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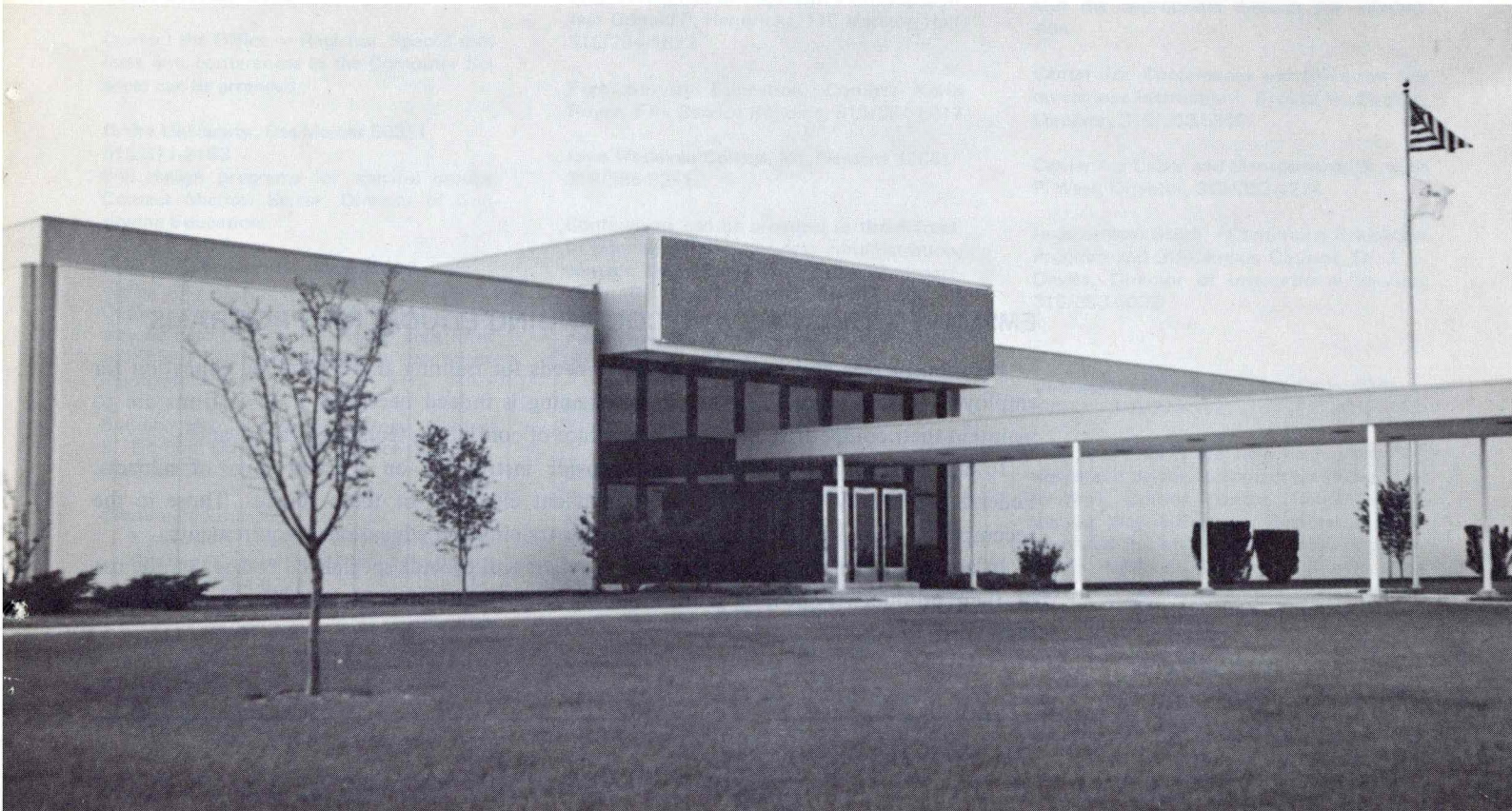
LIBRARY

Iowa Employment Security Commission
1000 East Grand Avenue
Des Moines, Iowa 50319

1971 EDITION

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RECRUITING and CONTINUING EDUCATION DIRECTORY for IOWA BUSINESS and INDUSTRY



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- AREA VOCATIONAL-TECHNICAL SCHOOLS
- PRIVATE BUSINESS AND TWO-YEAR COLLEGES
- FOUR-YEAR PRIVATE COLLEGES AND UNIVERSITIES
- STATE UNIVERSITIES

CENTER FOR INDUSTRIAL RESEARCH AND SERVICE • IOWA STATE UNIVERSITY, AMES, IOWA

EMPLOYEE TRAINING AND CONTINUING EDUCATION PROGRAMS

Iowa businesses and industries indicate needs for training and continuing education for employees at all levels. This employee training is indeed necessary if Iowa firms are to maintain their competitive positions in the face of continuing technological advances.

Iowa's educational institutions can provide instruction on a broad range of subjects. Federal funds may be available to supplement expenses of these courses. Those in the accompanying list are prepared to discuss your training and educational requirements.

In addition, many manufacturers and suppliers will provide specialized courses on the use of their products. Following is information about some of these activities and names of individuals to contact.

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This directory is published with the cooperation of the Iowa Department of Public Instruction, Iowa's Vocational-Technical Schools, the Iowa Association of Private Business Schools, the Iowa College Foundation, and Iowa's universities. Revised October 1970.

Sources of Employee Training and Continuing Education Programs

LIBRARY
Iowa Employment Security Commission
1000 East Grand Avenue
Des Moines, Iowa 50319

AREA COLLEGES

Area community colleges will aid in setting up specific courses for Iowa industries. Subject matter and fees can be determined by negotiation between the company and the area school. For information on the nearest vocational-technical school, see the list beginning on page 8.

COLLEGES AND UNIVERSITIES

Buena Vista College, Storm Lake 50588
712/749-2165

The college will aid in arranging specific courses for Iowa industries. Please contact either Dr. Lester Williams or Dean John Williams.

Clarke College, 1550 Clarke Drive, Dubuque 52001 319/588-6300

Contact the Office of Registrar. Special seminars and conferences in the Computer Sciences can be arranged.

Drake University, Des Moines 50311
515/271-2183

Will design programs for specific groups. Contact Michael Spicer, Director of Continuing Education.

Iowa State University, Ames 50010

Conferences, seminars, and short courses may be held on campus, in your area, or in your plant. These are available in the following subject areas:

Building Maintenance Technology. Contact S. Gordon Dowell, Fire Service Building, 515/294-3863.

Continuing Education:

Extension Courses and Conferences. Contact George H. Ebert, 111 Curtiss Hall, 515/294-6222.

Engineering Education via Video Tape. Contact Dr. Charles L. Townsend, 110 Marston Hall, 515/294-7470.

Electronics and Technical Education. Contact Ronald Crow, 110 Marston Hall, 515/294-5060

Engineering and Management Institute. Contact Donald P. Hendricks, 110 Marston Hall, 515/294-1622

Fire Service Education. Contact Keith Royer, Fire Service Building, 515/294-6817

Iowa Wesleyan College, Mt. Pleasant 52641
319/385-2211

Conferences can be arranged in three areas. In economics and business administration, contact Dr. John Crane, head of department. In computer programming, contact Professor James Johnson, Director of Computer Services. To be placed on the mailing list, contact Johnson.

Morningside College, Sioux City 51106
712/277-5131

Courses and study programs are available in these areas: Accounting, auditing, economics, insurance, law, data processing, introduction to computer programming, personnel management, industrial psychology and CPA review. For course information contact

Dr. Willard Top, Director of Evening Division. To be placed on the mailing list contact the Office of the Registrar.

University of Iowa, Iowa City 52240

Special courses can be arranged. Please contact the appropriate director for information.

Center for Conferences and Institutes (for on-campus instruction), Brooks W. Booker, Director, 319/353-5505

Center for Labor and Management, Dr. Jude P. West, Director, 319/353-4274

Independent Study - Continuing Education Program and Off-Campus Courses, Dr. J. L. Davies, Director of Instructional Services, 319/353-5032

University of Northern Iowa, Cedar Falls 50613 319/273-2121

Five conferences are held each year. The topics and person to contact are: Sales Management, Gordon Denton; Collective Bargaining, Wayne Evenson; Business, Government and Society, Robert Waller; Iowa-Nebbraska National Education Buyers, Don Boss; and Clerical Workshop, Don Walton.

VOCATIONAL-TECHNICAL PROGRAMS

This is a list of programs at Iowa's Area Vocational-Technical Schools, private business and two-year colleges, and the Iowa State Technical Institute at Ames.

ACCOUNTING — BOOKKEEPING

Accounting
Nettleton
North Iowa
Northwest Iowa

Accounting and Management
Spencer

Accounting/Bookkeeping
Area One
Des Moines

Accounting/Business
Iowa City

Accounting Clerk
Iowa City

Accounting, Junior
A.I.B.
A.I.C.
Kirkwood
Spencer

Accounting, Senior
Spencer

Accounting Specialist
Area One
Des Moines
Kirkwood

Advanced Accounting
A.I.C.
Cedar Rapids

Business Machines and Accounting
Gates
Spencer

Commerce-Accounting
Cedar Rapids

Executive Accounting
Gates
Hamilton

Professional Accounting
Nettleton

AGRICULTURE

Agri-Business Marketing Technology
North Iowa

Agri-Business Technology
Area One
Kirkwood

Agricultural Power and Equipment
See listing under MECHANICS

Agricultural Technology
Iowa State

Agri-Supply
Des Moines

Animal Science
Hawkeye Institute
Western Iowa

Elevator and Farm Supply Management
Iowa Central — Fort Dodge

Equipment Maintenance and Repair
See listing under MECHANICS

Farm Management
Area One
Eastern Iowa — Muscatine
Iowa Lakes
Iowa Western — Council Bluffs

Farm Operation
Iowa Western — Council Bluffs
Kirkwood
Northwest Iowa

Production Agriculture
Area One

Veterans Farm Cooperative
Northwest Iowa

AIR-CONDITIONING—REFRIGERATION

Eastern Iowa — Scott
North Iowa
Northwest Iowa
Western Iowa

Conditioned Air
Des Moines

AIRLINE CAREERS

Spencer

Airline Secretarial
See listing under SECRETARIAL

AUTOMOTIVE

Auto Body and Fender Repair
Indian Hills — Ottumwa

Auto Parts Store Management
Hawkeye Institute

Automobile Body Repair
Area One
Eastern Iowa — Scott
Hawkeye Institute
Iowa Lakes
Kirkwood
Northwest Iowa
Southeastern Iowa
Southwestern
Western Iowa

Automotive Mechanics
See listing under MECHANICS

Automotive Parts Specialist
Des Moines

Automotive Technology
North Iowa

Diesel and Truck Technician
See Listing under MECHANICS

AVIATION

Aircraft Mechanic
See listing under MECHANICS

Air Traffic Control
Indian Hills — Ottumwa

BAND AND ORCHESTRA INSTRUMENT REPAIR

Western Iowa

BROADCASTING

Iowa Central — Fort Dodge
Palmer Junior College

BUSINESS ADMINISTRATION

A.I.C.
Gates
Nettleton

Business Administration —
Major in Accounting
A.I.B.

Business Administration —
Major in Computer Programming

A.I.B.

Business Administration —
Major in Salesmanship and
Business Management
A.I.B.

Executive Administration

Hamilton

Junior Business Administration
Spencer

Senior Business Administration
Spencer

BUSINESS, GENERAL

Eastern Iowa — Clinton
Eastern Iowa — Muscatine
Nettleton

BUSINESS MACHINES

A.I.C.
Hamilton
Spencer

Business Machines and Accounting
Gates
Spencer

Business Machines and General Office
A.I.B.

CHEMICAL INDUSTRIES TECHNOLOGY

Iowa State

CIVIL ENGINEERING TECHNOLOGY

Hawkeye Institute

COMMERCIAL ART

Hawkeye Institute

Commercial and Advertising Art
Des Moines

COMPTOMETER

A.I.C.

CONSTRUCTION AND BUILDING MAINTENANCE

Building Maintenance Engineering
Northwest Iowa

Building Materials Management
Area One

Building Trades
Des Moines

Carpentry
Northwest Iowa
Southwestern
Western Iowa

Carpentry and Building Trades
Area One

Construction Technology
Iowa State

Drafting, Architectural and Construction
See listing under DRAFTING

COURT REPORTING

A.I.B.

DATA PROCESSING

Computer Operator
Des Moines

Computer Programming
A.I.B.
Nettleton

Data Processing
Hamilton
Indian Hills — Ottumwa
Kirkwood
Spencer
Western Iowa

Data Processing Accounting
Gates

Data Processing Management
Gates

Data Processing, Stenographic
Hamilton

Electronic Computer Maintenance
Indian Hills — Ottumwa

IBM Punched Card Data Processing
A.I.C.

Key Punch Operator
A.I.C.
Des Moines
Indian Hills — Ottumwa
Kirkwood
Spencer

Programmer Analyst
Iowa Western — Council Bluffs
Kirkwood

Programmer, Computer
Des Moines
Iowa Western — Council Bluffs
Kirkwood
Nettleton

Programmer, Data
Eastern Iowa — Scott

DRAFTING

Architectural Drafting
Des Moines
Hawkeye Institute
Kirkwood

Drafting
Eastern Iowa — Scott
Indian Hills — Rathbun
Northwest Iowa

Drafting and Design Technology
Area Six — Marshalltown
Eastern Iowa — Scott
Waldorf

Mechanical Drafting
Des Moines
Hawkeye Institute
Iowa Central — Fort Dodge
Kirkwood
Western Iowa

Technical Drafting for Construction
and Manufacturing
Eastern Iowa — Clinton

EDUCATION

Educational Aide
Iowa Central — Fort Dodge

Teacher Associate
Des Moines
Eastern Iowa — Clinton

Vocational Evaluation
Indian Hills — Ottumwa

ELECTRICAL/ELECTRONICS

Electrician
Area One

Electronic Communication Technology
Iowa Western — Council Bluffs
Kirkwood
Western Iowa

Electronic Maintenance
Des Moines

Electronic Service Technician
Hawkeye Institute

Electronics Technology
Area Six — Marshalltown
Eastern Iowa — Scott and Clinton
Hawkeye Institute
Indian Hills — Ottumwa
Iowa State
Iowa Western — Council Bluffs
Kirkwood
North Iowa
Southeastern Iowa
Southwestern
Western Iowa

Industrial Electronics
Des Moines
Iowa Central — Fort Dodge
Iowa Western — Council Bluffs

Power Lineman
Northwest Iowa

Radio-Television Service and Repair
Area Six — Ellsworth
Western Iowa

ENGINEERING TECHNOLOGY

Iowa State — Chemical Industries
Construction
Electronics
Mechanical

ENVIRONMENTAL ASSISTANT

Kirkwood

FLORICULTURE

Kirkwood

**FOOD SERVICE AND INSTITUTIONAL
MANAGEMENT**

Commercial Cooking
Indian Hills — Ottumwa

Food Marketing
See listing under MARKETING

Hotel and Motel Management
Indian Hills — Ottumwa

Meat Cutter
Western Iowa

HORTICULTURE

Commercial Horticulture
Des Moines

Ornamental Horticulture
Kirkwood

INTERIOR DECORATING/DESIGN

Area One
Hawkeye Institute

Interior Design Assistant
Eastern Iowa — Scott

JOURNALISM

Area Six — Marshalltown
Palmer

MARKETING

Agri-Business Marketing Technology
North Iowa

Department Store Management
Area Six — Ellsworth

Department Store Marketing
Des Moines

Fashion and Textiles
Hawkeye Institute

Fashion Merchandising
Area Six — Ellsworth
Hamilton
Iowa Central — Fort Dodge
Spencer

Feed and Fertilizer
Marketing Technology

Eastern Iowa — Muscatine
Iowa Lakes

Food Marketing Management
Iowa Central — Fort Dodge

Food Store Marketing
Kirkwood

Hardware Marketing
Indian Hills — Ottumwa

Industrial Marketing
Des Moines

Marketing
North Iowa

Nursery Marketing
Kirkwood

Petroleum Marketing
Area Six — Ellsworth

Retail Marketing
Area One
Iowa Central — Fort Dodge
Iowa Lakes

Sales Management
A.I.C.

Store Marketing
Kirkwood

MACHINIST/MACHINE SHOP

Industrial Service Technician
Hawkeye Institute

Machine Operator
Iowa Western — Council Bluffs

Machine Shop
Iowa Central — Fort Dodge
Iowa Western — Council Bluffs
Southeastern Iowa

Machine Specialist
Hawkeye Institute

Machine Trades
Area Six — Marshalltown

Machinist
Kirkwood
Western Iowa

Machinist, General
Hawkeye Institute

Machinist, Job Shop
Des Moines

Machinist, Production
Eastern Iowa — Scott

MECHANICAL TECHNOLOGY

Mechanical Design Technology
North Iowa
Southeastern Iowa
Western Iowa

Mechanical Technology
Hawkeye Institute
Iowa State

Iowa Western – Clarinda
Kirkwood
Northwest Iowa

Mechanical Technology,
Process Planning
Southeastern Iowa

MECHANICS

Agriculture Mechanics
Kirkwood

Airframe and Power Plant
Mechanics
Iowa Western – Council Bluffs

Automotive Mechanics
Area One
Area Six – Marshalltown
Des Moines
Eastern Iowa – Scott
Hawkeye Institute
Indian Hills –
Ottumwa and Rathbun
Iowa Central – Fort Dodge
Iowa Lakes
Iowa Western – Council Bluffs
Kirkwood
Northwest Iowa
Southeastern Iowa
Southwestern
Western Iowa

Aviation Maintenance Technician
Hawkeye Institute

Aviation Mechanics
Indian Hills – Ottumwa

Commercial Vehicle Maintenance
Hawkeye Institute

Diesel and Heavy Equipment
Des Moines

Diesel and Truck Technician
Northwest Iowa

Farm Equipment and Implements
Area One
Hawkeye Institute
Indian Hills – Ottumwa
Iowa Central – Fort Dodge
Iowa Lakes
Iowa Western – Council Bluffs
North Iowa
Western Iowa

Industrial Equipment, Light
North Iowa

Marine and Small Engine Mechanics
Iowa Lakes

Service Station Mechanics
Iowa Central – Fort Dodge

MEDICAL

Cytotechnology
Mount St. Clare

Dental Assistant
Area Six – Marshalltown
Des Moines

Hawkeye Institute
Iowa Central – Fort Dodge
Iowa Western – Council Bluffs
Kirkwood
Western Iowa

Dental Laboratory Technician
Kirkwood

Health Care Administration
Des Moines

General Laboratory Technician
Eastern Iowa – Muscatine

Medical Assistant
Des Moines
Iowa Central – Fort Dodge
Iowa Western – Council Bluffs
Kirkwood
Southeastern Iowa

Medical Laboratory Assistant
Des Moines
Eastern Iowa – Scott
Hawkeye Institute
Kirkwood
Southeastern Iowa

Medical Secretary/Clerical
See listing under OFFICE
OCCUPATIONS

Nurse, Aide
Eastern Iowa – Clinton
Hawkeye Institute
Iowa Central – Fort Dodge
Iowa Western – Council Bluffs
Kirkwood

Nurse, Associate Degree
Area One
Eastern Iowa – Clinton
Indian Hills – Ottumwa
Iowa Central – Fort Dodge
Iowa Western – Council Bluffs
North Iowa
Southeastern Iowa

Nurse, Practical
Area One
Area Six
Des Moines
Eastern Iowa – Clinton and Scott
Hawkeye Institute
Indian Hills – Ottumwa and Rathbun
Iowa Central – Fort Dodge
Iowa Lakes
Iowa Western – Clarinda, Council
Bluffs, and Harlan
Kirkwood
North Iowa
Southeastern Iowa
Southwestern
Western Iowa

Occupational Therapy Assistant
Kirkwood

Operating Room Technician
Des Moines
Eastern Iowa – Scott
Iowa Western – Council Bluffs

Orthopedic Appliance Technician
Kirkwood

Orthopedic Assistant
Kirkwood

OFFICE EDUCATION, GENERAL

Area Six – Ellsworth
Eastern Iowa – Clinton, Scott
Sawyer
Spencer

Business Machines and General Office
A.I.B.

Receptionist and General Office
A.I.B.
Sawyer

OFFICE MACHINE SERVICEMAN

Western Iowa

OFFICE OCCUPATIONS

Clerical

Des Moines
Eastern Iowa – Muscatine
Indian Hills – Ottumwa
Iowa Central – Eagle Grove
Iowa Lakes
Iowa Western – Council Bluffs
North Iowa
Northwest Iowa
Southeastern Iowa
Western Iowa

Clerical-Business Office
Hawkeye Institute

Clerical, Cooperative
Area Six – Ellsworth

Clerical Receptionist
Iowa Central – Fort Dodge
Kirkwood

Clerk Typist
A.I.C.

Medical Clerical
Hawkeye Institute

Office Occupations
Southwestern

Receptionist and General Office
A.I.B.

Secretarial
A.I.B.
A.I.C.
Area One
Des Moines
Eastern Iowa – Muscatine
Gates
Indian Hills – Ottumwa
Iowa Central – Webster City
Iowa City
Iowa Lakes
Iowa Western – Council Bluffs
Kirkwood
Nettleton
North Iowa
Northwest Iowa
Ottumwa Heights
Sawyer

Southeastern Iowa
Spencer
Western Iowa

Secretarial Administrative
Kirkwood

Secretarial, Advanced
A.I.C.

Secretarial, Airline
Hamilton
Spencer

Secretarial, Automation
Nettleton

Secretarial, Cooperative
Area Six – Ellsworth

Secretarial, Executive
A.I.C.
Cedar Rapids
Eastern Iowa – Muscatine
Gates
Hamilton
Iowa Central – Webster City
Iowa City
Sawyer
Spencer

Secretarial, Executive – Majors
in Business, Legal Shorthand and
Medical Shorthand
A.I.B.

Secretarial Finishing
Spencer

Secretarial, Junior
Cedar Rapids

Secretarial, Legal
A.I.B.
Area One
Cedar Rapids
Eastern Iowa – Muscatine
Hamilton
Kirkwood
Nettleton
North Iowa
Sawyer
Spencer

Secretarial, Medical
A.I.B.
Area One
Cedar Rapids
Eastern Iowa – Muscatine
Hamilton
Kirkwood
Nettleton
North Iowa
Ottumwa Heights
Sawyer
Spencer
Waldorf
Western Iowa

Secretarial, Private
Hamilton
Spencer

Secretarial Science
Area Six – Ellsworth
and Marshalltown
Des Moines
Mount St. Clare
Waldorf

Stenographic
A.I.B.
A.I.C.
Cedar Rapids
Gates
Hamilton
Iowa City
Nettleton
Sawyer
Spencer

PARK AND TURF MANAGEMENT

Hawkeye Institute

PHOTOGRAPHY

Hawkeye Institute

PIANO TUNING TECHNIQUES AND REPAIR

Western Iowa

PLUMBING AND HEATING

Area One

POLICE SCIENCE

Eastern Iowa – Muscatine
Hawkeye Institute
Western Iowa

Law Enforcement

Des Moines
Eastern Iowa – Clinton
Iowa Central – Fort Dodge
Iowa Western – Council Bluffs

PRINTING

Graphic Arts

Iowa Western – Council Bluffs

Printing, General

Des Moines
Indian Hills – Ottumwa

RADIO-TELEVISION SERVICE AND REPAIR

See listing under
ELECTRICAL/ELECTRONICS

REFRIGERATION

See listing under
AIR-CONDITIONING AND
REFRIGERATION

TOOL AND DIE

Des Moines
Eastern Iowa – Scott
Hawkeye Institute
Iowa Western – Council Bluffs

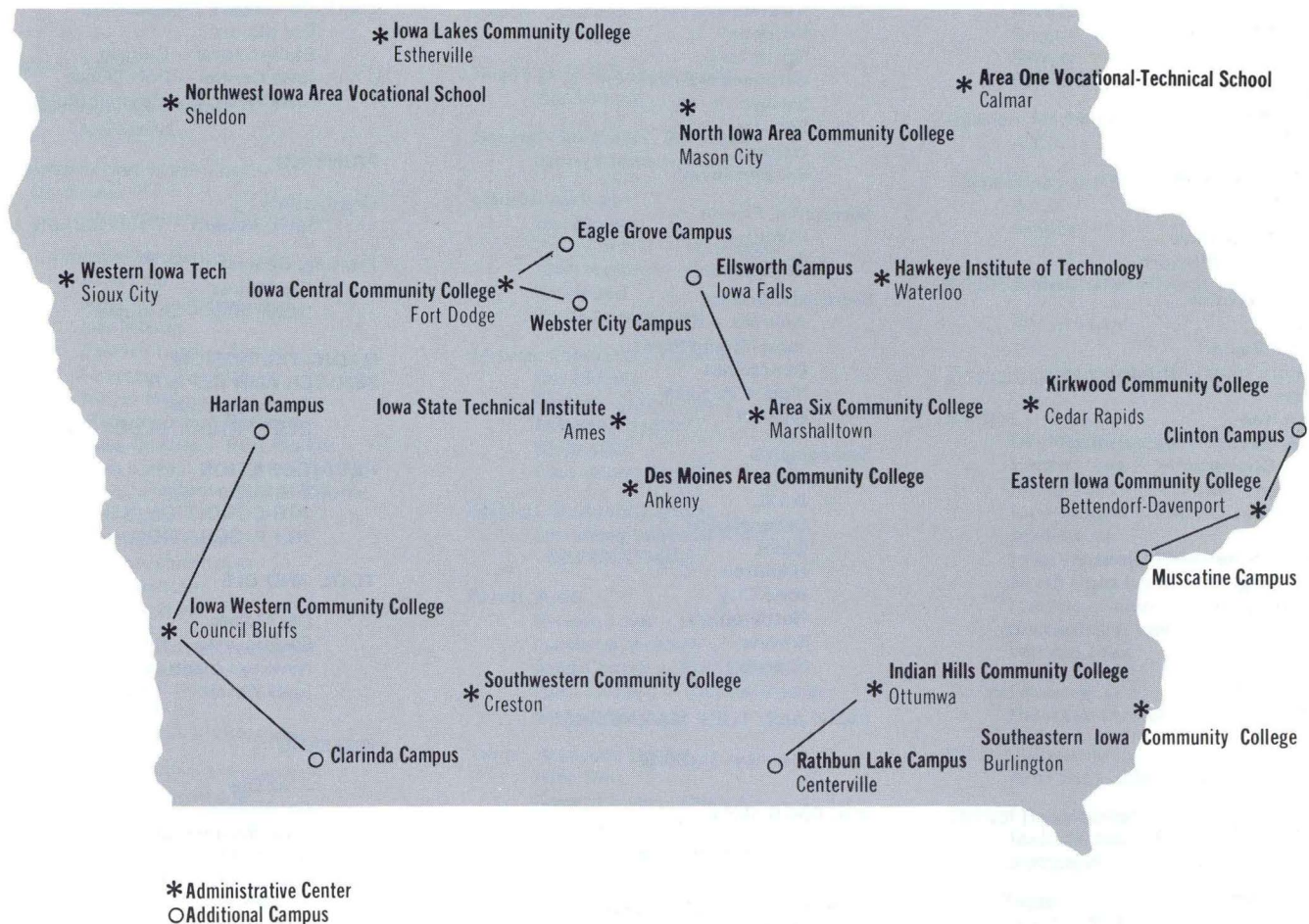
WELDING

Area One
Des Moines
Hawkeye Institute
Indian Hills – Ottumwa
Iowa Central – Fort Dodge
Kirkwood
Southeastern Iowa
Southwestern
Western Iowa

Combination Welding

Iowa Western – Council Bluffs
Northwest Iowa

IOWA VOCATIONAL-TECHNICAL SCHOOLS



VOCATIONAL – TECHNICAL SCHOOLS PLACEMENT OFFICERS AND PROGRAMS

AREA ONE VOCATIONAL-TECHNICAL SCHOOL

142 Main Street, Calmar 52132
John W. Carver, Coordinator Financial Aids and Placement
319/562-3228

Interviews on campus are welcomed. Arrangements should be made during March and April for students graduating in May, and during June and July for July graduates.

Accounting Specialist
Agricultural Business Technology
Associate Degree Nursing
Auto Body Repair
Auto Mechanics
Bookkeeping—Accounting
Building Material Management

Carpentry and Building Trades
Construction Technology
Electrician
Farm Implement Mechanics
Farm Management Technology
General Clerical
Interior Decoration
Legal Secretary
Medical Secretary
Plumbing and Heating
Practical Nurse Education
Production Agriculture
Retail Marketing
Secretarial
Welding

AREA SIX COMMUNITY COLLEGE

Marshalltown Community College
113 No. 1st Ave., Marshalltown 50158
Don Fleming, Student Personnel Director
515/752-4234
Arrange interviews through Fleming.

Automotive Mechanics
Dental Assistant
Drafting and Design Technology
Electronics Technology
Journalism
Licensed Practical Nurse
Machine Trades
Secretarial Science

Ellsworth Community College
1100 College, Iowa Falls 50126
Duane Lloyd, Director of Admissions
515/648-4243
Arrange interviews through Lloyd.

Cooperative Clerical
Cooperative Secretarial
Department Store Management
Fashion Merchandising
Office Education
Petroleum Marketing
Radio and TV Service and Repair
Secretarial Science

DES MOINES AREA COMMUNITY COLLEGE (AREA ELEVEN)

2006 Ankeny Boulevard, Ankeny 50021
Thomas Dart, Director of Placement
515/964-0651
Call in advance to set time and date for interviews.

Accounting Specialist
Agricultural Supply
Architectural Drafting
Auto Mechanics
Auto Parts Specialist
Bookkeeping and Accounting
Building Trades
Clerical
Commercial and Advertising Art
Commercial Horticulture
Computer Operator
Computer Programmer
Conditioned Air
Dental Assistant

Department Store Marketing
Diesel and Heavy Equipment Mechanics
Electronics Maintenance
Executive Secretary
Health Care Administration
Industrial Electronics
Industrial Marketing
Job Shop Machinist
Key Punch Operator
Law Enforcement
Mechanical Drafting
Medical Assistant
Medical Laboratory Assistant
Operating Room Technician
Practical Nursing
Printing
Secretarial Science
Teacher Associate
Tool and Die Making
Welding

EASTERN IOWA COMMUNITY COLLEGE (AREA NINE)

Scott Campus
627 West 2nd Street, Davenport 52801
Robert N. Illingsworth, Director of Student Personnel
319/326-0136
Contact Illingsworth to establish an interview schedule.

Air Conditioning and Refrigeration
Auto Body Repair
Auto Mechanics
Data Programming

Drafting
Drafting and Design Technology
Electrical Engineering Technology
Interior Design Assistant
Medical Laboratory Assistant
Office Education
Operating Room Technician
Practical Nurses Education
Production Machinist
Tool and Die Machinist

Clinton Campus
1000 Lincoln Blv., Clinton 52732
George C. Cordes, Director of Student Personnel
319/242-6841

Practical Nursing
Teacher Associate

Associate Degree Nursing
Drafting for Construction and
Manufacturing
Electronic Engineering Technology
General Business
Law Enforcement
Nurses Aide
Office Education

Muscatine Campus

152 Colorado Street, Muscatine 52761
 Wayne Sterrett, Director of Student Personnel
 319/263-8250

Business, General
 Clerical

Feed and Fertilizer Marketing
 Technology
 Farm Management
 General Laboratory Technician
 Police Science
 Secretarial
 Secretarial, Executive
 Secretarial, Legal
 Secretarial, Medical

HAWKEYE INSTITUTE OF TECHNOLOGY (AREA SEVEN)

1501 E. Orange Rd., Waterloo 50701
 Robert H. Beener, Placement Officer
 319/296-2320

Call or write Beener to make arrangements for interviews and tours.

Agriculture Power and Equipment
 Animal Science
 Architectural and Construction
 Drafting
 Auto Parts Store Management
 Automobile Body Repair
 Automobile Mechanic
 Aviation Maintenance Technician
 Civil Engineering Technology
 Clerical, Business Office
 Clerical, Medical
 Commercial Art
 Commercial Vehicle Maintenance

Dental Assistant
 Drafting, Mechanical
 Electronics Service Technician
 Electronics Technology
 Fashion and Textiles
 Industrial Service Technician
 Interior Decorating and Design
 Machine Specialist
 Machinist, General
 Mechanical Technology
 Medical Laboratory Assistant
 Nurse, Aide
 Nurse, Practical
 Park and Turf Management
 Photography
 Police Science
 Tool and Die Making
 Welding

INDIAN HILLS COMMUNITY COLLEGE (AREA FIFTEEN)

Industrial Airport, Ottumwa 52501
 Orval Sherwood, Placement Officer
 515/682-8081

Contact Sherwood for interview. Students available last 6 to 12 weeks before graduation.

Iowa Tech Campus – Ottumwa

Airframe and Power Plant Mechanics
 Air Traffic Control
 Auto Body and Fender Repair
 Auto Mechanics
 Clerical
 Commercial Cooking
 Electronic Computer Maintenance
 Data Processing
 Electronics Technology
 Farm Machinery Maintenance Repair

Hardware Marketing
 Hotel and Motel Management
 Key Punch
 Nurse, Associate Degree
 Nurse, Practical
 Printing, General
 Secretarial
 Welding
 Vocational Evaluation

Rathbun Lake Campus – Centerville

Auto Mechanics
 Drafting
 Nurse, Practical

IOWA LAKES COMMUNITY COLLEGE (AREA THREE)

101½ North Sixth Street, Estherville 51334
 Robert Neighbors, Student Personnel Director
 712/362-2601

Contact at least one day prior to interviewing.

Auto Body Repair
 Auto Mechanics
 Farm Equipment Mechanics
 Farm Management

Feed and Fertilizer Marketing
 Technology
 Marine and Small Engine Mechanics
 Marketing, Retail
 Nursing, Practical
 Office, Clerical
 Office, Secretarial

IOWA STATE TECHNICAL INSTITUTE
Iowa State University, Ames 50010

104 Building E
L. R. Hillyard, Placement Director
515/294-2540

10 MacKay Hall
Thomas E. Walsh, Professor, Institution Management
515/294-1694

119 Curtiss
Harold R. Crawford, Professor of Agricultural Education
515/294-6924

Interviewing is conducted throughout the academic year. Dates for interviews should be made as early as possible, with 7 days absolute minimum. Recruitment of spring graduates usually completed by April 15.

Chemical Industries Technology
Construction Technology
Electronics Technology
Mechanical Technology

Food Services Management

Technical Agriculture

IOWA CENTRAL COMMUNITY COLLEGE (AREA FIVE)

330 Avenue M, Fort Dodge 50501
Charles Magruder, Director of Placement
515/576-7201 Ext. 31

Arrangements for on- and off-campus student interviews for all three campuses may be made by contacting Magruder. On-campus visits by employers are always welcome.

Auto Mechanics
Broadcasting
Clerical Receptionist
Dental Assistant
Educational Aide
Elevator and Farm Supply
Management

Executive Secretary
Farm Power and Equipment
Mechanics
Fashion Merchandising
Food Marketing Management
Industrial Electronics
Law Enforcement
Machine Shop
Mechanical Drafting (Machine)
Medical Assistant Education
Nurse – Aid, Orderly
Nursing, Associate Degree
Practical Nurse Education
Retail Marketing Management
Service Station Mechanics
Welding

Eagle Grove Campus Clerical Office Education

Webster City Campus Secretarial Office Occupations

IOWA WESTERN COMMUNITY COLLEGE (AREA THIRTEEN)

321 Sixteenth Avenue, Council Bluffs 51501
Ralph Morrow, Director, Student Personnel Services
712/328-3831

Prefer recruiters to set up interviews in advance by mail.

Airframe and Power Plant Mechanics
Auto Mechanics
Clerical
Data Processing—
Computer Programmer
Data Processing—
Programmer Analyst
Dental Assistant
Electronic Communication
Technology

Electronic Technology
Electronics Technology—Industrial
Farm Equipment Maintenance
Farm Operation and Management
Graphic Arts
Machine Shop – Machine Operator,
Tool and Die Making
Medical Assistant
Nurse, Aide
Nurse, Associate Degree
Nurse, Practical
Operating Room Technician
Police Science
Secretarial
Welding, Combination

Clarinda Campus
923 E. Washington, Clarinda 51632
Jerald Blasi, Head, Student Personnel Services
712/542-5117

Mechanical Technology
Practical Nursing

Harlan Center
1020½ Sixth, Harlan 46743
Freda Samuelson, Coordinator
712/755-5219

Practical Nursing

KIRKWOOD COMMUNITY COLLEGE (AREA TEN)

6301 Bowling Street S.W., Cedar Rapids 52406
W. J. Graichen, Coordinator of Financial Aids and Placement
319/398-5488

Tours welcomed with advance notice (may allow company to talk to classes). Recruiters should give 3 days to a week's advance notice. Students available last 12 weeks before graduation.

Accounting Specialist
Administrative Secretary
Agri-Business
Agriculture Mechanics
Architectural Drafting
Auto Collision Repair
Automotive Mechanics
Clerical-Receptionist
Computer Programmer
Dental Assistant
Dental Laboratory Technician
Electronics Communications Technology
Electronics Engineering Technology

Environmental Assistant
Fashion Merchandising
Floriculture
Food Store Marketing
General Data Processing
General Secretarial
Junior Accounting
Key Punch
Legal Secretary
Machinist
Mechanical Drafting
Mechanical Engineering Technology
Medical Assistant
Medical Secretary
Occupational Therapy Assistant
Ornamental Horticulture
Orthopedic Assistant
Practical Nursing
Production Agriculture
Programmer-Analyst
Retail Store Marketing
Welding

NORTH IOWA AREA COMMUNITY COLLEGE (AREA TWO)

220 E. State Street, Mason City 50401
Joseph V. Critelli, Coordinator, Vocational Technical Placement
Donald A. Diehl, Coordinator, Business Placement
515/423-1264

Students available for interviews after mid-February. Will work out procedure to suit recruiters as much as possible.

Accounting
Agricultural and Light Industrial Equipment Technology
Agri-Business Marketing Technology
Automotive Technology
Clerical

Clerical Assistant
Electronics Technology
General Secretary
Legal Secretary
Marketing
Mechanical Design Technology
Medical Secretary
Nurse, Associate Degree
Nurse, Practical
Refrigeration and Air Conditioning Technology
Secretarial

NORTHWEST IOWA AREA VOCATIONAL SCHOOL (AREA FOUR)

Sheldon 51201
David Bentz, Placement Officer
712/324-2587
Phone or write to arrange interview.

Accounting
Air Conditioning and Refrigeration
Auto Body Repair
Auto Mechanics
Building Maintenance Engineer
Carpentry

Combination Welding
Diesel and Truck Technician
Drafting
Farm Operation
General Clerical
Mechanical Technology
Power Lineman
Secretarial
Veterans Farm Cooperative

SOUTHEASTERN IOWA COMMUNITY COLLEGE (AREA SIXTEEN)

Highway 34 West, Burlington 52655
Wallace W. Wilson, Placement
319/752-2731
Contact by early February to arrange interviews.

Auto Body Repair
Auto Mechanics
Clerical
Electronics Technology
Machine Shop

Mechanical Technology
(Design and Process Planning Options)
Medical Assistant
Medical Laboratory Assistant
Nurse, Associate Degree
Nurse, Practical
Secretarial
Welding

SOUTHWESTERN COMMUNITY COLLEGE (AREA FOURTEEN)

1501 West Townline Street, Creston 50801
 William Gladstone, Placement Director
 515/782-7081 Ext. 213

Two week's advance notice requested. Most students graduate in August, so suggest summer interview. Remaining students graduate at various times during year.

- Auto Body
- Auto Mechanics
- Carpentry
- Drafting
- Electronics
- Office Occupations
- Practical Nursing
- Welding

WESTERN IOWA TECH (AREA TWELVE)

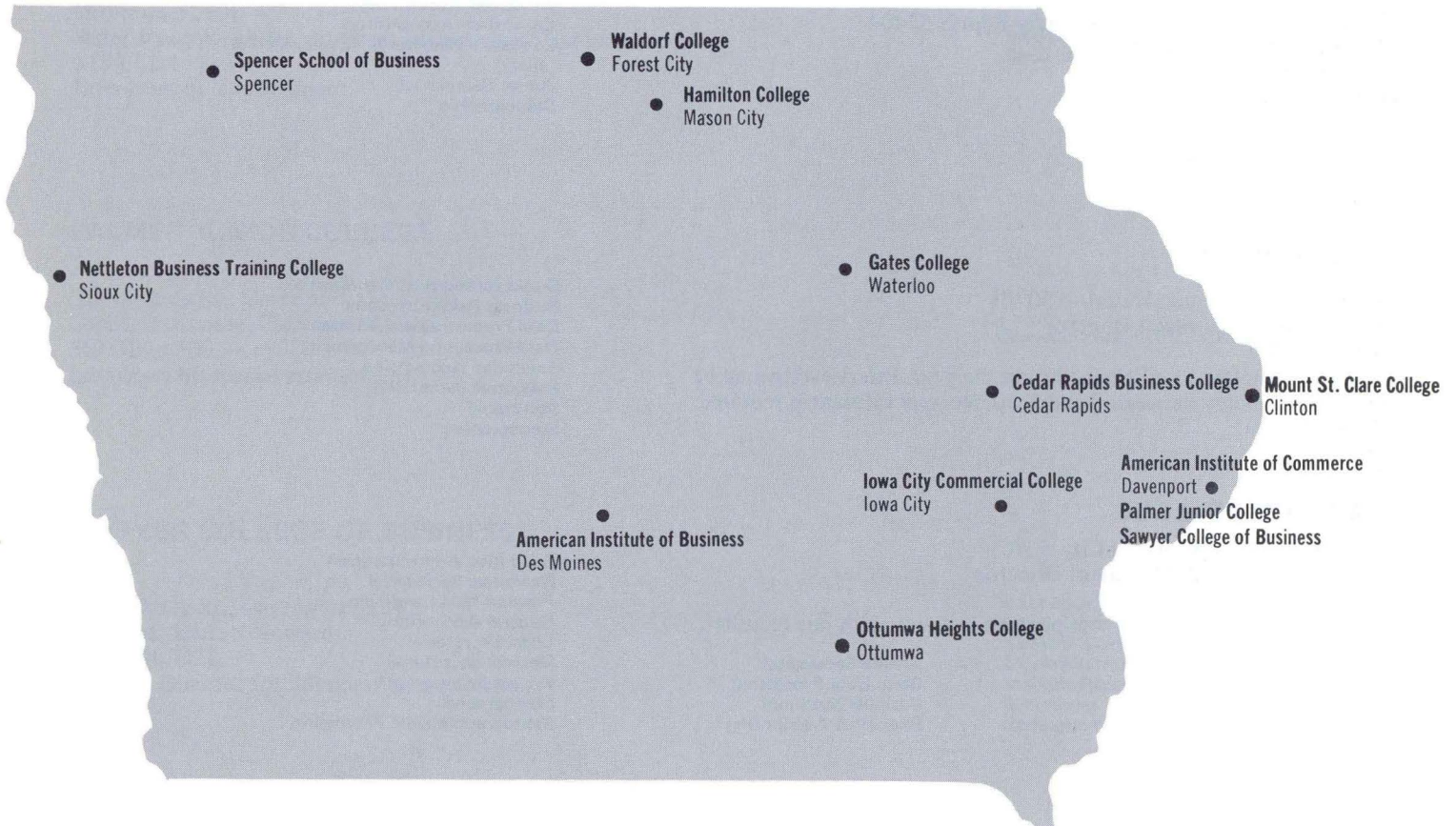
3075 Floyd Boulevard, Sioux City 51105
 Jack E. Basve, Placement Coordinator
 712/252-3821

Contact Basve to arrange for interviews. A few days' advance notice is recommended.

- Animal Science
- Auto Body Repairman
- Automobile Mechanic
- Band and Orchestra Instrument Repair
- Carpentry
- Clerical
- Data Processing
- Dental Assistant

- Electronics Communications
- Electronics Technology
- Farm Equipment Mechanic
- Machinist
- Meat Cutter
- Mechanical Design Technology
- Mechanical Drafting
- Medical Secretary
- Office Machine Serviceman
- Piano Tuning Techniques and Repair
- Police Science
- Practical Nurse
- Radio and TV Service and Repair
- Refrigeration, Heating, and Major Appliance Repair
- Secretarial
- Welding

PRIVATE BUSINESS AND TWO-YEAR COLLEGES



PRIVATE BUSINESS AND TWO-YEAR COLLEGES PLACEMENT OFFICERS AND PROGRAMS

AMERICAN INSTITUTE OF BUSINESS (A.I.B.)

424 Tenth Street, Des Moines 50309
Robert Chase, Placement Director
515/244-0131

Recruiters are welcome any time. One week's notice in advance is desirable.

Business Administration—Major in
Accounting
Business Administration—Major in
Computer Programming
Business Administration—Major in
Salesmanship and Business Mgmt.

Business Machines and General Office
Computer Programming
Court Reporting
Executive Secretarial—Major in Business
Executive Secretarial—Major in Legal Short-
hand
Executive Secretarial—Major in Medical
Shorthand
Junior Accounting
Legal Secretarial
Medical Secretarial
Secretarial
Stenographic
Receptionist and General Office

AMERICAN INSTITUTE OF COMMERCE (A.I.C.)

617 Brady Street, Davenport 52803
Miss Jeri Lindle, Placement Director
319/323-3615
Call at Registrar's office.

Advanced Accounting
Advanced Secretarial
Business Administration
Business Machines
Clerk-Typist

Comptometer
Executive Secretarial
IBM Card Punch
IBM Punched Card Data Processing
Junior Accounting
Sales Management
Secretarial
Stenographic

CEDAR RAPIDS BUSINESS COLLEGE

2nd Avenue & 2nd Street, SW, Cedar Rapids 52404
J.W. Hunt, Placement Director
319/364-8521
Phone or write for interview.

Advanced Accounting
Commerce-Accounting
Executive Secretarial (Legal, Medical, Tech-
nical)
Junior Secretarial
Stenographic

GATES COLLEGE

209 West Park Avenue, Waterloo 50701
Phil A. Muehl, Placement Director
319/234-4609

Students complete at all times during the year. Interviewing may be done any weekday between 8 and 3:30. No appointment is required, but it is helpful.

Bookkeeping-Business Machines
Business Administration
Data Processing Accounting
Data Processing Management
Executive Accounting
Executive Secretarial
Secretarial
Stenographic

HAMILTON COLLEGE

9 Second Street, NW, Mason City 50401
Mrs. June Ellen Mott, Placement Director
515/423-2530

Contact the college and we will put you in touch with our recruiter.

Airline Secretarial
Basic Data Processing
Business Machines
Executive Accounting

Executive Administration
Executive Secretarial
Fashion Merchandising
General Accounting
Legal Secretarial
Medical Secretarial
Private Secretarial
Stenographic
Stenographic Data Processing

IOWA CITY COMMERCIAL COLLEGE

Washington at Dubuque St., Iowa City 52240
Mrs. Flo Hennessey, Placement Director
319/337-7644

Would suggest that you plan to visit with any of our students between 8 and 12 in the morning. We have formal graduation early in September, February, and June.

Accounting/Business
Accounting Clerk
Executive Secretarial
Secretarial
Stenographic

MOUNT ST. CLARE

North Bluff, Clinton 52732
Mrs. John Fulcher, Placement Officer
319/242-4023 Ext. 296

Write or telephone for appointment. Should schedule interviews two weeks in advance.

Cytotechnology
Secretarial Science

NETTLETON BUSINESS TRAINING COLLEGE

509 Nebraska St., Sioux City 51102
James T. Keller, Placement Director
712/252-4015

Contact Placement Director. Very little notice necessary. Students graduating throughout the year.

Accounting
Automation Secretarial
Business Administration
Computer Programming
General Business
Legal Secretarial
Medical Secretarial
Professional Accounting
Secretarial
Stenographic

OTTUMWA HEIGHTS COLLEGE

Grandview Ave. and North Elm
Ottumwa 52501
Sister Joann Kuebrich, Business Department Chairman
515/682-4551
Interviews by appointment.

Medical Secretarial
Secretarial

PALMER JUNIOR COLLEGE

1000 Brady St., Davenport 52803
Gerald Dunsmore, Placement Officer
319/324-1500
Interviews by special arrangement.

Communication (for Journalism, TV & Radio)

SAWYER COLLEGE OF BUSINESS

1101 Brady St., Davenport 52803
Director: Everett Howard
319/324-3221
Contact Director for interview arrangements.

Executive Secretarial
Legal Secretarial
Medical Secretarial
Modern Office Training
Modern Receptionist
Secretarial
Stenographic Secretarial

SPENCER SCHOOL OF BUSINESS

Spencer 51301

A.R. McMullen, Placement Director

Miss Patricia Feller, Assistant Placement Director

712/262-7290

Employers are welcome to visit at any time. Students are completing courses on approximately March 1, June 1, September 1, and December 1. From 25 to 150 students will be completing courses each quarter.

Accounting and Management
Airline Careers
Business Machines
Business Machines and Accounting
Data Processing
Executive Secretarial

Fashion Merchandising
General Office
General Secretarial
General Secretarial Finishing
IBM Card Punch
Junior Accounting
Junior Business Administration
Legal Secretarial
Medical Secretarial
Private Secretarial
Secretarial Airline Course
Senior Accounting
Senior Business Administration
Stenographic

WALDORF COLLEGE

106 S. Sixth, Forest City 50436

Miss Ingeborg Coltvet, Placement Officer for Business Courses

Dave Rasmussen, Placement Officer for Drafting and Design

515/582-2450

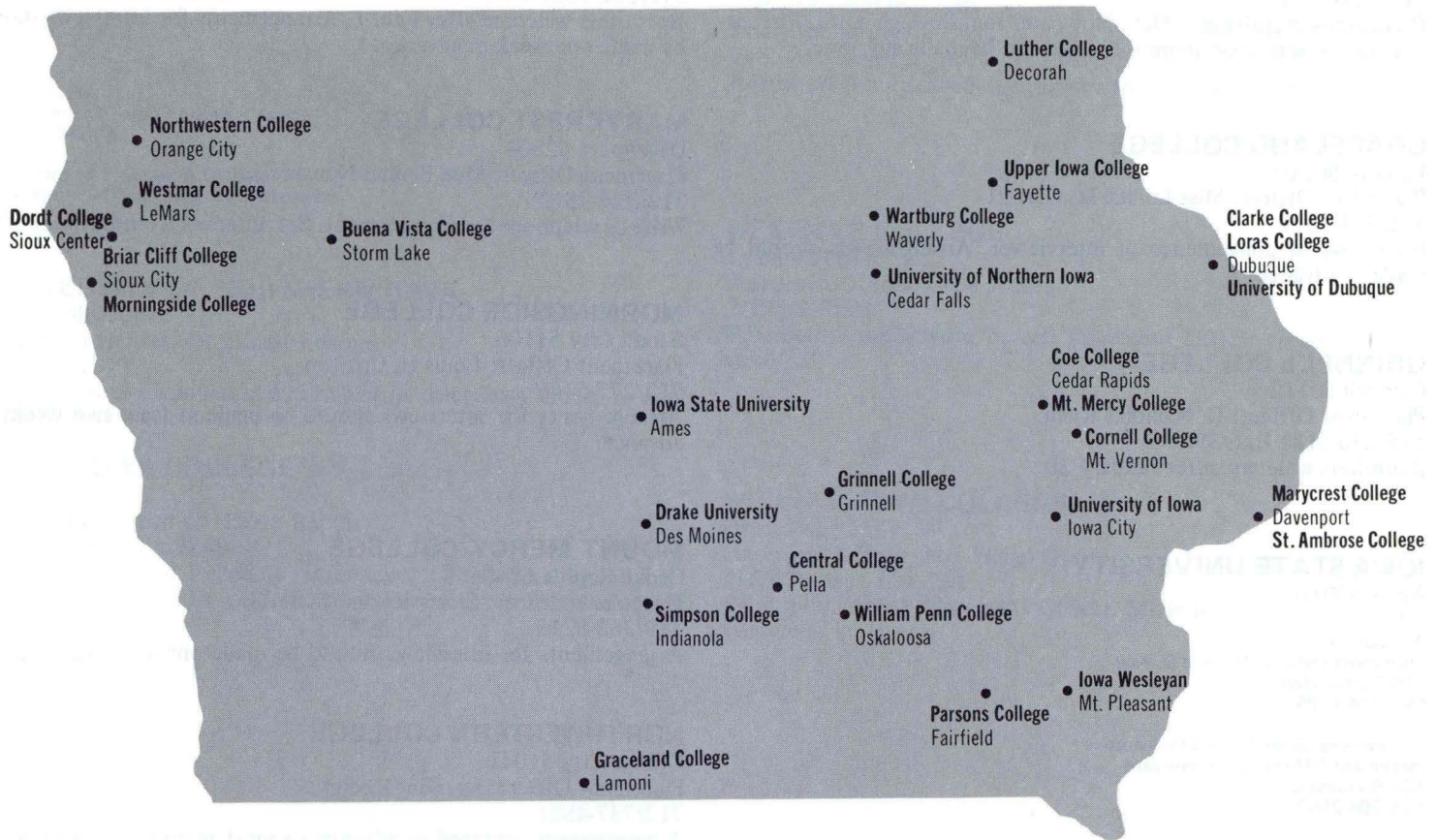
Interviews arranged by appointment.

Drafting and Design Technology
Medical Secretarial
Secretarial Science

GENERAL LIST OF PROGRAMS AT IOWA COLLEGES AND UNIVERSITIES

Accounting	Engineering	Journalism	Nuclear Energy	Religion and Philosophy
Agri-Business	English	Law	Nursing	Secretarial Studies
Animal Science	Finance	Library Science	Pharmacy	Social Science
Art	Foreign Languages	Management	Physical Education	Sociology
Biology	Geology	Marketing	Physics	Speech
Business Administration	History	Mathematics	Plant Science	Teaching
Chemistry	Home Economics	Medicine	Political Science	Veterinary Medicine
Computer Science	Industrial Arts	Medical Technology	Psychology	
Economics	Insurance	Music	Real Estate	

IOWA COLLEGES AND UNIVERSITIES



BRIAR CLIFF COLLEGE

Sioux City 51104
 Placement Officer: Sr. Mary Catherine Katoski
 712/252-4631 Ext. 205
 Recruiters make arrangements by writing or telephoning Director of Placement.

BUENA VISTA COLLEGE

Storm Lake 50588
 Placement Officer: Mrs. Else A. Peterson
 712/749-2165
 Interviews at convenience of recruiter.

CENTRAL COLLEGE

Pella 50219
 Placement Officer: Dr. Newell Dailey
 515/628-4151 Ext. 327
 Recruiters should schedule interview at least two weeks in advance.

CLARKE COLLEGE

Dubuque 52001
 Placement Officer: Sister Mary Katrine Johnston, B.V.M.
 319/588-6300
 Recruiters can arrange appointments at their convenience. A week's notice is requested.

COE COLLEGE

Cedar Rapids 52402
 Placement Officer: Richard Voss
 319/364-1511 Ext. 401
 One month advance notice to arrange interviews. Interviews scheduled from middle of January through middle of March.

CORNELL COLLEGE

Mount Vernon 52314
 Placement Officer: Jean Tompkins
 319/895-8811
 Interview period Feb. 1 – March 30. Recruiters should make three weeks' advance request for interviews.

DORDT COLLEGE

Sioux Center 51250
 Placement Officer: Dr. Douglas Ribbem
 712/722-3771
 Write in advance to arrange for interviews. Can be arranged at convenience of recruiter.

