

datebook

● **HOME MORTGAGE FINANCING**
Friday, April 27 — Current trends and developments in home financing 8:15-11 a.m. in Southfield. Non-member fee: \$15. Information: 565-1283. Sponsor: South Oakland County Board of Realtors.

● **DESIGN WORKSHOPS**
Friday, April 27 — Michigan Design Center in Troy presents nine resource workshops and offers tours of the center. Information: 649-4770.

● **GRADUATE MANAGEMENT ADMISSIONS**
Saturdays, April 28 through June 2 — GMAT preparation workshop 9 a.m. to 12:30 p.m. near Rochester. Fee: \$155. Information: 370-3120. Sponsor: Oakland University.

● **HIRING THE BEST**
Monday, April 30 — "How to Hire the Best" seminar 8:30 a.m. to 3:30 p.m. near Rochester. Fee: \$85. Information: 370-3033. Sponsor: Oakland University Continuum Center.

● **WOMEN IN COMPUTING**
Monday, April 30 — Association for Women in Computing meets at 6 p.m. in Troy. Information: Barbara, 565-0223.

● **GRAMMAR BRUSH-UP**
Tuesday, May 1 — "Write It Right" seminar of communication skills for secretaries 9 a.m. to 4 p.m. at the Auburn Hills Signature Inn. Fee: \$65. Information: 370-3120. Sponsor: Oakland University.

● **MANUFACTURING CONFERENCE**
Tuesday-Thursday, May 1-3 — Mid-America '90 Manufacturing Conference in Detroit. Information: Tom Akas, 271-1500, Ext. 430. Sponsor: Society of Manufacturing Engineers.

● **MANUFACTURING ENGINEERS**
Wednesday, May 2 — Society of Manufacturing Engineers sponsors annual "Maxwell Event" in Detroit. Information: Helmut Lint, 353-3742.

● **SUPERVISING COURSE**
Thursday, May 3 — "Effective Supervision" workshop offered 9 a.m. to 4 p.m. at the Auburn Hills Signature Inn. Fee: \$85. Information: 370-3033. Sponsor: Oakland University.

● **HAZARDOUS MATERIALS**
Thursday, May 3 — Conference on complying with federal rules on hazardous materials 1:30-3:30 p.m. in

Pontiac. Information: 858-5300. Sponsor: Oakland County EMS/emergency management division.

● **DIRECT MARKETING ASSOCIATION**
Thursday, May 3 — Direct Marketing Association meets in Southfield. Non-member fee: \$17. Information: 258-8803.

● **BED AND BREAKFAST**
Mondays, May 7 and 14 — "How to Operate Your Own Bed and Breakfast" course offered 7-10 p.m. in Birmingham. Fee: \$50. Information: Leslie Drolet, 644-5832. Sponsor: The Community House in Birmingham.

● **B'HAM CHAMBER**
Tuesday, May 8 — "Business Waste Reduction" presented at 7:30 a.m. in Beverly Hills for Birmingham-Bloomfield Chamber of Commerce. Non-member fee: \$12. Information: 644-1700.

● **ORAL COMMUNICATIONS**
Tuesday, May 8 — "Speaking Up and Being Heard" seminar of communication skills for secretaries 9 a.m. to 4 p.m. at the Auburn Hills Signature Inn. Fee: \$65. Information: 370-3120. Sponsor: Oakland University.

● **IMMIGRATION SEMINAR**
Wednesday, May 9 — Immigration seminar for international students who want to seek U.S. professional licensure 7-9 p.m. in Southfield. Free. Information: 569-5320. Sponsor: Stanley H. Kaplan Educational Center.

● **CPAS AND TAXES**
Wednesday, May 9 — CPA/attorney conference on future issues in taxation 8 a.m. to 5 p.m. in Bloomfield Hills. Fee: \$100 for eight hours of continuing professional education credit. Information: 855-2288. Sponsor: Michigan Association of Certified Public Accountants.

● **MANAGEMENT SEMINAR**
Wednesday, May 9 — "How to Think Like a Manager for the 21st Century" 7:30-9:30 p.m. in West Bloomfield. Fee: \$5. Information: Joyce Weiss, 681-5831. Sponsor: The Packaged Deal.

● **WOMEN MANAGERS**
Thursday, May 10 — "Leadership Skills for Women Managers and Supervisors" 9 a.m. to 4 p.m. in Southfield. Fee: \$59. Information: 1-800-235-0639. Sponsor: Fred Pryor Seminars.

● **FINANCIAL PLANNING CAREER**
Thursday, May 10 — Free personal financial planning career night begins at 7:30 p.m. near Rochester. Information: 370-3120. Sponsor: Oakland University division of continuing education.

● **MONEY AND RETIREMENT**
Monday, May 14 — "Financial Survival in Retirement" course offered 7:30-9:30 p.m. in Birmingham. Fee: \$12. Information: Leslie Drolet, 644-5832. Sponsor: The Community House in Birmingham.

● **COMMERCIAL INVESTORS**
Monday, May 14 — Commercial Development Real Estate Showcase 4-7 p.m. in Southfield. Information: 585-1283. Sponsor: Detroit Metro commercial Investment Division of the Detroit Board of Realtors and South Oakland County Board of Realtors.

● **BIRMINGHAM CHAMBER**
Tuesday, May 15 — Outstanding small-business person of the year honored by the Birmingham Bloomfield Chamber of Commerce. Non-member fee: \$25. Information: 644-1700.

● **LSAT PREPARATION**
Tuesdays and Thursdays, May 15-31 — Law School Admissions Test preparation workshop 6:30-9:30 p.m. near Rochester. Fee: \$175. Information: 370-3120. Sponsor: Oakland University.

● **FIND CAPITAL**
Thursday, May 17 — "Finance Your Business — An Opportunity to Acquire Capital" offered in Detroit. Information: 596-0379. Sponsor: Greater Detroit Chamber of Commerce.

● **INTERMEDIATE WORDPERFECT**
Thursdays, May 17 through June 7 — "Intermediate WordPerfect" word processing course offered 8:30-8:30 p.m. near Rochester. Fee: \$130. Information: 370-3120. Sponsor: Oakland University division of continuing education.

● **CPA WEEKEND**
Friday-Sunday, May 18-20 — CPA Weekend in Auburn Hills. Maximum fee: \$90. Information: 370-3120. Sponsor: Oakland University division of continuing education.

● **DEVELOPMENT FOR WOMEN**
Saturday, May 19 — "Professional Development for Women" course offered 9 a.m. to 4 p.m. in Birmingham. Fee: \$29. Information: Leslie Drolet, 644-5832. Sponsor: The Community House in Birmingham.

● **LOTUS 1-2-3**
Saturdays, May 19 through June 9 — Lotus 1-2-3 computer spreadsheet course offered near Rochester. Fee: \$150. Information: 370-3120. Sponsor: Oakland University division of continuing education.

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