

County Elected Officials Certificate

21**CLASSES**
23.5 CREDITS

Continue training beyond COOP.

Learn at your pace.

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

FULLY ONLINE

Specialized county topics.

\$150 ENROLLMENT FEE

One-time fee. Enrollment information will be available soon.

21 required classes:

Legal • budgeting • finance • information technology • leadership • customer service • communications

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| 1 Overview of Personnel Issues | 12 Cybersecurity for Small and Medium Businesses: Essential Training |
| 2 Overview of Public Meetings & Managing Public Records | 13 Cybersecurity at Work |
| 3 Preparing for the Budget Season | 14 Cybersecurity Awareness: Building Your Cybersecurity Vocabulary |
| 4 Maintenance of Effort | 15 Decision-Making Strategies |
| 5 Budget Committee: Working with Elected Officials and Department Heads | 16 Leading Yourself |
| 6 Approving, Submitting, and Managing the Budget | 17 Leadership Foundations |
| 7 Letters of Agreement and Mid-year Raises | 18 Unconscious Bias |
| 8 Basic Understanding of Governmental Fund Financial Statements | 19 Working with Upset Customers |
| 9 County Government Environment | 20 Effective Listening |
| 10 Internal Controls & Audits | 21 Communication Foundations |
| 11 Purchasing and Risk Management | |

Ready to get started?

A one-time enrollment fee applies.

Questions? ctas.support@tennessee.edu | www.ctas.tennessee.edu

