

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

**University of Alaska  
Certified Public Manager (CPM)**

**CERTIFICATE OF ASSOCIATE MANAGER  
CHECKLIST—Level Two (8.1 CEUs + 11.1 CEUs = 19.2 CEUs)**

Level One CPM Certificate	CEUs	MAU	Course ID	Semester
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**Level One Supervisory Management**      **8.1**      \_\_\_\_\_      \_\_\_\_\_

General Administrative Skills	CEUs	MAU	Course ID	Semester
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Risk and Liability Management      1.2      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Understanding the Legislative Process      0.6      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Building a Customer Service Environment      0.6      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Strategies for Supervising Supervisors      0.6      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      —      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      —      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Tech, Quantitative & Qualitative Skills	CEUs	MAU	Course ID	Semester
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Defining Outcomes, Measuring Performance      1.2      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Grant Administration      0.6      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Fundamentals of Project Management      1.2      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      —      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      —      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Analytical & Conceptual Skills	CEUs	MAU	Course ID	Semester
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Strategic Planning      0.6      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Advanced Meeting Techniques      0.6      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      —      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      —      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Human Relations Skills	CEUs	MAU	Course ID	Semester
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Conflict Resolution Strategies      0.6      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Group Communications, Team Building      1.2      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Fundamentals of Marketing      1.2      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      —      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

\_\_\_\_\_      —      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**Level Two Project**      **0.9**      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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Verified by: _____	Date: _____
Contact Phone: _____	Email: _____