



UNIVERSITY OF  
**GEORGIA**

Center for Continuing Education & Hotel  
Carl Vinson Institute of Government

## FINANCIAL MANAGEMENT TRAINING: Debt Administration

### How to Contact Us:

Phone: +1-706-542-3537 or  
800-811-6640 (toll free in the USA)

Email: [questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu)

### How Does *Debt Administration* Work?

*Debt Administration* will familiarize you with the types of debt that governments can issue and the documents that accompany that offering. You will also learn why governments issue debt and the relationship of debt to capital improvement programs. In addition, you will learn about how bonds are rated through the bond rating agencies and how to lower your interest rates without going through the rating process. You have up to 30 days to work through the ten (10) 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 for *Debt Administration*

To complete this course, you will read the *Debt Administration* manual and the 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 Examinations for *Debt Administration*

The online final is a timed examination. You have up to 50 minutes to complete the online exam for *Debt Administration*. You must complete the examination in one session. Therefore, you must 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 must answer each question before going on to the next question. You will not have the opportunity to revisit any question once you have answered and saved your answer to each question. You must earn 70% or better on the examination to successfully complete this course. If you do not earn at least a 70% on the final examination in your first attempt, one retest is available online. The retest is randomly selected and will not duplicate the same questions as the original examination (first attempt). Once the examination has been submitted for grading, you will learn your results immediately.

### Enroll Anytime. Register Now!

For more information about *Debt Administration*, contact us at [questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu) or by telephone at +1-706-583-0424.



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