datebook

O WRITTEN COMMUNICATION Priday, April 13 — "Written Com-munication: Effective in Business and Professional Life" workshop offered 8:45 a.m. to 12:15 p.m. in Troy, Fee: 4:50. Information: 689-9282, Ext. 258. Sponsor: Walsh College.

O SMALL BUSINESS MANAGE-MENT

MENT

Saturday, April 14 — Small business
management free introductory workshop begins at 7 pm. in Troy. Registration: \$42-4220. Sponsors: Michigan
State University and Small Business
Management Schools.

O PREPARE FOR GRE

Saturday, April 14 — Preparation seminar for the Graduate Record Ex-amination offered over two weekens in Southfield. Registration: 540-5688. Sponsor: University Test Preparation Service Inc.

O STARTING A SMALL BUSI-

NESS
Tbesday, April 17 — "How to Start a
Successful Small Business" offered 710 p.m. for six weeks in Troy. Registration: 542-4220. Sponsors: Michigan
State University and Small Business
Management Schools.

SALESMANSHIP
Toedday, April 17 — Council on
Small Enterprise seminar 8-10 a.m. in
Bloomfield Township, Fee: 35 for
members, 81 for non-members, including continental breakfast. Recervations: 35-8148. Sponsor: Oakland County Chamber of Commerce.

• COMPUTER MUSIC FOR TEACHERS .

TEACHERS
Wednesday, April 18 — An educator's seminar on the Syntauri Computer
Music System will begin at 8 p.m. in
Birmingham. Information: Tom Hollyer, 540-4155. Sponsor: Musical Oasis

◆ COST ANALYSTS Wednesday, April 18 — Institute of Cost Analysis meets. Information: Tina Lins, 574-8715.

• BUSINESS SCHOOL, Wednesday, April 1B — The PBI business school at 34601 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 Univer-sity and Small Business Management Schools.

MEET THE COMPUTER
Thursday, April 19, 25 — "Easy Introduction to Computers" offered 2: 250 in Rochester. (Laboratory classes Saturday, April 21, 28.) Thitton: 870. Information: 377-3120. Sponsor: Oaklard University.

SPORTS MEDICINE Saturday, April 21 — Sports med-cine seminar for physicians 1-3 p.m. in Birmingbam. Fee: \$5. Registration: 540-8840. Sponsor: Metro Rehabilita-tion Services Inc.

FINANCIAL ANALYSIS
Saturday, April 21 — "Financia".
Analysis and Cash Flow" yorkabop for current and prospective small-business owners/managers in Detroit, Fee: 840, includes lunch. Registration: Nancy Grose at 517-4710. 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 Com-munication Within the Office" semi-nars 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, \$40 for one. Information: \$07-335, Sponsor: Office Management Consultants.

• GOVERNMENT ACCOUNTANTS

Tuesday, April 24 — Association of Government Accountants meets. Infor-mation: Yonma Ware, 228-2919.

INTELLIGENT MACHINES
 Tuesday-Wednesday, April 24-25 — "1984 conference on Intelligent Systems and Machines" in Rochester. Information. Donald R. Ralkenburg at 377-218. Sponsor. Oakland University Center for Robotics and Advanced Automation.

• FINANCIAL SEMINAR

▼ FINANCIAL SEMINAR Thursday, April 26 — Financial in-vestments for the non-expert 7:30-9 p.m. in West Bloomfield Township. Registration deadline: Tuesday, April 24. Sponsor: Investors Diversiti'ed Ser-vices.

WOMEN ENTREPRENEURS Friday-Saturday, April 27-28

"Women: The Emerging En-trepreneurs" two-day seminar begins at 9 am. Friday in Troy. Fee: \$30. In-formation: Naevy Grose, \$77.4710. Sponsors: Wayne State 'University, state of Michigan, U.S. Small Business Administration.

• ENTREPRENEUR CONFERENCE

ENCE
Saturday, April 28 — "Providing
Real-World Answers to Tough Business
Questions" conference begins at 8:30
a.m. in Troy, Fee: \$55 including lunch.
Registration: Sharon O'Brien, 577-4848.
Sponsor: Harvard Business School Club
of Detroit.

 RESIDENTIAL LEADERS
 Saturdays, April 28 and May 5 —
Leadership training program for people interested in the mangement and pic interested in the margement and operation of condominiums, cooperatives and homeowners associations of-fered 9 a.m. to 5 p.m. in Troy. Fee: \$110-\$125. Information: Charles Valdes-125. Sponsor: Community Associations Institute.

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

inar, offered 8:30 a.m. to 4:30 p.m. in Birmingham. Fee: \$395. Information: 851-4300. Sponsor: Executive Consult-ing Services Inc. of Farmington Hills.

• OPPORTUNITIES IN MICHIGAN

GAN
Wednesday, May 2 — 'Trends and
Opportunities in Southeast Michigan
from 1984 to Year 2000" 5:15-7:30 p.m.
in Birmingham. Fee: 84 for members,
87 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 \$5.0 a.m. in
Soutifield. Sponsor: Shearson/American
Express. Information: Kathy Hartman, 259-4770.

• FINANCIAL STATEMENTS Friday, May 11 — "Understanding and Interpreting Financial State-ments" seminar offered in Troy. Fee: \$155. Reservations: (212) 255-7841. Sponsor: Dun & Bradstreet.

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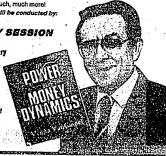
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