

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.

Finance 101 Courses

<u>Current Course #</u>	<u>Course Name</u>	<u>Course Date</u>	<u>Completion Date</u>
AS1060	Finance 101 - OFFICE OF CASH & INVESTMENTS		
AS1061	Finance 101 - OFFICE OF AVP FOR FINANCE and ETF EQUIPMENT		
AS1062	Finance 101 - OFFICE OF ACCOUNTS PAYABLE		
AS1063	Finance 101 - OFFICE OF BUDGET MANAGEMENT		
AS1064	Finance 101 - UNIVERSITY BUSINESS OFFICE		
AS1065	Finance 101 - OFFICE OF PAYROLL SERVICES		
AS1066	Finance 101 - FIXED ASSETS & SURPLUS PROPERTY		

Information Technology Courses

<u>Current Course #</u>	<u>Course Name</u>	<u>Course Date</u>	<u>Completion Date</u>
TD2510	JMU JobLink		
IT204	JMU RunSafe Computer Security		
IT209	Leveraging the Web		
IT211	Windows 10		
IT293	Outlook 2016 Email & Calendar		
IT380 or IT376	Excel Essentials Online <i>or</i> Excel 2016 Basic		
IT429 or IT426	PowerPoint Essentials Online <i>or</i> PowerPoint 2016 Basic		
IT471 or IT467	Word Essentials Online <i>or</i> Word 2016 Basic		
IT468	Word 2016 Intermediate		
IT502	eVA Overview		
IT523 or IT524	AiM Work Orders Plus <i>or</i> Motor Pool Plus		
IT560/IT561	Managing Listservs		
IT610 or IT604	Finance Overview <i>or</i> AACP Intro to Finance		
IT642/IT645	HRMS Employee Information		
IT663	SA Overview		

Talent Development Courses

<u>Current Course #</u>	<u>Course Name</u>	<u>Course Date</u>	<u>Completion Date</u>
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 or TD1045	AACP: Ready, Set, Go! <i>or</i> TD: Opportunities and Tracking		
TD1048	Telecom, Facility Coordinators & Building Repairs		
TD1516 or TD2400	Greening Your Office		
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 <i>or</i> Gateways to Inclusion		
TD2034	JMU Student Life		
TD2194	DISC for AACP		
TD2379 or TD1024 & TD1026	JMU Services You Will Use <i>or</i> Mail Services & Managing Keys <i>and</i> Copy & Card Services and the Computer Loan Program		

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.