

IAAO Course 400: Assessment Administration

This course provides an overview of fundamental management concepts for management and supervisory personnel in an assessor's office. It introduces the four major management functions: planning, organizing, directing, and controlling, with a separate chapter devoted to each function for more in-depth learning and discussion.

This course includes an optional exam. Please confirm with your jurisdiction about any additional exam requirements. Note that if pursuing an IAAO designation, successfully passing the exam is required.

Recommended Text: *Assessment Administration* - \$50.00

Recommended Prerequisite: Tax Commission's Principles of Property Valuation *OR*
IAAO Course 101: Fundamentals of Real Property Appraisal

Instructor: Ken Joyner, RES, AAS, PPS, Senior National IAAO Instructor

Dates: Monday, July 28 – Friday, August 1 (a.m.)

Location: North Star Conference Room (Tax Commission)

Hours: 32 hours (upon attendance requirements and successful completion of exam)
28 hours (upon attendance requirements and attempted exam or unsuccessful completion of the exam)

Notes: **Bring a calculator (other than your cell phone) and #2 pencils.**
This course will require a minimum of 10 students.

