

datebook

ENERGY, REMODELING EXPO

Thursday-Sunday, Oct. 9-12 — Fall Home Energy and Remodelers Expo open 9-10 p.m. Thursday, 10 a.m. to 6 p.m. Friday and Saturday, 10 a.m. to 6 p.m. Saturday in Detroit. Information: 569-8280. Sponsor: Builders Association of Southeastern Michigan.

HOME BUSINESS

Thursday, Oct. 9, 16 — "The New Entrepreneur... the Home-Based Business" begins at 7:30 p.m. in Bloomfield Hills. Fee: \$20 for series. Information: 645-3635. Sponsor: Cranbrook Schools.

WOMEN'S NETWORK

Friday, Oct. 10 — Professional Women's Network of Farmington to hear Secretary of State Richard Austin at 7:15 a.m. in Farmington. Information: Farmington Community Center, 477-8404.

PR SEMINAR, LUNCHEON

Saturday, Oct. 11 — "Hard Look at Public Relations" seminar and luncheon 9 a.m. to 2 p.m. in Detroit. Information: 927-1173. Sponsor: Public Relations Society of America.

PUBLIC SECTOR JOBS

Tuesday, Oct. 14 — "Expectations and Opportunities in the Public Sector" will be offered noon to 2 p.m. in Southfield. Non-member fee: \$30. Information: Janice Stiles, 476-6220. Reservation deadline: Oct. 10. Sponsor: Professional Services Management Association.

BIRMINGHAM CHAMBER

Tuesday, Oct. 14 — Birmingham-Bloomfield Chamber of Commerce to hear "Little Caesar's — Past, Present and Future" at 7:30 a.m. in Birmingham. Information: 644-1700.

SMALL BUSINESS

Tuesday, Oct. 14 — "Obtaining Financing for Your Business" to be held 8 a.m. to 2 p.m. in Detroit. Fee: \$25. Information: Beverly Smith, 225-1648. Sponsors: NBD Bancorp, Urgan Bankers Forum.

WOMEN IN SALES

Tuesday, Oct. 14 — Professional Women in Sales meets at 6 p.m. in Troy. Information: 261-0410.

INDUSTRIAL SHOW

Tuesday-Wednesday, Oct. 14-15 — Detroit Industrial Show runs for two days in Southfield. Information: 569-8280.

CONSTRUCTION BIDDING

Wednesday, Oct. 15 — A seminar on the construction bid process will be offered 7-9 p.m. in Troy. Information: 567-5500. Sponsor: Institute for Construction Management.

WOMEN AND TAX REFORM

Wednesday, Oct. 15 — "Women and the New Tax Act," a free program, will be offered 6-8 p.m. in Birmingham. Information: 646-0633. Sponsor: Net Worth Inc.

DATA MANAGEMENT

Wednesday, Oct. 15 — The Data Processing Management Association meets at 5:30 in Southfield. Information:

tion: Carol Peterson, 643-9600.

BUSINESS WRITING

Wednesday-Thursday, Oct. 15-16 — "Effective Business Writing" offered 8:30 a.m. to 4:30 p.m. in Detroit. Fee: \$385. Information: Claudia, 577-4449. Sponsor: Wayne State University management center.

QUALITY CONTROL

Wednesday-Friday, Oct. 15-17 — Greater Detroit Section, automotive division, of American Society of Quality Control will have its 25th annual fall seminar on "Destination: the Quality Company." Information: Rick Karlowksi, 583-5165.

BLACK MBAs

Wednesday-Saturday, Oct. 15-19 — Black MBA Association's national conference held in Detroit. Information: 882-0675 or 332-3724.

ACCOUNTS RECEIVABLE

Thursday, Oct. 16 — "Turning Receivables into Revenue Using the Small Claims Court" offered 9 a.m. to 4 p.m. in Southfield. Fee: \$250. Information: 358-2439. Sponsor: Accounts Receivable Consultants.

WOMEN BUSINESS OWNERS

Thursday, Oct. 16 — The National Association of Women's Business Owners meets at 6 p.m. in Southfield. Information: 645-2200.

REAL ESTATE

Tuesday-Wednesday, Oct. 21-22 — "Real Estate Continuing Education" offered 6-9 p.m. in Detroit. Non-member fee: \$35. Information: 862-8000 Ext. 240. Sponsors: Marygrove College, Michigan Association of Realtors.

CONTRACTOR COMPUTERS

Tuesday, Oct. 21 to Dec. 9 — Contractor use of microcomputers class offered 6-9 p.m. in Troy. Information: 567-5500. Sponsor: Institute for Construction Management.

TECHNICAL TOURS

Wednesday, Oct. 22 — Three different tours of the Farmington Hills Industrial Complex will be held by the Society of Manufacturing Engineers, which will meet in Novi before and after the tours. For information, call Larry Farrell, 349-7077.

EMPLOYERS UNEMPLOYMENT

Thursday, Oct. 23 — Employers' Unemployment Compensation Council conference 8:30 a.m. to 4 p.m. in Troy. Non-member fee: \$85. Information: Catherine O'Brien McCuish, 961-8670.

TAX REFORM

Thursday, Oct. 23 — "Current Investments and Tax Reform — How Will Your Current Investments Fare with Tax Reform?" begins at 7:30 p.m. in Bloomfield Hills. Fee: \$10. Information: 645-3635. Sponsor: Cranbrook Schools.

CPAs BREAKFAST

Friday, Oct. 24 — CPAs breakfast begins at 7:30 a.m. in Troy. Information: 855-2288.

IBM PC COURSE

Saturdays, Oct. 25 to Nov. 15 — "More Experience on the IBM PC"

offered 9 a.m. to noon in Rochester. Fee: \$98. Information: 370-3120. Sponsor: Oakland University.

CAREER EXPO

Tuesday-Thursday, Oct. 28-30 — Detroit Career Expo open 10 a.m. to 6 p.m. in Detroit. Admission: \$10. Information: 569-8280.

CONSTRUCTION ACCOUNTING

Tuesday, Oct. 28 to Dec. 2 — Construction accounting class offered 7-9 p.m. in Southfield. Information: 567-5500. Sponsor: Institute for Construction Management.

CPAs & MICROS

Wednesday, Oct. 29 — "Staying in Touch with New Technology" begins at 8 a.m. in Southfield. Information: 844-2288. Sponsor: Michigan Association of CPAs.

ELECTRONICS SHOW

Wednesday-Thursday, Oct. 29-30 — Electronics trade show open 1-7 p.m. Wednesday and 10 a.m. to 2 p.m. Thursday in Detroit. Fee: \$22.50. Information: 893-8907. Sponsor: Budget's Electronics Sales and Consulting Inc.

INTERMEDIATE COMPUTER

Wednesday, Oct. 29 to Nov. 19 — "Intermediate Computer Using Lotus Symphony" will be offered 7-9 p.m. in Bloomfield Hills. Fee: \$75. Sponsor: Cranbrook Schools.

INTERMEDIATE COMPUTER

Thursday, Oct. 30 to Nov. 20 — "Intermediate Computer Using Lotus Symphony" will be offered 7-9 p.m. in Bloomfield Hills. Fee: \$75. Sponsor: Cranbrook Schools.

SMALL BUSINESS CONFERENCE

Saturday, Nov. 1 — "Target for Success: Building for Excellence III" conference offered 8 a.m. to 4 p.m. in Royal Oak. Fee: \$25. Information: Elaine Glasser, 858-0895. Sponsor: Michigan State University Cooperative Extension Service.

BUSINESS EXPO

Tuesday-Thursday, Nov. 4-6 — Business expo runs for three days in Detroit. Information: 569-8280.

INTRODUCTION TO PCs

Wednesday, Nov. 5 — "Introduction to Personal Computers" will be offered 8:30 a.m. to 4:30 p.m. in Detroit. Fee: \$175. Information: Claudia, 577-4449. Sponsor: Wayne State University management school.

REAL ESTATE

Saturday, Oct. 4 — "Special Classified Agency" offered 8:30 a.m. to 4:30 p.m. in Detroit. Non-member fee: \$35. Information: 862-8000 Ext. 240. Sponsors: Marygrove College, Michigan Association of Realtors.

SME CONFERENCE

Tuesday-Friday, Nov. 11-14 — Autotact '86, Society of Mechanical Engineers' annual conference and exposition on the automated, integrated factory, is in Detroit. Information: 271-0777.

INTERNAL AUDITORS

Tuesday-Wednesday, Nov. 11-12 — "Auditing for Excellence — Here

State offers free help to small fleet owners

Small businesses with at least four vehicles can receive free help from the state to increase their fleets' efficiency and reduce operating costs.

The Fleet Efficiency Program, operated through the Energy Administration, Michigan Department of Commerce, is funded by overcharge fines collected from oil companies. The program was first offered to municipalities and has been expanded to small businesses statewide.

According to Loyal Huffman of Southfield, fleet analyst, specialists took at a company's purchasing, records, preventive maintenance and trip routing procedures before making recommendations.

"We're there to find ways to save money and make their operations more efficient. We've saved considerable amounts of money for municipalities," Huffman said.

Each of the four areas has a potential for savings.

"A lot of it is record keeping," Huffman said. "A lot of companies have automated their records but

many computer programs are outdated at this point. We have a specialist who has developed a template for the Lotus 1-2-3 program that makes recordkeeping much easier."

With the rising cost of cars and trucks, some business owners have turned to leasing vehicles. But leasing options have complicated the decision.

"Leasing has become intricate," Huffman said. "There are many ways to lease such as leasing with a maintenance contract or doing the maintenance yourself."

FEP specialists often find that fleet maintenance is put on the back burner.

"Small businesses are not maintaining their vehicles economically," Huffman said. "They don't do anything until the vehicle quits and this is costing them money."

Business owners interested in the program can call Huffman at 357-0337.

"We'll dig as deep as we have to help these people," he said.



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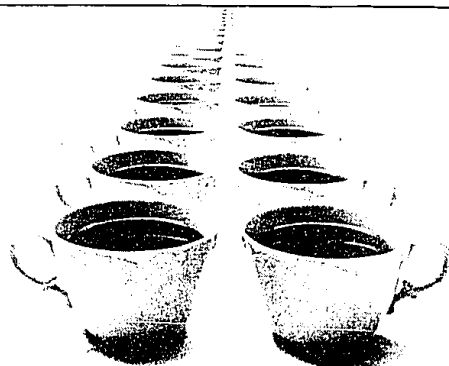
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BRING YOUR MEASUREMENTS! ALL OUTLETS OPEN SUNDAY 12 to 4