

Level I Accounting Course

February 4-5, Higher Education Center, Roanoke

Space is limited to 30 students, so register early.

Registration Deadline: January 27.

Background Information

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

Level I and Level II are being offered in the eastern and western areas of Virginia.

Level III will be offered August 1-2 at the Higher Education Center in Roanoke, as well as at a joint summer conference, which is held in conjunction with the Commissioners of the Revenue, in Virginia Beach on August 9-10, 2016.

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. It consists of 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 \$200.

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 \$200 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, February 4:
Continental Breakfast: 8:00 – 8:30 a.m.
Class: 8:30 a.m. – 4:30 p.m.
Lunch: 12 – 1:00 p.m.

Friday, February 5
Continental Breakfast: 7:30 – 8:00 a.m.
Class: 8:00 a.m. – 10:00 a.m.
Exam: 10 a.m. – 12 Noon

Directions

Higher Education Center, Roanoke

108 North Jefferson Street
Roanoke, VA 24016

From 581 heading South, take Exit 5. Turn right onto Wells Ave. Proceed past the Hotel Roanoke. Cross Jefferson St. Take next left into Jordan Alley to Parking Lot **1**

From 220/581 heading North, take Exit 4E, immediately turn right onto Williamson Road. Proceed south to Wells Ave., and turn right onto Wells. Cross Jefferson St. Take next left into Jordan Alley to Parking Lot **1**

Note: If you are staying at the **Cambria Hotel & Suites** (see *hotel info below*), ride their free shuttle over to the Higher Education Center to avoid parking fees.

Where to Park at the Higher Ed Center

Parking is available as follows:

Day - Monday through Friday: Permit or parking fee required 7:00 a.m. to 4:00 p.m.

- 1** West side of RHEC (surface parking lot)
- 2** Lot on First Street (Between Loudon Ave. and Wells Ave.)
- 3** Parking Garage (use entrance on Centre Ave., across from RHEC parking lot)
- 4** Lot on Centre Avenue (Between Shenandoah Ave. and First St.)

Daily and Event Parking (Monday through Friday - 7:00 a.m. to 4:00 p.m.): Daily parking fees for lot **1 and garage **3** are 50 cent per hour or \$4.00 per day.**

Fees for lot **1** are collected via a regularly monitored self-payment box that is located on the median strip that separates lot **1** and Jordan Alley. Fees for garage **3** are collected by an attendant at the garage entrance/exit booth. All parking fees are collected by the City of Roanoke. (Note: There is a change machine located just inside of the RHEC main entrance by the café door.)

The Roanoke Higher Education Center does not provide parking receipts.

Website: <http://www.education.edu/>

Lodging Information

A small block of rooms has been made at the **Cambria Hotel & Suites** under the name **Treasurers' Association**. The hotel offers free parking and free Wi-Fi and has fitness center.

The room rates are: **\$104 King Suite** and **\$124 for Double**.

The hotel has only a limited number of double, so if you need a room, reserve one today!

Note: The hotel offers a free shuttle; shuttle will leave the hotel for the Higher Ed Center at 7:45 a.m.

CAMBRIA HOTEL & SUITES

301 Reserve Ave
Roanoke, VA 24016
Phone: (540) 400-6226

Directions to the hotel and other amenities offered by the hotel can be found at their website:

<https://www.choicehotels.com/virginia/roanoke/cambria-hotels>