



GOVERNMENTAL FINANCE ONLINE COURSE: Capital Improvement Program (CIP)

How to Contact Us:

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How Does *Capital Improvement Program* Work?

Capital Improvement Program (CIP) is a self-study training course offering the basics of preparing and implementing a local government CIP. Delivered via the Internet, the course allows you to progress at your own pace, augmented by consultation with a financial professional, upon request.

CIP will familiarize you with an overview of the capital improvement planning process. You will also learn why governments need a capital improvement plan, and how the CIP works in conjunction with operating budgets.

You have one month to work through the seven course lessons. This course is required in the completion of *Level I Local Finance Officer Certification Program* for local government personnel in the State of Georgia.

In the course you'll work at your own pace and on your own schedule, assessing your knowledge through self-tests and end-of-lesson quizzes that provide instant feedback. Your successful completion of the quizzes at the conclusion of each lesson will allow you to progress to the next lesson. Once you have successfully completed all of the lessons, you will have access to the final online course examination. At each step along the way, you'll have access to a finance professional who will respond to your e-mailed questions.

While working with the course, you'll be able to refer to the online help for instructions on how to use the software tools and navigate through the course. For questions about the concepts presented in the course, you will be able to contact a finance professional using the links provided in the course.

Course Requirements

To complete this course, you will read the course's online lessons, answer the lesson self-tests, and complete the quiz at the conclusion of each lesson. You must score at least 70% on each of the lesson quizzes before you will be permitted to attempt the final examination.

About the Final Examination

The final is a timed exam. You have up to 45 minutes to complete the online final exam for *Capital Improvement Program*. You must complete the exam in one session, so allow for adequate uninterrupted time. The online final examination consists of 50 objective, randomly generated questions. Each question in the final exam will be presented to you one at a time. You may return to answer a question as long as the time allowed for the exam has not expired.

You must earn 70% or greater on the exam to successfully complete this course. If you do not earn a 70% or greater on the final exam in your first attempt, one retest is available online. The retest is randomly selected and will not duplicate the same questions as your original exam. Once the examination has been submitted for grading, you will learn your results immediately.

Enroll Anytime. Register Now!

For more information about **Governmental Finance Courses**, contact us at questions@georgiacenter.uga.edu or by telephone at +1-706-583-0424.