

MANAGEMENT CERTIFICATE FOR MENTAL RETARDATION WORKERS

PROGRAM INFORMATION: This program is designed for employees of the Mexia State School. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

Subjects	Sem. Hrs.
BMGT 2371 Personnel Management for Mental Retardation Workers3
BMGT 1368 Practicum - Business Adm. & Mgt. - General3
BMGT 2309 Leadership3
BMGT 1369 Practicum - Business Adm. & Mgt. - General3
BMGT 2311 Management of Change3
BMGT 2368* Practicum - Business Adm. & Mgt. General3

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**Capstone courses must be taken in final semester.*

CUSTOMER SERVICE CERTIFICATE

PROGRAM INFORMATION: The program is designed to help equip individuals with the necessary customer service skills for providing excellent customer service resulting in customer loyalty.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

Subjects	Sem. Hrs.
BUSI 1301 Business Principles3
POFT 1301 Business English3
POFT 2312 Business Corr. & Communication3
BMGT 1368 Practicum - Business Adm. & Mgt.3
MRKG 1301 Customer Relations3
HRPO 2307 Organizational Behavior3

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