

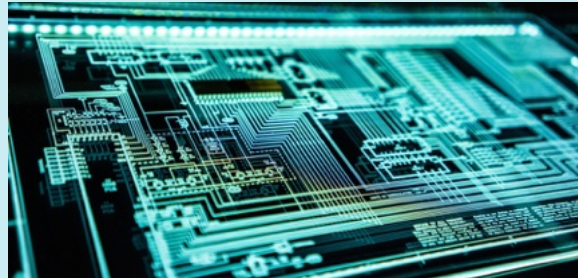
CTAS Certificate Training Programs



County Administrative Professional (CAPC)

CAPC develops skills for various administrative job functions or professional growth in county government offices.

This certificate is for everyone, but it is geared toward those who directly deal with customers and those whose primary job functions are administrative in nature.



Cybersecurity Awareness Training (CATC)

Understanding of cybersecurity, what it entails, and what you should do to prepare for a cyber-attack.

This certificate is for county employees who want to be proactive and make a difference in their county office's security.



County Elected Officials (CEOC)

Elected county officials to expand upon their training at our County Officials Orientation Program (COOP).

This certificate provides important continuing education for elected officials after they attend COOP.

Program Requirements

CAPC

- \$100 enrollment fee
- Self-paced and 100% online
- Required sixteen (16) COURSES
- Total of seventeen (17) CREDITS
- Technology, communication, and interpersonal skills

CATC

- \$50 enrollment fee
- Self-paced and 100% online
- Required ten (10) COURSES
- Total of twelve (12) CREDITS
- Computer and internet safety, malware, phishing, and how to develop incident reports for cyber attacks

CEOC

- \$150 enrollment fee
- Self-paced and 100% online
- Required twenty-one (21) courses
- Total of twenty-three point five (23.5) credits
- Topics directly related to elected officials