-IMPROVEMENT
Wednesday, Nov. 15 — "Stress Without Distress"
workshop at 5:39 p.m. Fee: \$25. Information: 335-6148. Sponsor: Oakland County Chamber of Commerce Council on Small Enterprises.

● TIME MANAGEMENT
Tuesday, Nov. 20 — "Save Time with Time Management" presented at Council on Small Enterprise seminar 8-10 a.m. in Bloomfield Township. Fee: 15 for members, 1810 for non-members, including continental breakfast, Reservations: 335-5148. Sponsor: Oakland County Chamber of Commerce.

● WORD PROCESSING
Saturdays, Nov. 23 to Dec. 10 — Non-credit
course 9:30 a.m. to 12:30 p.m. in Rochester, Fee:
40. Information: 377-3120, Sponsor: Oakland
Unversity.

WOMEN IN INFO PROCESSING Tuesday, Nov. 27 — Metropolitan Detroit Forum of Women in Information Processing meets in Southfield. Information: Cheryl Watkins, 264-0252.

Submit information to Business Editor, Ob-server & Eccentric Newspapers, 36251 School-craft, Livonia 48150. All information must be received in writing by Monday for publication the following Thursday.

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