

# Level I Accounting Course

April 13-14, Fredericksburg

Space is limited to 30 students, so register early.

Registration Deadline: April 6.

## Background Information

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

**Level II is being offered June 21-22 in Richmond at the UVA/VA Tech Higher Ed Center.**

**Level III will offered August 8-9 in Wintergreen** as part of the joint summer conference held in conjunction with the Commissioners of the Revenue.

## 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 \$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

April 13: Continental Breakfast: 8:30 – 9:00 a.m.  
Class: 9:00 a.m. – 4:30 p.m.  
Lunch: 12 – 1:00 p.m.

April 14: Continental Breakfast: 8:30 – 9:00 a.m.  
Class: 9:00 a.m. – 10:30 a.m.  
Exam: 10:30 a.m. – 12:30 p.m.

## Meeting Location

We are meeting in the building called the **Executive Plaza** located at **600 Caroline Street** in **Fredericksburg** (Zip 22401). The classroom is on the **7<sup>th</sup> floor** in the administrative offices for the Fire Department. It is the only 7-story building in the historic downtown area.

The Parking Garage is located on the corner of Sophia and Wolfe Street, directly behind the Executive Plaza building. Here is link about the parking garage.

<http://www.fredericksburgva.gov/index.aspx?NID=206>

### From Points South of Fredericksburg

Take Exit 130 A onto VA Route 3 towards Fredericksburg. Go 2.12 miles  
Turn slight left onto Lafayette Blvd/ US Route 1 Business. Go 1.12 miles  
Turn left onto Caroline Street/US Route 1 Business/US Route 17 Business North.  
601 Caroline Street will be on our right.

**For Directions from other starting locations, use  
Googlemap, Mapquest, or other search engines.**

## Lodging

The **Courtyard by Marriott Fredericksburg** is located at **620 Caroline Street** in downtown **Fredericksburg, 22401**. It is on the same block as the meeting location.

Make your reservation today by calling the Marriott direct at: **540-373-8300**. Hotel offers a government rate of **\$91.00 Standard King or \$91 Standard Two Queen per night**. **Check-in: 3:00 p.m.; Check-out: 12 noon. Parking: \$12 per night** either self park or valet park.

Rooms have wireless Internet connection; rate includes fitness center, indoor heated pool. Rooms have a mini refrigerator, coffee maker, and microwave.

You must state that you are with the **TAV - Treasurers' Association of Virginia** to obtain this special rate. **Cut-off date is March 22, 2017**

**Only a limited a rooms have been blocked. If you try and they are full, contact AI at [aws@virginia](mailto:aws@virginia) and he can have them add more rooms to the block.**

**You can also use this link to book your room:**

**You may need to paste this link into your browser, if it does not allow you to click on it.**

[https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=TAV%5Efkrcy%60tavra%7Ctavravb%6091.00%60USD%60false%604%604/12/17%604/14/17%603/22/17&app=resvlink&stop\\_mobi=yes](https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=TAV%5Efkrcy%60tavra%7Ctavravb%6091.00%60USD%60false%604%604/12/17%604/14/17%603/22/17&app=resvlink&stop_mobi=yes)

**Check with the hotel when you make your reservation about cancellation policy.**

For more information on the Courtyard by Marriott Fredericksburg, visit their website below.

<http://www.marriott.com/hotels/travel/fkrcy-courtyard-fredericksburg-historic-district/>

### Directions

Map and directions to the hotel can be found at the Marriott web site at:

<http://www.marriott.com/hotels/maps/travel/fkrcy-courtyard-fredericksburg-historic-district/>