



# County Elected Officials *Certificate*

## About CEOC

This program expands county official training beyond the County Officials Orientation Program (COOP) offered every four years when there is a county general election.

As a fully-online training program, CEOC offers coursework designed to prepare elected county officials in specialized topic areas related to county government in Tennessee.

This program is highly recommended for only elected county officials in Tennessee to continue the training they received at COOP.

### ENROLLMENT

This program requires a one-time enrollment fee of \$150. Enrollment information will be available soon.

### PROGRAM CLASSES • 23.5 CREDITS

#### LEGAL

- Overview of Personnel Issues
- Overview of Public Meetings & Managing Public Records

#### BUDGETING

- Preparing for the Budget Season
- Maintenance of Effort
- Budget Committee: Working with Elected Officials and Department Heads
- Approving, Submitting, and Managing the Budget
- Letters of Agreement and Mid-year Raises

#### FINANCE

- Basic Understanding of Governmental Fund Financial Statements
- County Government Environment
- Internal Controls & Audits
- Purchasing and Risk Management

#### INFORMATION TECHNOLOGY

- Cybersecurity for Small and Medium Businesses: Essential Training
- Cybersecurity at Work
- Cybersecurity Awareness: Building Your Cybersecurity Vocabulary

#### LEADERSHIP

- Decision-Making Strategies
- Leading Yourself
- Leadership Foundations

#### CUSTOMER SERVICE

- Unconscious Bias
- Working with Upset Customers

#### COMMUNICATIONS

- Effective Listening
- Communication Foundations

Contact

[ctas.support@tennessee.edu](mailto:ctas.support@tennessee.edu)

More Information

[www.ctas.tennessee.edu](http://www.ctas.tennessee.edu)