

Course Catalog

Virginia Commissioners of the Revenue

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Course Title	Description	Core or Elective	Alternative Course Option	Prerequisites
Assessment Administration		Core	IAAO course 400	
Audit of Businesses		Core		
Bankruptcy	The course, offered by the Treasurer's Association of Virginia, will present an overview of the bankruptcy process: ceasing collection action, the types of bankruptcy and what they mean, when and how to file a claim, how taxes are treated in bankruptcy, how to deal with attorneys, and what happens after the bankruptcy case is over.	Elective		
Bright Users Course — Personal Property Module	This course, offered by the Treasurer's Association of Virginia, provides a basic understanding of the laws, policies, and procedures to which the Treasurer's Office adheres; and tools that can be applied in daily operations and citizen interactions.	Elective		
Conflict Resolution		Elective		
Customer Service	This course, offered by the Treasurer's Association of Virginia, provides a basic understanding of the laws, policies, and procedures to which the Treasurer's Office adheres; and tools that can be applied in daily operations and citizen interactions.	Elective		
Effective Communications		Elective		
Effective Media Relations		Elective		
Ethics	This course, offered by the Treasurer's Association of Virginia, covers several different business ethics models. The consequential models covered are egoism, utilitarianism, and feminism. The non-consequential models covered are categorical imperative, veil of ignorance, and the golden rule. The course provides a framework for understanding ethical behavior.	Elective		
General Reassessment		Core	IAAO Course 331	

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General Technology I	The course will cover the following topics: Personal Computer Hardware, Common PS Software, PC Connectivity, The Internet, Security Management, Data, Tech Support, Email, and Current Technology Trends & Concerns.	Elective		
General Technology II		Elective		General Technology I
H&R Block Income Tax Course		Elective		
Horse Sense for Leaders	<p>This powerful training program focuses on the interpersonal skills and practices necessary to establish relationships based on mutual trust and respect. Leaders will benefit from this unique program if they are seeking better ways to:</p> <ul style="list-style-type: none"> • Effectively communicate needs and expectations • Establish a shared understanding of goals and priorities • Gain commitment and increase motivation • Build trust and gain respect • Develop meaningful partnerships with employees, colleagues, and customers 	Elective		
IAAO Code of Ethics and Standards of Professional Behavior		Elective		
IAAO Workshops 550 and 551		Elective		
IAAO Workshops 552 and 553		Elective		
Land Use		Core		
Lawful Employment Practices		Elective		
Lobbying 101		Core		

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Operating Budgets	The program, offered by the Treasurer's Association of Virginia, will help participants gain an understanding of modern budgeting. This course will review a range of techniques to help guide decision making; develop policies, plans, and strategies; and monitor and evaluate budgetary performance. Participants will analyze the politics of budgeting, revenue forecasting methods, capital programming concepts, public involvement, expenditure analysis, budget systems, and other topics relevant to developing, implementing, and monitoring budgets.	Elective		
Real Estate Appraisal		Core	IAAO Course 101	
Robert's Rules of Order		Elective		
Roles and Responsibilities of the Commissioner of the Revenue		Core		
Roles and Responsibilities of the Treasurer	This class covers everything you wanted to know about the treasurers' office but were afraid to ask. Topics include: legal constraints; relationship with the commissioner of the revenue; preparation of tax bills, collecting real and personal property; and collection of other taxes, licenses, fees and fines, including dog tags, state income tax.	Elective		
Sorensen Institute certificate of completion		Elective		
State and Federal Income Tax		Core		
Tax Exemptions in Virginia		Core		
Taxation of Business Tangible Property		Core		

Course Title	Description	Core or Elective	Alternative Course Option	Prerequisites
Taxation of Businesses		Core		
Taxation of Real Property		Core		
Taxation of Tangible Personal Property – Basic		Core	IAAO Course 500	
Taxation of Tangible Personal Property – Advanced		Core		
Understanding the Code of Virginia	This course is offered by Commissioners of the Revenue Association.	Core		
Virginia Government and Law	This course covers the structure of Virginia state and local government; the Dillon Rule, intergovernmental relations, how to use Opinions of the Attorney General, FOI and Conflict of Interest, the role of the Compensation Board, and public meetings.	Elective		