

datebook

INDEPENDENT ACCOUNTANTS

Friday, Nov. 1 - Southeastern chapter of Independent Accountants Association of Michigan meets. Information: Gerald R. Johnson, 832-3560.

501C ISSUES

Friday, Nov. 1 - "Working Through the Red Tape: Current Legal Issues for 501(c)(3) Organizations" seminar offered in Troy. Fee: \$25. Information: Accounting Aid Society, 941-1840. Sponsors: Accounting Aid Society, State Bar of Michigan, NBD Bancorp Inc.

CPA STATE TAX FORUM

Friday, Nov. 1 - State Tax Forum offered from 8:30 a.m. to 4:45 p.m. in Dearborn. Fee: \$30. Information: Susan Robach, 855-2388. Sponsor: Michigan Association of Certified Public Accountants.

DRUGS IN WORKPLACE

Saturday, Nov. 2 - "Drugs in the Workplace" workshop offered from 8:30 a.m. to 5 p.m. in Livonia. Fee: \$35. Information: 591-5188. Sponsor: Madonna College.

LAW & SMALL BUSINESS

Saturday, Nov. 2 - "Protecting Your Business: Legal Considerations for Small Business Owners" workshop will be held from 8:15 a.m. to 3:30 p.m. in Detroit. Fee: \$45. Information: Nancy J. Grosse, 577-4665. Sponsors: Wayne State University College of Lifelong Learning, U.S. Small Business Administration, Small Business Development Center.

AUTO CONFERENCE

Monday-Thursday, Nov. 4-7 - Autofact '85 Conference and Exposition and Sensors '85 conference in Detroit. Information: 271-1500. Sponsor: Computer and Automated Sensors Association of the Society of Manufacturing Engineers.

BENEFITS SEMINAR

Monday, Nov. 4 - Free seminar on employee benefit and compensation programs offered from 9 a.m. to 12:15 p.m. in Troy. Information: Sue Sheere, 961-5485. Sponsor: The Wyatt Co.

MASONRY DAY

Tuesday, Nov. 5 - Masonry Day marked from 6:30 a.m. to 4:30 p.m. in Southfield. Fee: \$25. Information: 478-0455. Sponsor: Masonry Institute of Michigan.

SECRETARIAL SEMINAR

Tuesday, Nov. 5 - "The Professional Secretary" offered from 8:30 a.m. to noon in Southfield. "Effective Telephone Communication" offered 1-4 p.m. in Southfield. Fee varies with number of seminars attended. Information: Susan Barenholtz, 558-2121. Sponsor: Office Management Consultants.

OFFICE BUILDING DESIGN

Tuesday, Nov. 5 - Office building design conference held from 8 a.m. to 5 p.m. in Southfield. No fee, but reservations are required. Information: 459-2420. Sponsor: Great Lakes Fabricators & Erectors Association.

WOMEN AND MONEY

Tuesday, Nov. 5 - Free financial planning for women seminar offered 7:30-9 p.m. in Farmington Hills. Information: Katherine Madonna, 628-1600. Sponsor: IDS Financial Services Inc.

FOR NEW BUSINESSSES

Tuesday, Nov. 5 - Pre-business Workshop begins at 8:30 a.m. in Southfield. Fee: \$10. Information: 226-7947. Sponsors: Service Corps of Retired Executives, Small Business Administration.

WOMEN AND FRANCHISES

Tuesday, Nov. 5 - "Women in Business - The Opportunity The Challenge" offered in Birmingham. Information: 540-0373. Sponsor: Preferred Business Investments Inc.

CPA DINNER MEETING

Wednesday, Nov. 6 - Fall dinner meeting for the

Metropolitan Detroit chapter of the Michigan Association of Certified Public Accountants in Southfield. Information: Susan Robach, 855-2388.

SECRETARIAL SEMINAR

Wednesday, Nov. 6 - "Time Management and Organization" offered from 8:30 a.m. to noon in Southfield. "Effective Communication Within the Office" offered 1-4 p.m. in Southfield. Fee varies with number of seminars attended. Information: Susan Barenholtz, 558-2121. Sponsor: Office Management Consultants.

RETIREMENT PLANNING

Wednesday, Nov. 6-Dec. 4 - Five pre-retirement planning seminars offered 7-9 p.m. in Detroit. Fee: \$100 (\$50 for members). Information: 965-8540. Sponsor: Communicating Arts Credit Union.

RETIREMENT PLANNING

Wednesday, Nov. 6-20 - "Practicing for Retirement" lecture series offered 7:30-9 p.m. in Farmington Hills. Fee: \$20. Information: Farmington Community Center, 477-8404. Sponsor: Ed/Text Co.

NEGOTIATION SEMINAR

Thursday, Nov. 7 - "How to Negotiate with People" offered from 9 a.m. to 4 p.m. in Detroit. Fee: \$185. Information: 1-800-255-6278. Sponsor: Fred Pryor Seminars.

UNDERWRITERS' ALL INDUSTRY DAY

Thursday, Nov. 7 - Detroit Chapter of Society of Chartered Property and Casualty Underwriters begins all-industry day at 8 a.m. and concludes at 1 a.m. in Troy. Fee: \$30. Information: Geraldine T. Lowman, 835-1166.

SECRETARIAL SEMINAR

Thursday, Nov. 7 - "Effective Writing Skills" offered from 8:30 a.m. to noon in Southfield. "Stress Management" offered 1-4 p.m. in Southfield. Fee varies with number of seminars attended. Information: Susan Barenholtz, 558-2121. Sponsor: Office Management Consultants.

DIRECT MARKETING

Thursday, Nov. 7 - Direct Marketing Association of Detroit meets. Information: 961-9760.

BUSINESS LIFECYCLE

Thursday, Nov. 7 - "Lifecycles of Privately Held Businesses" presented 1-3 p.m. in Novi. Fee: \$25. Information: Gayle L. McGarrah, 832-2210. Sponsor: Michigan Association of Life Insurance Counselors.

ARCHITECT'S BREAKFAST

Thursday, Nov. 7 - Great Lakes Fabricators and Erectors Association meets at 8 a.m. in Southfield. Information: 558-2820.

BUSINESS SUCCESS

Thursday, Nov. 7-21 - "The New Entrepreneur II" offered 7:30-9 p.m. in Bloomfield Hills. Fee: \$25. Information: Ruben Brodsky, 645-3635. Sponsors: Cranbrook P.M., Ed/Text Co.

CUSTOMER RELATIONS

Friday, Nov. 8 - "Client/Customer Relations" seminar held from 8:30 a.m. to 4:30 p.m. in Southfield. Fee: \$175. Information: Claudia, 577-4449. Sponsor: Wayne State University management center.

CPA WEEKEND

Friday-Sunday, Nov. 8-10 - Up to 20 hours of continuing professional education offered in 20 different courses for certified public accountants. Fee: \$18 or \$30 per course. Information: 370-3120. Registration deadline: Nov. 6. Sponsor: Oakland University division of continuing education.

PERSONNEL

Saturday, Nov. 9 - "Tools for Excellence," a three-hour seminar/workshop on personnel and personnel development, will be offered from 9 a.m. to noon in Detroit. Fee: \$40. Information: Gary

Reggio, 577-4472. Sponsor: Wayne State University.

WOMEN AND BUSINESS

Saturday, Nov. 9 - "Women Say Yes... To Success in Business" workshop offered from 8:45 a.m. to 3:30 p.m. in Rochester. Fee: \$25. Information: 844-3977. Sponsor: Oakland County Chamber

of Commerce Council on Small Enterprise.

GRE WORKSHOPS

Saturdays, Nov. 9-Dec. 7 - Graduate records examination preparation workshops offered from 9 a.m. to 12:30 p.m. in Rochester. Fee: \$99. Information: 370-3120. Sponsor: Oakland University division of continuing education.

Information for this column should be sent to the business editor, Observer & Eccentric Newspapers, 38281 Schoolcraft Road, Livonia 48150.

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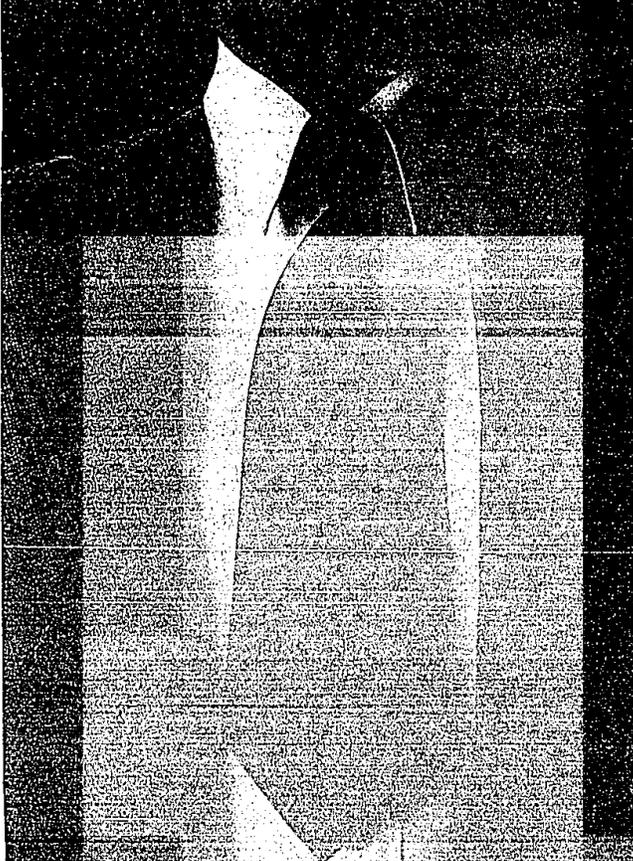
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