AACP Course Tracking Sheet   Name: _____

Employee / JACard#: _____

Please keep track of the AACP workshops you attend on this form. Once you have attended all AACP workshops, please email td@jmu.edu.
You will be advised by the AACP ListServ when to send in your completed form. (Typically December)

Finance 101 Courses

Current Course #	Course Name	Course Date	Completion Date
Please complete IT605 Intro to Finance (eLearning) prior to Finance 101 Courses			
AS1060	Finance 101 - OFFICE OF CASH & INVESTMENTS (eLearning)		
AS1061	Finance 101 - OFFICE OF AVP FOR FINANCE and ETF EQUIPMENT (eLearning)		
AS1062	Finance 101 - OFFICE OF ACCOUNTS PAYABLE (eLearning)		
AS1063	Finance 101 - OFFICE OF BUDGET MANAGEMENT (eLearning)		
AS1064	Finance 101 - UNIVERSITY BUSINESS OFFICE (eLearning)		
AS1065	Finance 101 - OFFICE OF PAYROLL SERVICES (eLearning)		
AS1066	Finance 101 - FIXED ASSETS & SURPLUS PROPERTY (eLearning)		

Information Technology Courses

Current Course #	Course Name	Course Date	Completion Date
IT204	JMU RunSafe Computer Security		
IT209	Leveraging the Web		
IT211	Windows 10		
IT295	Outlook 2019 Email & Calendar		
IT380	Excel Essentials Online (LinkedIn Learning)		
IT429	PowerPoint Essentials Online (LinkedIn Learning)		
IT471	Word Essentials Online (LinkedIn Learning)		
IT711	Microsoft Teams Overview		
IT200	Computing @ JMU		
IT523	AiM Work Orders		
IT561	LISTSERV Management (eLearning)		
IT605	Intro to Finance (eLearning) - *Take prior to Finance 101 courses*		
IT645	HRMS Employee Information		
IT671	Intro to Student Administration (eLearning)		

Talent Development Courses

Current Course #	Course Name	Course Date	Completion Date
TD2157	Now you see me, Now you don't		
TD2385	New Professionals		
TD2389	Interviewing Tips		
TD5004	safeTALK Suicide Prevention		
TD1002	Hiring @ JMU		
TD1006	Event Planning @ JMU		
TD1008	Solving the Great Workplace Mystery		
TD1021	Business Writing & Proofreading		
TD1022	Coordinating Moves at JMU		
TD1036	Campus Risk Management & Safety Update		
TD2277	AACP: Ready, Set, Go!		
TD2609	Telecom		
TD2400 **or** TD1516	Greening Your Office *(Face to Face **or** eLearning sessions available)*		
TD1066	A Plan with a Purpose		
TD1104	Procurement Overview - The ABC's of Purchasing at JMU		
TD1319	The JMU Registrar's Office		
TD1153 **or** TD1829	Confronting Bias for an Inclusive Workplace *or* Gateways to Inclusion		
TD2034	JMU Student Life		
TD2194	DISC for AACP		
TD2379	JMU Services You Will Use		

The AACP is designed to be completed within three years. Some workshops may need to be repeated if they are not attended within the three-year timeframe in order to receive a certificate.

Revised: 01/18/2024