

datebook

● **WRITTEN COMMUNICATION**
Friday, April 13 — "Written Communication: Effective in Business and Professional Life" workshop offered 8:45 a.m. to 12:15 p.m. in Troy. Fee: \$50. Information: 689-8282, Ext. 258. Sponsor: Walsh College.

● **SMALL BUSINESS MANAGEMENT**
Saturday, April 14 — Small business management free introductory workshop begins at 7 p.m. in Troy. Registration: 542-4220. Sponsors: Michigan State University and Small Business Management Schools.

● **PREPARE FOR GRE**
Saturday, April 14 — Preparation seminar for the Graduate Record Examination offered over two weekends in Southfield. Registration: 540-5988. Sponsor: University Test Preparation Service Inc.

● **STARTING A SMALL BUSINESS**
Tuesday, April 17 — "How to Start a Successful Small Business" offered 7-10 p.m. for six weeks in Troy. Registration: 542-4220. Sponsors: Michigan State University and Small Business Management Schools.

● **SALESMANSHIP**
Tuesday, April 17 — Council on Small Enterprise seminar 8-10 a.m. in Bloomfield Township. Fee: \$5 for members, \$10 for non-members, including continental breakfast. Reservation: 345-4148. Sponsor: Oakland County Chamber of Commerce.

● **COMPUTER MUSIC FOR TEACHERS**
Wednesday, April 18 — An educator's seminar on the Syntrium Computer Music System will begin at 8 p.m. in Birmingham. Information: Tom Hollier, 549-4155. Sponsor: Musical Oasis Inc.

● **COST ANALYSTS**
Wednesday, April 18 — Institute of Cost Analysis meets. Information: Tina Lins, 574-5715.

● **BUSINESS SCHOOL**
Wednesday, April 18 — The PBI business school at 3400 Grand River in Farmington has open house 11 a.m. to 1 p.m. at the school.

● **SMALL BUSINESS COURSES**
Thursday, April 19 — "How to Run a Successful Small Business" and "Managing for Profit" offered 7-10 p.m. for

six weeks in Troy. Registration: 542-4220. Sponsors: Michigan State University and Small Business Management Schools.

● **MEET THE COMPUTER**
Thursday, April 19, 26 — "Easy Introduction to Computers" offered 7-9:30 in Rochester. (Laboratory classes Saturday, April 21, 28.) Tuition: \$70. Information: 377-3120. Sponsor: Oakland University.

● **SPORTS MEDICINE**
Saturday, April 21 — Sports medicine seminar for physicians 1-3 p.m. in Birmingham. Fee: \$5. Registration: 540-8840. Sponsor: Metro Rehabilitation Services Inc.

● **FINANCIAL ANALYSIS**
Saturday, April 21 — "Financial Analysis and Cash Flow" workshop for current and prospective small-business owners/managers in Detroit. Fee: \$40, includes lunch. Registration: Nancy Grose at 577-4710. Sponsors: Wayne State University, U.S. Small Business Administration, Michigan Small Business Development Council.

● **PROFESSIONAL SECRETARY**
Tuesday, April 24 — "The Profes-

sional Secretary" and "Effective Communication Within the Office" seminars offered in Southfield. Professional secretary course is 8:30 a.m. to noon. Effective communication is 1-4:30 p.m. Fee: \$95 for both seminars, \$60 for one. Information: 540-7315. Sponsor: Office Management Consultants.

● **GOVERNMENT ACCOUNTANTS**
Tuesday, April 24 — Association of Government Accountants meets. Information: Yonna Ware, 226-2919.

● **INTELLIGENT MACHINES**
Tuesday-Wednesday, April 24-25 — "1984 conference on Intelligent Systems and Machines" in Rochester. Information: Donald R. Ralkenberg at 377-2218. Sponsor: Oakland University Center for Robotics and Advanced Automation.

● **FINANCIAL SEMINAR**
Thursday, April 26 — Financial investments for the non-expert 7:30-9 p.m. in West Bloomfield Township. Registration deadline: Tuesday, April 24. Sponsor: Investors Diversified Services.

● **WOMEN ENTREPRENEURS**
Friday-Saturday, April 27-28 —

"Women: The Emerging Entrepreneurs" two-day seminar begins at 9 a.m. Friday in Troy. Fee: \$90. Information: Nancy Grose, 577-4710. Sponsors: Wayne State University, state of Michigan, U.S. Small Business Administration.

● **ENTREPRENEUR CONFERENCE**
Saturday, April 28 — "Providing Real-World Answers to Tough Business Questions" conference begins at 8:30 a.m. in Troy. Fee: \$65 including lunch. Registration: Sharon O'Brien, 577-4848. Sponsor: Harvard Business School Club of Detroit.

● **RESIDENTIAL LEADERS**
Saturday, April 28 and May 5 — Leadership training program for people interested in the management and operation of condominiums, cooperatives and homeowners associations offered 9 a.m. to 5 p.m. in Troy. Fee: \$110-\$125. Information: Charles Valdez 353-7913. Sponsor: Community Associations Institute.

● **ATTITUDE DEVELOPMENT**
Tuesday-Thursday, May 1-3 — "Ask for Action," attitude development sem-

OPPORTUNITIES IN MICHIGAN

Wednesday, May 2 — "Trends and Opportunities in Southeast Michigan from 1984 to Year 2000" 5:15-7:30 p.m. in Birmingham. Fee: \$4 for members, \$7 for non-members. Information: 644-1700. Sponsor: Birmingham-Bloomfield Chamber of Commerce.

● **HANDLING TAXES**
Saturday, May 5 — "Tax-Sheltered Retirement Plans" free informal presentation for business executives and professionals, begins at 9:30 a.m. in Southfield. Sponsor: Shearson/American Express. Information: Kathy Hartman, 259-4770.

● **FINANCIAL STATEMENTS**
Friday, May 11 — "Understanding and Interpreting Financial Statements" seminar offered in Troy. Fee: \$155. Reservations: (212) 285-7811. Sponsor: Dun & Bradstreet.

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