

**GAAO SPONSORS**

**IAAO COURSE #400  
ASSESSMENT ADMINISTRATION  
ONLINE**

**Instructors: Stephen White-Cobb County Chief  
Appraiser & Mark Loyd-GMASS Business Analyst**

Course 400 provides an overview of fundamental management concepts for management and supervisory personnel in an assessor's office and focuses on the need for management, and the responsibilities placed on the assessor and all supervisory personnel. The course 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.

**December 12-16, 2022  
8:00 AM – 5:00 PM EST**

**COURSE REGISTRATION FORM  
Registration Deadline: November 11, 2022  
Course Fee: \$500**

**Name:** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

City	State	Zip Code
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Cell Phone# \_\_\_\_\_ Email Address: \_\_\_\_\_

County/City/Company Employed by: \_\_\_\_\_

Please make check payable to: GAAO

Return Registration Form w/Course fee by November 11, 2022 to: GAAO

Kathy Newton-Executive Asst.  
P O Box 734  
Statesboro, GA 30459

**TO PAY ONLINE WITH CREDIT CARD:** Complete form and return to: Kathy Newton at [gaaokathy@yahoo.com](mailto:gaaokathy@yahoo.com). A link to pay by credit card will be sent to you.

**Questions or Concerns:** Contact Ashley O'Donald at (423) 364-2010 or by email at [ashley@gaa.org](mailto:ashley@gaa.org)