

Big month at OU for job courses

Brochures on January noncredit courses for professionals are available from the Division of Continuing Education at Oakland University, Rochester. Mail registration forms are included.

Registration is open for courses beginning the week of Jan. 19.

These include preparation and update programs for business and technical careers: the Personal Financial Planning Certificate Program, the Legal Assistant Program, the Accounting Assistant Program and the Plastics Technology Program.

Details about the offerings and registration may be obtained from the Continuing Education office, 370-3120, between 8 a.m. and 8 p.m., weekdays. The office will re-open Jan. 5.

FREE CAREER opportunity seminars for those considering entering the financial planning, paralegal and accounting assistant programs will be conducted.

On Thursday, Jan. 8, at 7:30 p.m., two seminars will be conducted in the Oakland Center on campus: Sid Mitra, program director, of Rochester will review the content and benefits of the Personal Financial Planning Program. A panel of Oakland

University paralegal graduates will discuss their careers in the Gold Room.

From 7:30 to 8:30 p.m., Tuesday, Jan. 6, Gloria Boddy, of Rochester, director of the Accounting Assistant Program, and Instructor Patricia Kish of Troy will discuss the program training and job opportunities in business.

There is no charge for the seminars, but reservations should be made by calling the Continuing Education office, 370-3120, between 8 a.m. and 8 p.m., weekdays.

OTHER OFFERINGS beginning the week of Jan. 19:

The effect of the new tax law will be covered in a variety of brief, low-tuition courses in investment — for retirees, those planning to retire, women alone and those who want to learn basic investment strategies.

Four-session hands-on beginning and advanced IBM personal computer and word processing instruction will be conducted Saturdays, beginning Jan. 24.

Two preparation workshops include the GRE, beginning Jan. 10; the ACT, beginning Jan. 17; the GMAT, beginning Feb. 14; and the SAT, beginning March 14.

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