

datebook

FINANCIAL PLANNING DEGREE

Thursday, Sept. 12 — Free information night about Oakland University's personal financial planning certificate program begins at 7:30 p.m. near Rochester. Information: 353-5120.

CAREER WOMEN

Thursday, Sept. 12 — National As-

sociation of Career Women meets in Farmington Hills. Information: 626-0732.

● **TECHNOLOGY COUNCIL**
Thursday, Sept. 12 — Michigan Technology Council meets in Southfield. Information: 313-763-9757.

● **WOMEN IN TRADE**
Thursday, Sept. 12 — Women in

International Trade Inc. meets in Southfield. Information: 255-3680.

● **MICROSOFT WORD**
Friday, Sept. 13 — "Macintosh Microsoft Word: Introduction" 9 a.m. to 5 p.m. in Southfield. Non-member fee: \$225. Information: 353-4500. Sponsor: American Society of Employers.

● **BUSINESS CONSORTIUM**
Saturday, Sept. 14 — Oakland County Business Consortium Inc. meets in Southfield. Information: 851-5953.

● **LSAT PREPARATION**
Saturdays, Sept. 14-28 — Law School Admissions Test preparation workshops 9 a.m. to 4 p.m. near Rochester. Fee: \$195. Information: 370-3120. Sponsor: Oakland University.

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● **INDIVIDUAL INVESTORS**
Sunday, Sept. 15 — American Association of Individual Investors meets in Bloomfield Hills. Information: 851-1833.

● **dBASE IV SKILLS**
Monday, Sept. 16 — "dBase IV Skills: Level 1" 9 a.m. to 5 p.m. in Southfield. Non-member fee: \$225. Information: 353-4500. Sponsor: American Society of Employers.

● **MONEY MANAGEMENT**
Monday, Sept. 16 — "Money Management and Using Credit Wisely" 7:30-9:30 p.m. in Birmingham. No charge. Information: 644-5632. Sponsor: The Community House.

● **APPRAISERS SOCIETY**
Tuesday, Sept. 17 — American Society of Appraisers meets in Farmington Hills. Information: 673-2583.

● **BASIC INTERVIEWING**
Tuesday, Sept. 17 — "Basic Interviewing Skills" 9 a.m. to 4:30 p.m. in Southfield. Non-member fee: \$225. Information: 353-4500. Sponsor: American Society of Employers.

● **DOS COMPUTERS**
Tuesday, Sept. 17 — "Introduction to Computers with DOS" 9 a.m. to 5 p.m. in Southfield. Non-member fee: \$225. Information: 353-4500. Sponsor: American Society of Employers.

● **PAYING FOR COLLEGE**
Tuesday, Sept. 17 — Free seminar, "Investing for College," begins at 7 p.m. in Southfield. Information: 1-800-544-9797. Sponsor: Fidelity Investments.

● **DELEGATING**
Wednesday, Sept. 18 — "The Art of Delegation" 9 a.m. to 4:30 p.m. in Southfield. Non-member fee: \$225. Information: 353-4500. Sponsor: American Society of Employers.

● **HARVARD GRAPHICS**
Wednesday, Sept. 18 — "Harvard Graphics: Introduction" 9 a.m. to 5 p.m. in Southfield. Non-member fee: \$225. Information: 353-4500. Sponsor: American Society of Employers.

● **DP MANAGERS**
Sept. 18 — Data Processing Management Association meets in Southfield. Information: 535-4400.

● **DISABILITY ACT**
Thursday, Sept. 19 — "Americans with Disabilities Act" 9 a.m. to noon in Southfield. Non-member fee: \$125. Information: 353-4500. Sponsor: American Society of Employers.

● **QUALITY MANAGEMENT**
Thursday, Sept. 19 — "Quality Management Approaches to the Malcolm Baldrige Award" videoconference 11:30 a.m. to 4 p.m. near Rochester. Fee: \$125. Information: 370-3120.

● **ACCOUNTING FOR ALL**
Thursday, Sept. 19 — "Finance and Accounting for the Non-Financial Manager" 9 a.m. to noon in Southfield. Non-member fee: \$225. Information: 353-4500. Sponsor: American Society of Employers.

● **DETROIT CHAMBER**
Thursday, Sept. 19 — Greater Detroit Chamber of Commerce meets in Southfield. Information: 851-6270.

● **PLANNING FOR SUCCESS**
Thursday, Sept. 19 — "Developing Business, Marketing and Exporting Plans" 9 a.m. to 1 p.m. in Birmingham. Fee: \$35. Information: 658-0731. Sponsor: Oakland County Department of Community and Economic Development.

● **WOMEN'S ECONOMICS**
Thursday, Sept. 19 — Women's Economic Club meets in Detroit. Information: 963-5088.

● **NETWORKING**
Thursday, Sept. 19 — The Business Network meets in Novi. Information: 644-1223. Sponsor: Oakland County Chamber of Commerce.

● **HUMAN RESOURCES**
Thursday, Sept. 19 — Human Resources Association of Detroit meets in Southfield. Information: 524-1385.

● **BEGINNING COMPUTER**
Thursdays, Sept. 19 through Oct. 10 — "Beginning Computer" 7-9 p.m. in Bloomfield Hills. Fee: \$78.

Information: 645-3635. Sponsor: Cranbrook Schools.

● **ADVANCED WORDPERFECT**
Friday-Saturday, Sept. 20-21 — "Advanced WordPerfect" 9 a.m. to 5 p.m. in Southfield. Non-member fee: \$225. Information: 353-4500. Sponsor: American Society of Employers.

● **CHILD CARE PROVIDERS**
Friday-Saturday, Sept. 20-21 — Sixth annual Karing for Kids small business conference for child care providers near Rochester. Fee: \$25. Information: 1-469-6430. Sponsor: U.S. Small Business Administration.

● **SPREADSHEETS**
Monday, Sept. 23 — "Lotus 1-2-3 Spreadsheets" 9 a.m. to 5 p.m. in Southfield. Non-member fee: \$225. Information: 353-4500. Sponsor: American Society of Employers.

● **OVERBUILT MARKET**
Monday, Sept. 23 — "Suburban Prospects in an Overbuilt Market" 7:30-9:30 p.m. in Birmingham. Fee: \$10. Information: 644-5632. Sponsor: The Community House.

● **GET A MORTGAGE**
Monday, Sept. 23 — "Purchasing Your Home and Obtaining a Mortgage" 7:30-9:30 p.m. in Birmingham. No charge. Information: 644-5632. Sponsor: The Community House.

● **BUSINESS WRITING**
Tuesday, Sept. 24 — "Effective Business Writing — Letters, Memos and Reports" 9 a.m. to 5 p.m. in Southfield. Non-member fee: \$225. Information: 353-4500. Sponsor: American Society of Employers.

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- Developing a Retirement Portfolio

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Farmington Hills

Time: Saturday, September 21
9:30 A.M. - 11:30 A.M.
Place: PaineWebber
32300 Northwestern Hwy. (Suite 150)

Livonia

Time: Tuesday, September 24
7:00 P.M. - 9:00 P.M.
Place: Livonia City Hall
32777 5 Mile Road (Meeting Room C)

Troy

Time: Wednesday, September 25
7:00 P.M. - 9:00 P.M.
Place: MSU Management Education Center
811 W. Square Lake Rd. (Meeting Room 101)

Speaker:

Mark J. Rogers
First Vice President, Investments, PaineWebber
Retirement Planning Coordinator

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Please reserve _____ seats for me at your free seminar on
[] Sat., Sept. 21, [] Tues., Sept. 24 or [] Wed., Sept. 25
[] Sorry, I cannot attend. Please send me more information.

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2. To hear listings in Oakland County PRESS 1 or Press the number for the city you are interested in:

Birmingham	4280
Bloomfield	4280
Farmington	4282
Farmington Hills	4282
Millard	4288
Novi	4286
Rochester	4285
Royal Oak	4287
Southfield	4283
South Lyon	4288
Troy	4284
Walled Lake	4286
West Bloomfield	4281

To hear listings in Wayne County ...PRESS 2 or

Canton	4261
Garden City	4264
Livonia	4260
Northville	4263
Plymouth	4262
Redford	4265
Westland	4264

3. Choose your price range and listen to the listings for the city you've chosen.

- To back up, PRESS 1
- To pause, PRESS 2
- To jump ahead, PRESS 3
- To exit at anytime press *

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