Managing the Admissions Office
General
Assignment Checklist

You may use this calendar and assignment checklist to track your progress in the course. Participants who complete the assignments will earn a certificate from AACRAO. **To use the checklist, download the file to your computer so that you can update it as you proceed through the course.**

Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	July 18 Orientation start **Module 1**	July 19	July 20 Orientation end	July 21	July 22	July 23
July 24 BREAK	July 25 **Module 2**	July 26	July 27	July 28	July 29	July 30
July 31 BREAK	August 1 **Module 3**	August 2	August 3	August 4	August 5	August 6
August 7 BREAK	August 8 **Module 4**	August 9	August 10	August 11 Closing exercises start	August 12	August 13
You may continue to visit the course site for 1 year after the course ends.

Assignments

COMPLETED (?) CHECK OFF	
	Orientation
	MODULE 1 **Making the Transition to Manager**
	MODULE 2 **Building and Retaining Your Office Team**
	Module 3 **Managing Operations and Applications Processing**
	MODULE 4 **Best Practices in Recruitment**
	CLOSING EXERCISES