

# Business program students honored

At the Sheridan College annual awards presentation "Accent on Achievement," Paul Heeg was given the Canada Packers Award as top third-year marketing student. Paul, a very active person, particularly in sports, has played Junior C Hockey for Cooksville, is on the varsity tennis team and plays soccer for "Les Marquis de Cartierville". In addition he plays hockey in the Sheridan intramural league for the third year business team and is known for his "fighting spirit."

Paul is majoring in marketing and is Sheridan's resident expert on the "Quebecois" market. He is also business manager for the student senate.

Second-year accounting student Hendrik (Hank) Jager received the Gulf Oil of Canada Award. He was born in the Netherlands, emigrated to Canada in 1962 and now lives in Burlington where he attended Nelson High School. Hank is in his second year at Sheridan and next year plans to major in finance and accounting. He would like to become an R.I.A.

Outside school, he is a part-time accountant for a company in Burlington and financial administrator of the Canadian Reformed Young People's Magazine.

The Toronto Dominion Bank Award for a marketing student in a second year of the three year program went to Dave Morgan of Milton, a student with a first semester grade point average of 3.75. His sports activities include the Sheridan Curling Club and have included basketball, curling, volleyball and football. On a part-time and summer basis Dave has worked in retailing and is looking for a job this summer which will help him towards his goal of industrial sales.

Lindsay Ramautarsingh came to Canada two and a half years ago from Trinidad. Last year he graduated from the two-year program in marketing with high honors. This year he enrolled again at Sheridan in Co-op Retailing and has won an award from the Oakville and District Personnel Association. He holds the distinction of being the top ping-pong player in the college during 1972/73. Lindsay has set his sights on a

career in management with a large retail chain.

Silva Ibedo is winner of the American Motors Award. He was born and educated in Nigeria and came to Canada in 1971 to take the two-year business program at Sheridan. He enjoys watching Canadian hockey, while at home in Nigeria he was an active soccer player. Silva has travelled widely in Europe and the U.S. Silva intends to become an accountant.

Dave McFarland worked for five years after coming to Canada in 1966 from Belfast, Northern Ireland. It was the work experience that convinced him to get back into education and enrol in Sheridan's business program. After completing his first two years at the Brampton Campus he enrolled at the Oakville Campus for his third year. One of his achievements includes winning the personnel award donated by the Oakville and District Personnel Association. Dave gives credit to his wife for helping support him during his studies as he pursues his career in marketing management.

## Secretarial awards

The secretarial award winners in the School of Business and Secretarial Studies are as follows:

Dorothy Clements won the top award in the Medical Secretarial course presented by Zonta International.

The Medical Secretarial Advisory Committee Award was presented by committee chairman Barbara Skinner to Judy Peterson. Judy is from Saskatchewan, where she was employed as secretary to the University Registrar before coming to Sheridan.

Shirley Mushet was winner of the Ontario Medical Secretaries Association Award. Shirley is from Port Credit, and is in the Medical Secretarial course.

The award for the Medical Secretarial Course in Brampton was presented by Flower City Kiwanis Club to Valerie McCandless, a native of Brampton.

The top award in the Legal Secretarial program, presented by Oshawa Wholesale, was awarded to Linda Nicholson, a graduate of Applewood Heights Secondary School.

Nancy Kelly won the Halton County Law Association award. Nancy is a native of Burlington, now in the graduating year of the Legal Secretarial program.

The Morra and Lakla Barristers Award was presented to Nella DiCroce, of Mississauga. Nella will become a Legal Secretary upon graduation.

The award to a Legal Secretarial student taking the course in Brampton, presented by Orangeville Bottling Company Limited, was won by Diane Quinton, of Brampton.

The top award in the Executive Secretarial program, presented by Gulf Oil Canada Limited, was won by Teresa Bresolin, of Port Credit.

Pushpa Shah, also in the Executive Secretarial Program, received the American Motors Award. Pushpa was born in India, where she received a B.A. in Economics.

The I.B.M. Award for the best student in the Intensive Secretarial course was awarded to Peggy Young, a native of Pictou, Nova Scotia, now living in Hamilton.



Medical Secretarial student Dorothy Clements (right) of Mississauga receives the Zonta Club Award.

## Word processing course

For some time now, we have realized that shorthand is no longer required in many office positions. We have also become aware of the rapidly-expanding field of word processing, where secretaries are highly skilled in the operation of transcription equipment and automatic typewriters, such as the I.B.M. Mag Card II.

In order to meet the needs of a changing business world, we will, in September 1974, be teaching Word Processing and Machine Transcription in our General Secretarial Program. Sheridan will be the first college in Ontario to offer this option in a Secretarial program. This will be another option available in our two-year courses. Other subjects include general and executive office practice, English and media studies, correspondence and two electives.

Direct entry to the second year of this program may be obtained by passing our typing pretest, details of which may be obtained from Marg Samuel at Sheridan.

## Co-op Retailing: Theory and experience combined

Co-op Retailing, a new program this year, combines theory with practical retail experience. The students spend the first half of each week in the classroom and the last half of each week employed (with pay) by one of the large mass merchandisers.

This year, the following retailers are involved in the program: T. Eaton Co., K-Mart, Simpsons-Sears, The Bay and Woolco.

Students are enjoying many practical experiences — from basic retail clerking to behind-the-scenes merchandise control. Some students have been given special management-trainee courses and exposure to other management responsibilities. The program has been designed to prepare students for entry into the management training schedule of any one of these leading merchandisers.

The course offers a one-year certificate and two-year diploma. Those wishing to enter the program directly from high school are encouraged to take the two-year program, which involves a simplified first-year business program, then entering the work experience program in the second year.

Those who already have a business course from a community college, or its equivalent, are considered for immediate entry into the second year.

Students should be retail oriented and self-motivating, with the objective of eventually joining the management team of a large Canadian mass merchandiser. Self-motivation is needed to cope with this intense study/work program. Eventually, as trainees, they must possess drive and initiative to cope with many on-the-spot decisions.

With continual expansion and diversification in the retail industry, the opportunities are unlimited for ambitious dedicated young merchandisers.

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Sheridan  
Style

## General Secretarial eliminates shorthand

Sheridan College will introduce a General Secretarial Program next fall as an alternative to the Medical and Executive Secretarial Programs now being offered.

This decision came as a result of the great interest students demonstrated in the Medical Secretarial program which, excludes shorthand as a required course. From this, the Business and Secretarial Division concluded shorthand was not popular with many prospective students.

The General Secretarial Program is a variation of the Executive program. The same subjects will be offered with the exception of shorthand. The program is suitably adapted to meet the changing needs of a challenging business world.

Instead of studying shorthand, which is no longer required in many office positions, students will concentrate on machine transcription and word

processing, using various types of transcribing equipment and automatic typewriters.

Direct entry to the second year of the program is available on the same basis as direct entry to the second year of the Medical Secretarial Program, with successful performance on a typewriting test. Applicants are required to pass at 40 wpm. The tests will be held in Room 345 at 4 p.m. on June 10 and Sept. 3.

In addition to the typing pre-test, applicants will be required to write an English test. The result of this test will have no bearing on admission. However, it should enable program instructors to suggest the course in English and Media Studies which will best suit the applicant's particular needs.

Anyone preferring this program to Medical Secretarial may contact the registrar's office in order to have an application form altered.

Graduates of the program will be able to find employment in offices where no shorthand is required or in the rapidly expanding field of word processing.



Sheridan students, staff, perform, dance and sing in the Oh What a Lovely War production.

## Free tax help

Sheridan's annual tax-consulting service, offered the latter part of March and early April, received overwhelming response from farmers, sole proprietors, individuals and small business concerns.

The objective of this free consulting service was to help individuals prepare their own tax returns under the new tax reform legislation. Special attention was given to investment income, capital gains, income from business activities, property rentals and tax-deductible registered retirement savings plan premiums.

In most cases students did not prepare the tax returns themselves but answered questions and assisted in preparation. Many of those assisted learned how to change the structure of their business to reduce tax liabilities in future years.

The college did not assume responsibility for participants' own work in preparation for their tax returns and emphasized that the consulting service was not a substitute for professional tax consultation.