

## State tax forms mailed

More than 4.3 million state income tax forms are arriving through the mail to Michigan taxpayers. "This is the first time we have mailed income tax forms directly to each taxpayer by name and address," State Treasurer Robert A. Bowman said. "The mailing should make filing individual state income tax returns more convenient."

Deadline to file 1986 Michigan income tax returns is April 15. Last year, all who sent in error-free income tax returns by April 15 received refunds by June 1, a six week turnaround that saved Michigan millions of dollars in interest costs.

## High school math club meets on LIT campus

Students can explore the important fields of robotics and computer aided manufacturing at the next Detroit Metropolitan High School Mathematics and Computer Club meeting at 7 p.m. Thursday, Jan. 8. The group meets in room S-321 of Lawrence Institute of Technology's Science Building, 21000 10 Mile at Northwestern in Southfield.

Guest speaker will be Professor Daniel Bock of LIT's mechanical engineering department. Preceding the discussion will be the third in a series of FORTNIGHT instruction classes held at 6 p.m. in

S-314 on LIT's campus.

The club, open to all high school students, usually meets the first Thursday of each month from October through May. This month, it will meet on the second Thursday.

There are no dues, and parents and high school teachers are welcome to attend.

The Math Club is designed to offer high school students a better understanding of career options and necessary training for those interested in mathematics and computer science. Student members may use LIT's batch processing computer facilities

## Secretarial classes go high tech at OCC

A new Office Information Systems program will be offered for the first time this winter at all Oakland Community College campuses.

Students in the program can select from traditional secretarial courses, as well as new coursework which focuses on state-of-the-art office automated systems.

Microcomputer courses and a new alphabet-based shorthand system known as "Speedwriting" are featured.

"It's just the beginning," said OIS instructor Pat Seraydarian. "Early next year students at the Orchard Ridge and Highland Lakes campuses will be experimenting with an interface electronic mail system."

APPROXIMATELY 50 new microcomputers have been purchased

to acquaint OCC students with a variety of software packages.

Students who enroll in "Business Software Applications for the Microcomputer" can select from software packages including word processing, spreadsheets, database, graphics, electronic mail and advanced applications.

OIS classes are scheduled during a variety of time periods to offer greater flexibility to individuals who plan to pursue a degree in the program, or for those currently employed in the field who wish to upgrade their skills.

Students can enroll in 15-week, as well as 7½-, six-, five- and three-week courses.

"WE ARE customizing and tailoring our coursework to meet the needs of students and the community," added Carol Stenzel, dean of the OCC Business and Professional Institute.

"Employers can take advantage of the new courses to upgrade employee skills."

Registration for the 1987 winter semester is Monday and Tuesday, Jan. 5 and 6. Classes begin Wednesday, Jan. 7.

For information about the new OIS program, call 853-4365 at the Auburn Hills Campus, 360-3144 at the Highland Lakes Campus, 471-7739 at the Orchard Ridge Campus, and 967-5756 at the Southeast Campus System.

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