

datebook

ACCOUNTANTS MEET

Thursday, Dec. 19 — The Oakland County Chapter of the National Association of Accountants meets at 7 p.m. at Pine Lake Country Club. Information: Connie Haworth, 644-2545.

GMAT MATH

Thursday, Jan. 2 — Optional Graduate Management Admissions Test math refresher course 6:30-10:30 p.m. in Rochester. Fee: \$35. Information: 370-3120. Sponsor: Oakland University Division of Continuing Education.

IRA, INVESTMENT FAIR

Saturday-Sunday, Jan. 4-5 — IRA, Investment and Tax Shelter Products Fair open from 9 a.m. to 5 p.m. in Southfield. Seminars on IRAs, GNAs, real estate limited partnerships, tax shelters, precious metals, commodities, etc. Tickets: \$5 by Dec. 27. Information: 358-1181.

GMAT WORKSHOP

Saturday, Jan. 4-18 — Graduate Management Admissions Test preparation workshops from 9 a.m. to 4 p.m. in Rochester. Fee: \$125. Information: 370-3120. Sponsor: Oakland University Division of Continuing Education.

BUILDERS ASSOCIATION

Monday, Jan. 6 — Builders Association of Southeastern Michigan meets at 9 a.m. in Southfield. Information: 569-8644.

ENROLLED AGENTS

Tuesday, Jan. 7 — The National Association of Enrolled Agents will meet. Information: Beverly J. Polmanter, 589-2105.

ACCOUNTING ASSISTANTS

Tuesday, Jan. 7 — Free job opportunity seminar on accounting assistant career begins at 7:30 p.m. in Rochester. Information: 370-3120. Sponsor: Oakland University division of continuing education.

MEDICAL BILLING

Wednesday, Jan. 8 — "Making the Systems Work for You" seminar offered from 9 a.m. to 4 p.m. in Southfield. Fee: \$98. Information: 553-3344. Sponsor: PASS Seminars.

PLANNING SOCIETY

Wednesday, Jan. 8 — The Planning Forum of Detroit meets at 6 p.m. Information: Thomas T. Wheeler, 354-9050.

PARALEGAL CAREER

Thursday, Jan. 9 — Free panel presentation on the paralegal profession begins at 7:30 p.m. in Rochester. Information: 370-3120. Sponsor: Oakland University division of continuing education.

PURCHASING MANAGEMENT

Friday, Jan. 10 — Cost/Value Management Seminar from 8 a.m. to 5 p.m. in Dearborn. Fee: \$150. Information: 383-3200. Sponsor: Purchasing Management Association of Detroit.

SUCCESSFUL SELLING

Tuesday, Jan. 14 — "Successful Selling Techniques" course from 9 a.m. to 4:30 p.m. in Troy. Fee: \$185. Information: 1 (800) 428-4284. Sponsor: Michigan State University.

EXCELLENCE SEMINAR

Tuesday, Jan. 14 — "In Search of Excellence" seminar in Detroit. Fee: \$125. Information: 577-4665. Sponsor: Wayne State University College of Lifelong Learning.

BASICS OF SUPERVISION

Tuesday, Jan. 14 — Eight-session workshop offered from 9 a.m. to noon each Tuesday in Detroit. Fee: \$425. 24 Continuing Education Units. Information: 577-4449. Sponsor: Wayne State University school of business administration.

BASICS OF SUPERVISION

Wednesday, Jan. 15 — Eight-session workshop offered 6:30-9:30 p.m. each Wednesday in Detroit. Fee: \$425. 24 Continuing Education Units. Information: 577-4449. Sponsor: Wayne State University school of business administration.

WOMEN SUPERVISORS

Wednesday, Jan. 15 — "Today's Woman Supervisor" seminar offered from 8:45 a.m. to 4 p.m. in Dearborn. Fee: \$48. Information: 1 (800) 821-3919. Sponsor: Key Productivity Center.

AD ASSOCIATION

Thursday, Jan. 16 — Business Professional Advertising Association of Detroit meets. Information: R.P. Murphy, 583-9300.

LEADER TRAINING

Thursday, Jan. 16 — "Leader Effectiveness Training" eight-session workshop offered 6:30-9 p.m. in Detroit. Fee: \$495. Information: 577-4449. Sponsor: Wayne State

University school of business administration.

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Thursday, Jan. 16 — "Today's Woman Supervisor" seminar offered from 8:45 a.m. to 4 p.m. in Dearborn. Fee: \$48. Information: 1 (800) 821-3919. Sponsor: Key Productivity Center.

ENGINEERING REFRESHER

Mondays and Wednesdays, Jan. 20 to March 28 — Part I professional engineer refresher classes offered 6-9 p.m. in Troy. Information: 832-5400. Sponsor: Engineering Society of Detroit.

PERSONNEL WOMEN

Tuesday, Jan. 21 — International Association for Personnel Women meets. Information: Barbara Spears, 559-3920.

PURCHASING MANAGEMENT

Thursday, Jan. 23 — Purchasing Management Association of Detroit meets. Information: Jo Ann Mayer, 382-8881.

GMAT EXAM

Saturday, Jan. 25 — Graduate Management Admissions Test offered in Rochester. Information: 370-3120. Sponsor: Oakland University Division of Continuing Education.

COMPUTERS AND REPORTS

Monday-Tuesday, Feb. 3-4 — "How to Use a Personal Computer to Write Better Technical Reports, Proposals and Papers" offered from 9 a.m. to 4:30 p.m. in Troy. Information: 1 (800) 428-4284. Fee: \$245. Sponsor: Michigan State University.

ONE-MINUTE MANAGER

Tuesday, Feb. 11 — "Putting the One-Minute Manager to Work" seminar in Detroit. Fee: \$125. Information: 577-4665. Sponsor: Wayne State University College of Lifelong Learning.

PURCHASING MANAGEMENT

Thursday, Feb. 20 — Purchasing Management Association of Detroit meets. Information: Jo Ann Mayer, 382-8881.

AD ASSOCIATION

Thursday, Feb. 20 — Business Professional Advertising Association of Detroit meets. Information: R.P. Murphy, 583-9300.

classes from 9 a.m. to 4 p.m. in Southfield. Fee: \$98. Information: 553-3344. Sponsor: PASS Seminars.

Information for this column should be sent to the business editor, Observer & Eccentric Newspapers, 30251 Schoolcraft Road, Livonia, 48150. Information must be received by Monday to be published in the following Thursday issue. Publication cannot be guaranteed. Information should contain a daytime telephone number where information can be verified.



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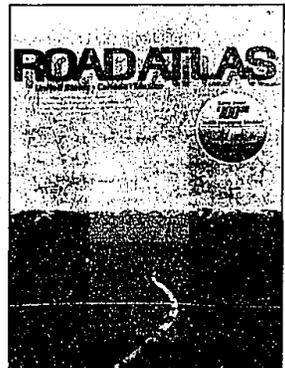
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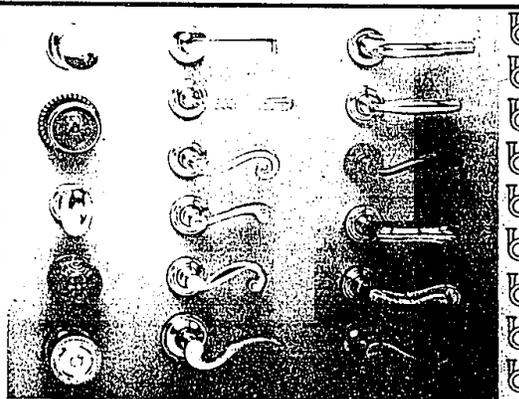
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