

OU Continuing Ed aims at investments, jobs

Because every individual will be affected by the new federal income tax law, Oakland University has scheduled several late afternoon and early evening investment courses in January on campus near Rochester.

Conducted by OU's Division of Continuing Education, the business classes are geared to assisting potential retirees, current retirees, career women, homemakers and others to plan the best investments.

For a detailed brochure and to register, call 370-3120, between 8 a.m. and 8 p.m. weekdays. Among the courses:

- "Plan Now for Retirement" — investment strategies to minimize financial jitters; four sessions will meet 7-9 p.m. Tuesdays, Jan. 20 to Feb. 10. Fees are \$25 per person, \$30 per couple.

- "Investing During Retirement", 4-6 p.m. Thursdays, Jan. 22 to Feb. 5. It's intended for those already retired who want to develop and maintain a sensible investment portfolio. Topics cover an investment portfolio consistent with stability, safety and taxes. Fees are \$10 per person; \$15 per couple.

- For the career woman, homemaker or widow managing personal finances, a four-session course, 4-6 p.m. Thursdays, Jan. 22 to Feb. 12, will teach how to set and meet goals through wise investments. Fee: \$20.
- "Getting Your Money's Worth" — three sessions, 7-9 p.m. Thursdays, Jan. 22 to Feb. 5. Topics will include how to develop an investment portfolio; how to select from the multitude of investments available; and how to use tax-saving strategies to make more money. Fees are \$20 per person or \$25 per couple.

INDIVIDUALS needing to take the personal assessment inventory required for entry into the Legal Assistant diploma program, offered by the OU Division of Continuing Education, may register now for the Jan. 12 tests.

The inventory measures language

skills and levels of abstract reasoning.

It will be 7:30-9:30 p.m. in the Gold rooms in the Oakland Center on the campus.

Prepayment of a \$25 application fee is required. To register, call 370-3120, between 8 a.m. and 8 p.m. weekdays.

OU's non-credit paralegal evening program, starting Jan. 19, successfully has offered quality training for legal assistants for 12 years and has been approved by the American Bar Association.

The program provides training for assisting attorneys in a variety of law-related duties. It concludes with a flexible, on-the-job, 80 hour internship and includes a personal job referral service, although jobs cannot be guaranteed.

OU's COMMUNITY Chorus is registering for its 24th season of classical choral music, offered by the Division of Continuing Education, starting Jan. 13 on campus.

Under the direction of John Devaras, director of university choruses, the OU Chorus invites new voices and longtime members to join the 130-voice mixed chorus this winter season.

Rehearsals will be held from 7:30 to 10 p.m. in 134 Varner Hall. Tuition is \$30. To register, call 370-3120, between 8 a.m. and 8 p.m. weekdays.

SKILL ON THE IBM personal computer and Wang word processor, which increases job opportunities and upgrades office proficiencies, will be taught in four-session courses

for beginners. Continuing Education classes start Jan. 22 on the OU campus.

No computer experience is required. Enrollment is limited. To register, call 370-3120, between 8 a.m. and 8 p.m. weekdays.

Basic Wang word processing includes text editing, personalizing form letters, copying, printing and filing on diskettes. It will be instructed in 7-9 p.m. Thursday lectures, Jan. 22 and 29, with Saturday labs on Jan. 24 and 31. Tuition is \$90.

Basics of operating the IBM P.C., covering the use of floppy disk and printer, Lotus 1-2-3 and PC-File III data base manager, will be instructed from 9:30 a.m. to 12:30 p.m. Saturdays, Jan. 24-Feb. 14. Tuition is \$90.

For those who wish to continue on with the IBM P.C., an advanced course, More Experience on the IBM

P.C., will be offered from 9:30 a.m. to 12:30 p.m. Saturdays, Feb. 21 to March 14.

TO PREPARE for the Feb. 7 American College Testing exam, you may enroll now for the preparation workshops to be conducted by OU's Division of Continuing Education, starting Jan. 17 on campus. ACT is required by some colleges for admission.

The three-session workshops will

be held Saturdays, Jan. 17 and 24 from 9 a.m. to 3 p.m. with an hour lunch break, and on Jan. 31 from 9 a.m. to noon.

Tuition is \$75, including all materials. Workshops may be repeated at no charge. To register, call 370-3120, between 8 a.m. and 8 p.m. weekdays.

Qualified instructors will focus on the best approach to test-taking for successful results. They will analyze the mathematics section of the exam and explain reading comprehension, sentence completion, analogues and acronym sections.



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U-D teaching 6 languages

Intensive foreign language classes will be offered by the University of Detroit in Berkshire School, Birmingham, from Jan. 27 to April 16.

Courses are beginning and intermediate French, three levels of German and Japanese, the first level of Portuguese and two levels of Russian and Spanish.

Information on times and costs, as well as on U-D language courses elsewhere, is available from U-D's Continuing Education Development office at 927-1025.

Classes are kept at six to 10 and are taught by instructors native to the language. They use rapid-fire drills that force the student to respond at least 100 times during a class period.

Marygrove enrolling

Marygrove College in northwest Detroit is accepting applications for admission and financial aid for winter term '87 for graduate and undergraduate classes beginning Jan. 12.

Registration begins Monday, Jan. 5, from 10 a.m. to 5 p.m., through Friday, Jan. 9. There are evening hours until 7 p.m. on Tuesday and Wednesday, Jan. 6 and 7.

Marygrove's campus is located at 8425 West McNichols at Wyoming.

Serving the metropolitan area for more than 50 years, Marygrove offers two- and four-year degree programs as well as master's degrees in administration, education and pastoral ministry. The coeducational college offers more than 60 areas of concentration.

For details, contact Marygrove's Admissions Office, 862-8000, Ext. 220.

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