

# 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.**

