

Certified Public Official Class Requirements Check List

<i>County College Requirements (Courses are Three-hour classroom classes)</i> Certified Public Official	
Courses Title	Check Box
Knowing Your Government (two courses)	
CPM 111- Knowing Your Gov*	
CPM 112- Answering the Call to Public Service* or CPM 113- Knowing the Law I *	
Ethics (one Course)	
CPM 121- Ethics and Professionalism* or CPM 139- Creating an Ethical Culture or CPM 142- Ethics and Managing Public* Funds	
Workplace Environment (one course)	
CPM 125- Developing a Professional Workplace* or CPM 133- Creating a Safe and Productive Workplace* or CPM 157- Creating a Service-oriented Culture*	
Management and Leadership (one course)	
CPM 122- Congratulations You're a Leader*	
Human Resources (Two courses)	
CPM 131- General Human Resource* & CPM 138- Conflict Resolutions among Employee*	
Budgeting and Public Finance (One course)	
CPM 144- Risk Management	
Communications (Three courses)	
CPM 151- Foundations of communication* & CPM 154- Effective Meetings by Design* & CPM 156- Improving Writing Skills *	
Information Technology (One course)	
CPM 161- Making the Most of the Web* Or Equivalent affiliate course	
Electives (six courses) Chosen from County College CPM prefix and/or affiliate classes	
*CPS Requirements	