

# AACP Course Tracking Sheet

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

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](mailto:td@jmu.edu) or mail to MSC5808.

You will be advised by the AACP Teams Channel when to send in your completed form. Typically, December.

## Finance 101 Courses

Course #	Course Name	Completion Date
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

Course #	Course Name	Completion Date
IT204	JMU RunSafe Computer Security	
IT209	Leveraging the Web	
IT212	Windows 11	
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)	
IT645	HRMS Employee Information	
IT671	Intro to Student Administration (eLearning)	

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 to receive a certificate.

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## Talent Development and Human Resources Courses

Course #	Course Name	Completion Date
TD2157	Now you see me, Now you don't	
TD2385	JMU 101 (formerly New Professionals)	
TD2389	Interviewing Tips	
TD5004	safeTALK Suicide Prevention	
HR1777 <b>or</b> HR1002	Onboarding at JMU <b>or</b> 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	
TD1516	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 <b>or</b> TD1829	Confronting Bias for an Inclusive Workplace <b>or</b> Gateways to Inclusion	
TD2034	JMU Student Life	
TD2194	DISC for AACP	
TD2379	JMU Services You Will Use	

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