

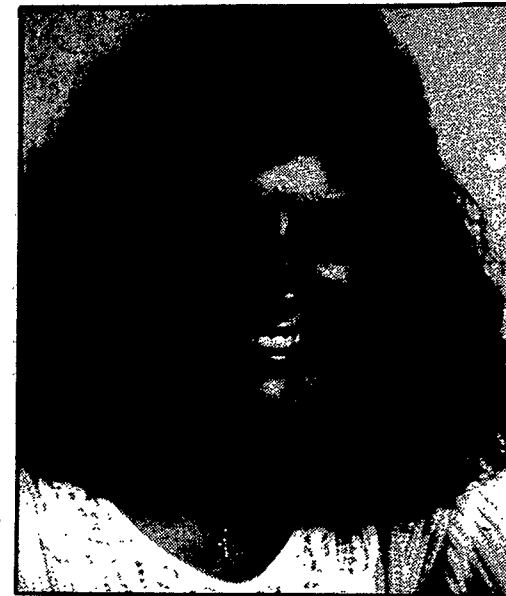
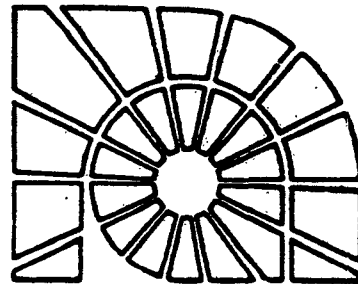
College President to address 108 Nazareth Academy Seniors

The 116th senior class of Nazareth Academy, numbering 108, will hold commencement exercises at the Eastman Theatre, Monday, June 27. Speaker for the 8 p.m. ceremony will be Rose Marie Beston, President of Nazareth College.

Academically ranked 1st in her class, Sally DeCarolus of Rochester will study History at Oberlin College. Amelia Sauter, another Rochesterian, will enter Cornell University this fall to pursue studies in Social Work. Sauter is ranked 2nd in her class.



Sally DeCarolus



Amelia Sauter

Cindy Aguglia
Kim Anderson
Denise Andrews
Patricia Bamed
Kristine Baxter
Jeanine Bigelow
Robin Bottenfield
Amy Budd
Patricia Burroughs
Nancy Bush
Jennifer Chamberlin
Chrystall Collins
Suzanne L. Connolly
Eileen Cooper
Clare Corcoran
Karen Crews
Sally DeCarolus
Cheryl Delaney
Sheri DeLong
Jennifer DeLucas
Karen Donner
Dawn Eick
Bridgette Englert

Judith Entress
Donna Felice
Tamitha Fisher
Colleen Gagne
Julie Gallipeau
Martietta Gambles
KellyAnn Glass
Rhonda Harris
Eileen Hart
Tracy Hecht
Tammy Higgins
Catherine Holwill
Lynda Hryhorenko
Diane Hummel
Heather Irwin
Janet Jensen
Julie Johnson

Joan Kamisch
Nancy Kehoe
Jeanne M. Kelly
Michelle Kester
Michele Lombardo
Kristin Lupo
Mary Elizabeth Maggi
Melissa Maloney
Celida Maneiro
Cassandra Marquez
Maureen McAvaney
Rhonda McEwen
Elizabeth Medero
Marilyn Mendoza
Dawn Miller
Michelle Misiurewicz
Nicole Mixon

Meghan Mooney
Marcy Needle
Laurie Newsome
Sharene Park
Priscilla Parker
Monika Patterson
Ann Michelle Perricelli
Tricia Petrella
Barbara Plane
Melanie Post
Enza Privitera
Christina Quinn
Kari Reminder
Michele Ricchueto
Dawn Risolo
Juanita Rivera
Lisa Rizzo

Michele Rosica
Robin Rosier
Sabrina Russer
Elizabeth Ryan
Lesley Salladin
Lonese Sampson
Amelia Sauter
Margaret Sawyko
Amy Scarbrough
Samantha Schramm
Kimberly Seift
Jeanette Marie Sentman
Mary Sheils
Jeannine Sojka
Mary Karen Staropoli
Vivian Stauffer
Ann Marie Stewart

Kristin Taillie
Janet Tasciotti
Lisa Tremiti
Van T. Truong
Hope VanAlstyne
Margaret VanDuyne
Lisandra Vazquez
Leslie Vincent
Heather Walsh
Wendy Walters
Stacie Warren
Rachel Wethers
Julie Whelehan
Lora Rose Williams
Christine Yantz
Kimberly Yazback
Rita Zingaro

Timesaving ways to keep job skills hot

By Debra Cooper
Copley News Service

Richard Kim feels guilty when he sees back-to-school ads and articles. He needs to finish his degree. His job security may depend on it.

Kim also knows he should join professional organizations and attend specialized classes. But what with work, travel and family responsibilities, he finds it hard even to keep up with his reading.

There are solutions. Savvy execs network. They seize educational opportunities within their organizations. They use short-cuts — such as electronic mail services and audio, video and computerized classes — to learn what's current.

Why not bring the campus into your home or office? New computerized classes let you study when it's convenient, and you work at your own pace. Your instructor communicates with you via electronic mail.

Two fully accredited study-by-computer colleges are the American Open University of New York Institute of Technology, 1855 Broadway, New York, N.Y. 10023, and the Electronic University Network, 505 Beach St., San Francisco, Ca. 94133. The latter offers such courses as "Introductory Accounting" and "Practical Writing Skills" (a non-credit course). Costs vary between \$90 and \$400 per class.

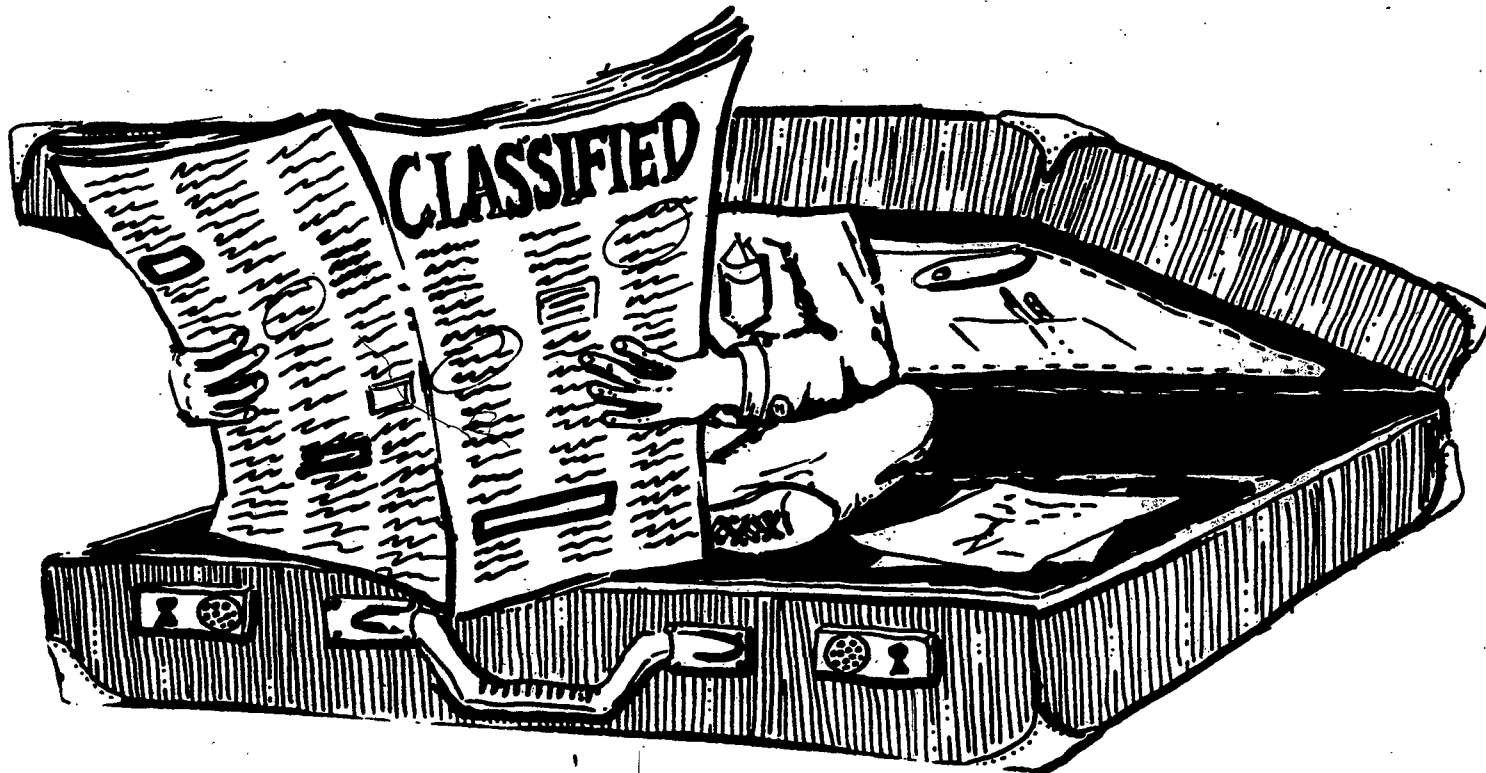
Visit your local community colleges as well as nearby private universities. They may offer evening and weekend courses geared to the time-pressured professional.

Should you return to college full-time? It is the quickest way to attain your degree — if you can afford it. The good news is that you will probably discover that your self-discipline and confidence are greater now than when you were 18.

Some universities offer summer studies that combine both relaxation and intellectual stimulation. One that welcomes your whole family is Cornell University. Many programs offer child care and children's activities. Nearly 1,000 adults and children attend the university's Ithaca, N.Y. campus every summer.

Check your bookstore for "Beat the MBA's to the Top!" (Addison Wesley). It's a handy list of 500 career-advancement courses at educational institutions across the country. Each listing gives an overview of the school, course topics, program structure, credit offered, fees, prerequisites, and a description of faculty and staff.

Are you an outstanding American, successful early in your career? Do you demonstrate leadership, intellectual and professional ability, and a commitment to public service? You may qualify for a year's internship at the White



House as an assistant to a high government official. For more information, contact the President's Commission on White House Fellowships, 712 Jackson Place, NW, Washington D.C. 20503.

Internships and fellowships within professions — such as journalism — are numerous, and by checking in bookstores and libraries, you can find three-to-nine month stints in everything from business writing to studying literature at Oxford University.

If you're afraid of being replaced by a machine, you're not alone. You may be a candidate for job retraining. Keep the machines dependent on you by learning computer repair, systems management or other technical skills.

Check into state-funded retraining programs. You'll benefit, and so will your employer. For example, a secretary at an Irvine, Ca., corporation learned skills needed to operate the company's new three-dimensional computer-aided design system.

The federal government is also helping professionals return to school. Financial aid is now within the reach of part-time adult students.

Many corporate training programs let you learn while you earn. The *Wall Street Journal* described the R.H. Macy & Co., Inc.'s training program as "the Harvard of retailing." Among others rated highly by *Business Week* are May

Department Stores Co., Ogilvy & Mather International Inc., Procter & Gamble Co., Grey Advertising Inc., and Morgan Guaranty Trust Co.

If your company doesn't offer a training or retraining program, perhaps you qualify for tuition reimbursement. Perks that help you get ahead also include company-sponsored seminars and trips to conventions.

Perhaps you have "intrapreneur" potential. Because your ideas are innovative and creative, your company gives you freedom and financial support to create a new product, service or system. You're free to follow your own routine — but the end result belongs to your employer.

Networking is important. Join a professional organization. You'll meet others in your field and talk about issues that affect your work. "A large component of your career success is based on other people," says Jeffrey P. Davidson in "Blow Your Own Horn: How to Market Yourself and Your Career," (Amacom).

You're too busy to read every book and magazine related to your field — but how else can you keep current? Subscribe to one or more bibliographic database services.

Request either a hard copy or computer terminal display of the contents tables of hundreds of business and professional publi-

cations. (One such service is Management Contents, 500 Fifth Avenue, New York, N.Y. 10036.)

Other services review books. For example, Sound View Executive Book Summaries (100 Heights Road, Darien, CT 06820) sums up leading management and business books and offers new titles every month. Or create a book club with fellow professionals, and devote two hours monthly to discussing important trade books and journals.

Do you commute? Spend the time listening to an audio-tape study course. The American Management Association, (212) 903-8040, is one of many organizations that offer continuing education classes for business people. Topics include memory improvement, creative problem solving and effective team building. Price of a six-tape, six-hour series, complete with workbook, averages \$150.

Bring management professionals into your living room, via video. Your video retailer has a general reference book called "Videolog." Check the education and general interest section for business-related topics that will both entertain and educate you.

Esquire magazine's Polaris Media division (212-684-3232) offers a career-oriented video series. Learn persuasive speaking techniques, how to start your own business, and more.