

Agenda Summary

County Investment Officer Level I Training

Sunday sessions and Saturday final exam held in the DoubleTree Guest Suites:

DoubleTree Guest Suites • 303 West 15th Street • Austin 78701 | 512.478.7000

Monday – Friday sessions will be held at TAC (within walking distance of hotel, approximately 5 blocks away):

Texas Association of Counties Events Center • 1210 San Antonio Street, 4th Floor • Austin 78701 | 512.478.8753

Sunday	DoubleTree Guest Suites, Lobby Level	3:00 - 6:30 p.m. 2.75 class hours
3:00 - 3:15	Welcome & Introductions	
3:15 - 3:30	Program History	
3:30 - 3:45	CIO Standards	
3:45 - 4:15	Schematic of County Operations	
4:30 - 6:00	Structure of Securities	
6:00 - 6:30	Networking	
Monday	Texas Association of Counties Events Center	8:30 a.m. - 5:15 p.m. 7.00 class hours
8:30 - 10:30	Math of Finance/Yield to Maturity	
10:45 - 11:45	Public Funds Investment Act	
12:45 - 2:30	Eligible Securities	
3:00 - 3:45	Discussion of Risk	
3:45 - 5:15	Investment Policies & Depository Contracts	
Tuesday	Texas Association of Counties Events Center	8:30 a.m. - 3:00 p.m. 5.00 class hours
8:30 - 9:30	Cash-Flow Forecasting	
9:30 - 10:00	Hierarchy of Issuers	
10:30 - 11:30	Broker/Client Relationships & Evaluating a Broker	
11:30 - 12:00	Investment Strategies	
1:00 - 2:00	The Economy & The Federal Reserve/Film	
2:00 - 3:00	Mid-week Quiz Distributed	
Wednesday	Texas Association of Counties Events Center	8:30 a.m. - 4:00 p.m. 6.00 class hours
8:30 - 8:45	Mid-week Quiz Review	
8:45 - 9:15	Internal/Operational Controls	
9:15 - 10:15	Basic Investment Accounting	
10:30 - 11:30	Reporting	
12:30 - 1:30	Fiduciary Relationships	
1:45 - 4:00	Rate of Return Exercise	
Thursday	Texas Association of Counties Events Center	8:30 a.m. - 4:15 p.m. 6.25 class hours
8:30 - 9:00	Record Keeping & Trade Verification	
9:00 - 10:30	Settlement, Clearance & Safekeeping	
10:45 - 11:00	Valuing Collateral	
11:00 - 12:00	Security Selection	
1:00 - 2:00	Mortgage-Backed Securities	
2:15 - 4:15	Review	
Friday	Texas Association of Counties Events Center	8:30 a.m. - 3:00 p.m. 5.50 class hours
8:30 - 12:00	The Big Game: Putting it all Together	
1:00 - 3:00	Review Game & Wrap Up	
Saturday	DoubleTree Guest Suites, Lobby Level	8:00 a.m. - Noon 3.00 class hours
8:00 - 9:00	Breakfast before the exam	
9:00 - 12:00	Open-book Certification Exam	Jay Johnson, CIO
Total PFIA credit hours 31.75		Total hours of classroom instruction 35.50

**Agenda subject to change