

# OU continuing ed programs aid professions

Several professionally oriented non-credit programs will be offered by Oakland University's Division of Continuing Education. Most begin the week of Sept. 22.

Among them are a certificate program in the growing field of personal financial planning and 18-month paralegal and accounting assistant programs.

Detailed brochures are available from the OU Continuing Education office at 370-3120 (Rochester). Call weekdays between 8 a.m. and 8 p.m. The offerings:

- Personal financial planning — a certificate program with evening classes on campus and in Detroit. It is designed for those who want to earn the certified PFP designation and those who wish to improve their competence. Six of the 10 courses cover the certified financial planning exam material. Each 10-week class costs \$195. The graduate-level program is offered in conjunction with OU's business school.

- Accounting assistant and legal assistant programs — 15- to 18-month training periods. Evening courses run 10 weeks. Tuitions range from \$80 to \$105.
- Free job information seminars will be conducted on campus at 7:30 p.m. on Sept. 9 for accounting assistants and Sept. 11 for paralegals. Make reservations by calling the Continuing Education office.
- Statistical quality control — a nine-week workshop based on non-mathematical presentation beginning Sept. 2.
- Plastics technology program, co-sponsored by the Society of Plastics Engineers, beginning the week of Sept. 22.
- Computer and word processing instruction — four hands-on sessions.
- Investments — low-tuition courses tailored to retirees, women alone and those who want to learn

the basics. Tuitions range from \$10 to \$90.

• Test preparation workshops — for GMAT, GRE, SAT and ACT exams.

• AN OCT. 3 manuscript deadline has been set by OU's Division of Continuing Education and Detroit Women Writers for persons wishing to have their writing critiqued by professionals at the Oct. 17-18 Writers Conference on campus.

Manuscripts to be discussed at the Friday, Oct. 17, session will be in the categories of fiction, non-fiction, religion, juvenile, mystery, poetry, short stories and articles.

To submit a manuscript, persons must register for the conference. A brochure detailing manuscript requirements, fees and conference schedule is available from OU at

370-3120 from 8 a.m. to 8 p.m. weekdays.

The Saturday, Oct. 18, session will include 32 workshops, including one by best-selling novelist William X. Kienzle on "Keeping the Mystery in Mysteries."

Kienzle also will speak on "The Invisible Writer" at the Friday evening dinner in Meadow Brook Hall.

Other workshops will cover illustrating books for children, poetry, the small literary magazine and how to get a magazine editor's attention.

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Oct. 22 - Dec. 17  
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And if you already know Gregg Shorthand, a Refresher Course (SEC 294.3) will be offered at the Orchard Ridge Campus from September 3 to December 17. Traditional courses in Gregg Shorthand Fundamentals (SEC 113), Intermediate Shorthand (SEC 114), and Shorthand Speed Building and Transcription (SEC 236) will be offered only at OCC's Auburn Hills and Royal Oak Campuses. For more information, call 471-7729.

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