



## Sheridan can help students

If you are 16 years or older and want to earn some money this summer then Sheridan College's new basic training course in Kitchen Helper or Restaurant Personnel is for you.

The 10-hour course, spread over four days from 16.30 h to 19.00 h, will be held at the Brampton Campus. Kitchen Helper will cover operating a dishwasher, preparing vegetables, assisting a baker and a butcher, identifying and using kitchen utensils and acting as a general helper in the food production area of a kitchen.

Restaurant Personnel (Waiters, Waitresses, Bus-boys / girls) will learn to properly set a table, serve meals, clear a table, fold napkins, clean silver, and safely carry trays and food to various areas.

There will be three sessions offered beginning May 26 to 29, June 2 to 5 and June 9 to 12. Cost is \$10 and will be held at the Brampton Campus.

For more information or registration contact the Community Services Division at the Brampton Campus, 459-7533.

## Consultant adds word processing

Maurice Lamothe, President of M.A. Lamothe & Associates Inc., Georgetown, announced that they are now offering a word processing service in addition to the consulting service offered to the electrical industry.

The word processing service includes mailing lists, price and parts lists, 'personalized' form letters, reports and catalogues. Marg Lamothe said, "Computerization allows us to speedily up-date and edit a mailing list. Changes or deletions are made and a corrected list is generated by the computer. The names on the mailing list can be

printed onto address labels or envelopes."

'Personalized' form letters can also be created from the names on the mailing list. Marg said, "This allows companies to send letters to a specific person. This insures that the person the letter is intended for, receives it, and people are more likely to read a letter addressed to them personally."

Price or parts lists can also be computerized and M.A. Lamothe & Associates Inc. will do layouts to suit individual requirements. The finished product is in camera ready form and suitable for direct reproduction.

On a computer the necessary changes to a catalogue can be made without having to re-type the entire catalogue. Marg points out that their sophisticated equipment is capable of a number of interesting and different options including the printing of graphs and tables.

The computer that Lamothe & Associates have purchased stores information on floppy discs. They are similar to phonograph records except that they can store a lot more information, up to 1/2 million letters per disc, in fact. The computer runs a printer which produces a high quality print similar to a typewriter. As well they have invested in a variety of programs in order to offer a broader service. Moe said, "Our emphasis is on a high quality product, hence we use a top quality printer even for mailing labels."

Lamothe incorporated M.A. Lamothe & Associates Inc. as a consulting business last year. He had previously worked for Smith & Stone in Georgetown as Manager of Research and Development. He now assists companies who want CSA approval on new products. The computer is also used to issue reports and standards up-dates for the consulting portion of the business.

Both Marg and Moe said they enjoy the semi-rural life that Georgetown offers. They moved to their Faludon Drive home from Montreal eight years ago, although they are both originally from western Canada.

## Jobs abroad for university students

University students who've dreamed of seeing the world, but can't quite afford the experience, may find the SWAP program is the answer.

The Student Work Abroad Program or SWAP is a practical idea enabling students to temporarily work and reside in the country of their choice. At present, SWAP is being offered in five countries: Great Britain, Ireland, New Zealand, Belgium and the Netherlands.

What kinds of jobs are available? Most of the

work offered is related to the service industry such as jobs in hotels, restaurants, banks, offices, factories and farms. The salaries aren't bad either. In Great Britain, starting wages range from \$120-\$140 a week and meals are often included.

Belgium, which offers employment varying from auto mechanics to railway work, has starting salaries up to \$320 a week. A student working on a farm in Netherlands has his or her income supplemented by free food and

lodging.

Jobs in the SWAP program are usually of short duration. In most cases, they last just a few months. This is considered sufficient time for the student-worker to absorb much of the host country's language, culture and lifestyle.

How does one get involved in the SWAP program? Its simple, but there are a few eligibility requirements. First, participants must possess a Canadian passport and a valid 1980 International Student Identity Card. The latter

is available through the nearest Association of Student Council office. In addition applicants must register at least 35 days in advance of departure and have \$500 with which to support themselves until their first paycheck. The student must also pay his or her own travel expenses.

For students considering a working holiday in Great Britain, the Association of Student Councils has opened its own London office geared specifically to the requirements of the SWAP program.

After the payment of an \$80 registration fee, the student receives two nights "orientation" accommodation in London and a job interview. If, for any reason, the London SWAP centre fails to provide this service, it will refund the registration fee and not charge for the accommodation.

Further information related to the SWAP program and other student related travel needs, can be obtained by contacting the Association of Student Council office, 44 St. George St., Toronto, (916) 979-2604.

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