

Level I Accounting Course

4-5 April 2019, Augusta County Government Center, Verona, VA

Space is limited to 30 students, so register early.

Registration Deadline: 25 March 2019

Background Information

To earn the certificate in Accounting, you need to complete the Level I, Level II and Level III Accounting Courses.

Level II will be offered at the Joint Summer Conference at **Hotel Roanoke** on **August 13-14**.

Level III will be offered at the **UVA/VA Tech Higher Education Center** in **Richmond, October 10-11**.

Exemption from taking Level I course

You can be exempted from taking Level I Accounting course, if you elect to take and pass the challenge exam.

The cost for the challenge exam is \$50. This is an on-line exam that is open book with a time limit of 2 hours and an honor pledge. Its pass/fail 50 questions.

If you elect to take the exam, once you register, you will receive a password from Radford University in order to take it.

If you do not pass the challenge exam and you wish to complete the Certificate Program, you will need to register for the Level I Accounting Course and the fee remains \$210.

Course Description

This day and half course is designed for people that have a limited background in **formal** accounting, or need a basic refresher. It covers basic financial statement elements (such as assets, liabilities, fund balance, revenue and expenditures), the effects of transactions on the accounting equation, basic financial statements and debits and credits. It also covers an introduction to funds, budgeting, and financial reporting for governments.

The course will incorporate several in class exercises.

Registration fee is **\$210** and includes course materials, continental breakfast (both days), breaks, and lunch (first day only). ***There is no lunch on day two as the exam is before lunch.***

The course exam is open book; It contains 50 questions and there is a 2 hour time limit.

Class Schedule

Thursday, April 4: Continental Breakfast: 8:30 – 9:00 a.m.
Class: 9:00 a.m. – 4:30 p.m.
Lunch: 12:00 Noon – 1:00 p.m.

Friday, April 5: Continental Breakfast: 8:00 – 8:30 a.m.
Class: 8:30 a.m. – 10:30 a.m.
Exam: 10:30 a.m. – 12:30 p.m.

Remember to bring the following materials with you to class:

Several #2 pencils

Assorted highlighters and/or stickies for marking important passages in the text.

Grades:

Grades are posted on line--usually within a week of the end of the class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out a an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: www.coopercenter.org and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Beth Watson Bennett at the Center at 434- 982-2144 and she can tell you your grade.

Augusta County Government Center

The **Augusta County Government Center** is located at **18 Government Center Lane** in Verona.

From the North: Harrisonburg, Winchester & Washington D.C.

From Harrisonburg and all points North, on Interstate 81, take **Exit 227**, Verona. Merge onto Laurel Hill Road (Route 612).

At the **second traffic light, turn left** onto Lee Highway (Route 11).

At the **next traffic light, turn left** into the Government Center complex.

From the South: Staunton, Waynesboro, Charlottesville, and Roanoke

From Staunton, Waynesboro, and all points South, on Interstate 81, take **Exit 225**, Woodrow Wilson Parkway.

Turn left onto Woodrow Wilson Parkway (Route 275).

At the **first traffic light, turn right** onto Lee Highway (Route 11).

At the **second light, turn right** into the Government Center complex.

Lodging

There are numerous hotels in the Staunton area. I was able to get a great rate at the **Stonewall Jackson Hotel** in downtown **Staunton**. The rate is **\$94 single/double**. These rates are available under the **Treasurers' Association of Virginia** room block, so call the hotel today to reserve a room at these rates.

There is a **\$6** charge for **overnight parking**.

Free Wifi; breakfast is not included.

Cancellation Policy: 24 hours.

There are a lot of great restaurants in downtown Staunton within walking distance of the hotel.

Directions to the hotel as well as what the hotel offers can be found on their website. The hotel is about 10 minutes from the meeting location.

Stonewall Jackson Hotel

24 South Market Street

Staunton, VA 24401

540 885 4848

Single/Double: \$94

Web Site: <http://www.stonewalljacksonhotel.com/>