

COMMUNITY COLLEGE

The two-year Associate Degree in secretarial administration provides advance training in the skills and supervisory areas of general and specialized office procedures. The two-year general office program is designed for the student desiring to work in the business office in

a non-secretarial capacity. A broad background in business and general education is acquired to prepare the student for a variety of business positions.

These career programs offer instructions in typing, shorthand, transcription, the use of business machines, executive office procedures, records management, speed building, and business communication. Additional studies are undertaken in economics, accounting, data processing, business law, and in several areas of general education.

The purpose of the community college's secretarial studies is to provide each student with the skills necessary for immediate employment. The programs utilize individualized instruction and laboratories for individual student work are available. Current lab facilities include shorthand dictation tapes and equipment, plus electric typewriters. Plans are underway for an audio-visual tutorial lab for increased individualization in typing.

The secretarial programs are open to all students. The college admits any high school graduate or adult who is capable of profiting from continuing instruction and education.

The college staff currently includes two full-time business instructors, Mrs. Beverly Funk and Mrs. La Rene Watts. Additional faculty members are added as needs dictate. For additional information about the program in secretarial science contact either Mrs. Funk or Mrs. Watts at 385-0195, or stop by the college at 737 North Main Street.

Competent, efficient secretaries are a necessity in any business and Clark County Community College has implemented comprehensive programs in secretarial science to meet this continuing need in the Las Vegas area.

(See Community College page 12)

OBITUARY

JOHN HENRY BAILEY

"Why should we weep when the weary ones rest
In the bosom of Jesus supreme,
In the mansion of glory prepared for the blest?
For death is no more than a dream."

Brother John Henry Bailey was born in Shannon, Georgia, to the late Rev. and Mrs. Alexander Bailey. His Christian life began at an early age when he confessed Christ and joined the Thankful Baptist Church in Rome, Georgia.

Upon moving to Detroit, Michigan, he united with Russell Street Baptist Church. He met and married Margaret Williams and to this union was born five children.

Moving to Cleveland, Ohio, in 1930, he was employed with the Telling Bell Vernon Company, and remained there for 37 years. Upon his retirement he was awarded a plaque of recognition by the Company. He then moved to Las Vegas, to make it his home.

He leaves to mourn his daughter, Mrs. Francine McLendon; his son Mr. Bob Bailey; a sister in Cleveland, Ohio, Mrs. Rebecca Beavers; two brothers, Mr. Willie Bailey and Mr. Leonard Bailey of Cleveland, Ohio; two grandchildren, John and Kimberly Bailey; and a host of other friends and relatives.

And only the Master shall praise us,
and only the Master shall blame;
And no one shall work for money,
and no one shall work for fame,
But each for the joy of the working,
and each in the separate star;
Shall draw the thing as he sees it,
For the God of things as they are!


— Kipling




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JEWELER 5 Yrs Exp Diamond Setting	MOTEL MAIDS 3 Mos. to 1 Yr Experience
CIVIL ENGINEER Degree—Civil Engineering	STOCK BROKER 3 Years Experience
AUTO AIR-CONDITIONING MECHANIC 3 Years Experience	LAYOUT MAN (Printing) 4 Yrs Experience
AUTO MECHANICS Own Tools, 2 to 5 Yrs Exp	CAMERA REPAIRMAN 5 Years Experience
APPLIANCE REPAIRMAN 3 Years Experience	REFRIGERATION MECHANICS 4 to 5 Years Experience

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New Community College Faculty Member



Adalberto Meneses, former Cuban lawyer and diplomat, has accepted an invitation to join the faculty of Clark County Community College, according to Dr. R. Stephen Nicholson, top administrator of the new college.

Meneses will teach Spanish language, literature, and English as a Second Language. He was born in Havana, Cuba in 1926. At the age of 19, he received his baccalaureate degree from the Institute of Vedado and five years later completed doctoral study in political science at the University of Havana, qualifying for membership in the International Bar Association.