

Free Word Processing Training for Low Income, Greater Portland Area Adults

Screening and testing for enrollment in a second free, full-time, 15-week Secretarial/Word Processing Skills Training Program begins Monday, March 24th and continues through April 18th at Portland O.I.C., 4215 N. Williams Ave., Portland. Twenty low income adult job seekers, residing in the Greater Portland Area, will be selected for participation in this skills training program, which will begin May 12th and end August 22nd.

IBM and Portland O.I.C. have put together this program to assist economically disadvantaged adults in gaining new skills and finding employment in the field of word processing. IBM has contributed all the word processing and typing equipment, all the materials and a full-time instructor on loan to POIC for one year. Other businesses and foundations such as the Oregon Community Foundation, The Murdock Foundation, Alcoa and Standard Insurance Company have become "Partners" in this training program by contributing financial support to the operating budget. Still other businesses, agencies and institutions are participating in "Partnership" status by

assisting in such activities as Personal Skills Instruction, Job Search Training, Business Advisory Board participation, etc.

Three 15-week training cycles will be operated each year, the first of which is now close to completion. The training environment simulates a typical work environment — the training day runs from 8:30 a.m. to 4:30 p.m.; an office dress code is enforced; professional attitudes and conduct are encouraged at all times. Participants not only learn new skills in word processing, but they also brush up clerical and basic skills they already have.

Business Communications Skills are also built into the program's curriculum, including special emphasis on strong English skills, while business

math skills are reinforced through the introduction or reinforcement of 10-key adding machine skills. Participants will also be exposed to machine transcription. Business and Personal Skills Development is another area of emphasis in the curriculum including subjects such as "Time Management and Organizational Skills," "Coping with Stress," "The Importance of Communicating at Work," "Criticism — How to Handle it," "Motivation and Success," "Goal Setting and Problem Solving," etc.

Interested adults who wish to apply for participation in this second training cycle need to be at least 18 years of age, reside in the Greater Portland Area, have a High School diploma or a G.E.D., be unemployed or under-

employed (20 hours or less per week), be economically disadvantaged, type 40 words per minute, have some clerical experience within the last three years (either paid experience or volunteer work), and have good English, math and reading skills. (Applicants will be tested for typing, English, math and reading skills.) Interested applicants will have a preliminary interview on the same day they fill out their applications. Testing will be conducted by appointment.

Applicants who have skills that do not meet those required for successful completion of the Word Processing program may be eligible for POIC's Basic Clerical Skills Training Program.

Call POIC for further information at (503) 287-1271.

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Crime Problems

Is crime out of control and our neighborhoods unsafe because the justice system has no system and often works against itself?

How citizens and those in the justice system can deal with neighborhood crime problems will be the topic of a meeting on Thursday, April 3rd at 7:00 p.m. at the King School Cafetorium. County Commissioner Caroline Miller, District Attorney Mike Schrunk and representatives of the police and courts will discuss where the system fails and how it can be made effective.

Those in the system will also hear from the people. Half of the meeting will be for the people to ask questions or make statements.

The meeting is sponsored by the Northeast Coalition of Neighborhoods and supported by other community groups and concerned citizens.

Aerobics

Enthusiasts

Hundreds of aerobic enthusiasts will dance, kick and jog their way to healthier hearts while supporting the programs of the American Heart Association on Saturday, April 12, 1986, at Portland State University's Health and Physical Education Building. The Dance for Heart event will run from 12 noon to 4 p.m.

Participants in the four-hour Dance for Heart exercise marathon will demonstrate the fun and fitness benefits of aerobic dance. In addition, they will solicit sponsors for each minute they dance. Funds raised will support the Heart Association's research and education programs in Oregon.

The Portland area Dance for Heart is one of several similar events throughout Oregon and the nation which raise money to combat heart disease — Oregon and the nation's number one killer.

Dance for Heart entertainment will be spearheaded by Shawn Lynch, radio personality from station KKRZ. The Fitness Formula will also present a body building demonstration. All aerobic dancers participating in the event will receive incentive gifts.

Sandy Kruse, owner/instructor of The Body Works in Lake Oswego, chairs the Dance for Heart event. She notes that "aerobic dance and the Heart Association are perfect partners. Studies show that aerobics can help control high blood pressure and weight — two of the major risks to heart disease."

Dr. T. David Lee, Jr., President of the American Heart Association in Oregon, notes that aerobic dance "can condition the heart and lungs by increasing the oxygen available to the body and by enabling the heart to use oxygen more efficiently." AHA recommends regular aerobic exercise at least three times a week for 20 to 30 minutes at a time.

Those interested in participating in Dance for Heart may contact the American Heart Association at 1500 S.W. 12th Avenue, Portland, 97201, or call 226-2575.

Classes Free to Public

On Thursday April 3, 10, 17, Portland's Meditation Group will present a series of three free classes open to the public at 7:30 p.m., Mt. Tabor Community School, 5800 SE Ash. These classes will be offered by teacher John Masciocchi as an introduction to Rudra Meditation.

The Rudrananda Meditation Group is a non-profit organization that offers daily classes. Rudra Meditation, developed by American born Swami Rudrananda, is rooted in Eastern philosophy and adapted to the contemporary Western life style.

The first class addresses the subject: "What is Meditation?" The second class focuses on the body's spiritual system of Chakra's. The final class is an introduction to the Rudra Meditation technique. To register call 231-2975.

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