

July 2019

Adult Program

Mississippi. State Dept. of Education

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CERTIFICATES AWARDED

A vocational certificate is issued to each enrollee upon the satisfactory completion of the course.

HOW TO OBTAIN THESE SERVICES

Contact the Coordinator, the Vocational Director, the Superintendent of the local school, Junior College Presidents or - -



WRITE TO

The
**DISTRIBUTIVE EDUCATION
DIVISION**
State Department of
Education

P.O. Box 771 Jackson, Mississippi



TRAINING TO:

- Give greater job satisfaction
- Upgrade personnel
- Reduce labor turnover
- Aid supervisors & managers
- Develop abilities and skills
- Assist employees in recognizing opportunities for advancement in the organization



TRAINING FOR
THOSE WISHING TO
PREPARE FOR,
ENTER UPON,
OR PROGRESS
IN

**SALES
SERVICE
SUPERVISION
MANAGEMENT**



**DISTRIBUTIVE EDUCATION DIVISION
STATE DEPARTMENT OF
EDUCATION**

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DISTRIBUTIVE EDUCATION DEFINED

Distributive Education is part of the Mississippi school's educational system covering both preparatory and in-service training in retail, wholesale and service businesses. It is a vocational training program designed to increase the efficiency, income, and competency of employed people and to prepare others for employment.



TRAINING NEEDS

Over 37% of the people employed in Mississippi are engaged in some phase of Marketing and Distribution. Businessmen recognize the need for trained personnel, but few establishments have adequate facilities to do a complete job. Therefore, many of them take advantage of the training programs offered by the Distributive Education Division.



QUALIFIED INSTRUCTORS

All classes are taught by instructors who are well qualified by education, training, and practical experience. Instructors are employed on a part time basis and may or may not be local people.

ENROLLMENT CLASSIFICATIONS SALES

Beginning Salespeople
Experienced Salespeople
Over-the-Counter Salespeople
Contact Salespeople



SERVICE

Advertising Display
Record Keeping
Credit Operations Food Service



SUPERVISORY

Buyers
Management Department Heads

COURSES AVAILABLE

For Manager & Supervisors

Small Business Administration Management
Job Instruction Training
How to Instruct an Employee
Methods of Conducting Conferences
Job Analysis
Human Relations Training
Hotel-Motel Management

For Sales Personnel

Self-service Merchandising
Personality Development
Merchandise Information
Selling Techniques
Speech for Business Employees
Business Arithmetic for Retailers
Interior Decorating
Shoplifting – Prevention and Handling
Real Estate Sales
Chartered Property or Casualty Underwriters
Floristry Merchandising Course

For Service Personnel

Record Keeping
Principals of Advertising
Food Service Training
Retail Credit Procedures
Principles of Display
Store Card Writing
Gift Wrapping
Cashier – Checkers