

Level I Accounting Course

April 7-8, Water Works Building, Newport News

Space is limited to 32 students, so register early.

Registration Deadline: March 30.

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 (James Room)

Thursday, April 7: Continental Breakfast: 8:00 – 8:30 a.m.
Class: 8:30 a.m. – 4:30 p.m.
Lunch: 12 – 1:00 p.m.

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

Directions

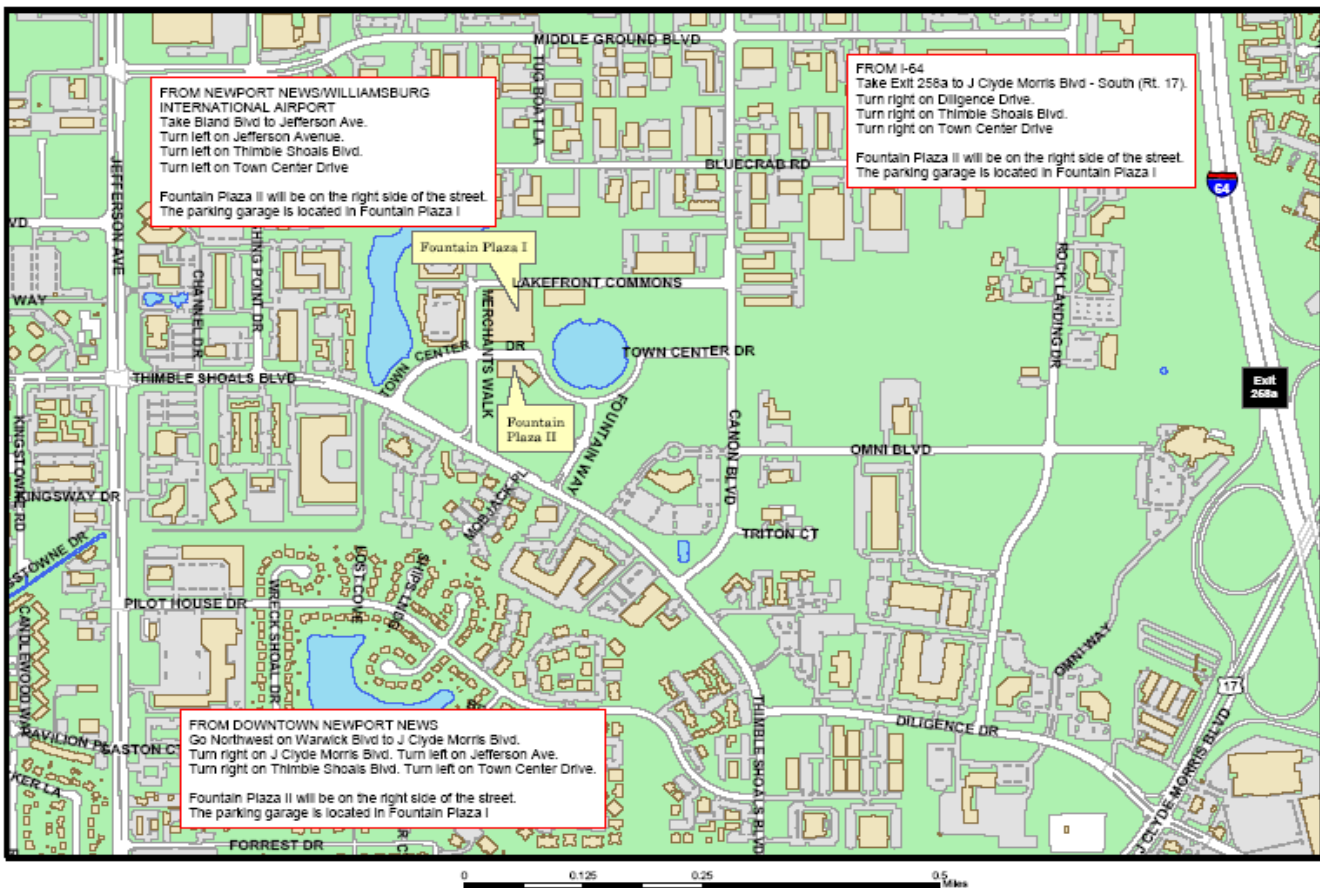
Water Works Building Newport News

700 Town Center Drive
Newport News, VA 23606

Course will be held in the **James Room** on the first floor.

See the map below for directions to the Water Works Building.

City Center at Oyster Point



Parking

All Visitors should use the **Merchants Walk Parking Garage**. Levels one and two are designated for visitor parking less than 2 hours. **Levels three and above should be used for visitors and employee parking over 2 hours.** If the Parking Manager is notified that an employee is parked in a reserved parking space, the vehicle will be towed from the garage at the vehicle owner's expense. The speed limit in the garage is 5 ½ miles per hour. Clearance in the garage is 7' 0".

Lodging Information

A small block of rooms has been made at the **Marriott Residence Inn Newport News** under the name **Treasurers' Association of VA**.

The hotel offers free hot breakfast, free parking, free Wi-Fi and has a fitness center. The rooms include full kitchen with stove, microwave, refrigerator, and dishwasher. In addition on Monday through Thursday nights the hotel offers a free light dinner.

Room rates: **\$89 King Studio** and **\$99 Two Queen Suite**.

Room Cut-off date: **March 18**.

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

You can also use this link to book your room:

http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Treasurers%20Association%20of%20Virginia%20%5EPHFNN%60TRETREA%7CTRETREB%6089.00-99.00%60USD%60false%604%604/6/16%604/8/16%603/18/16&app=resvlink&stop_mobi=yes

Only a limited a rooms have been blocked. If you try and they are full, contact Al at aws@virginia and he can have them add more rooms to the block.

Marriott Residence Inn Newport News

531 St. Johns Road
Newport News, 23602
Phone: 757 842-6214

The hotel is located just off exit 255A on I-64 across from the Patrick Henry Mall.
The hotel is located approximately 4.0 miles from the Waterworks Building

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

<http://www.marriott.com/hotels/hotel-information/travel/phfnn-residence-inn-newport-news-airport/>