

# Advanced AACP Curriculum and Tracking Sheet

Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ JACard Number: \_\_\_\_\_

Advanced AACP Curriculum	Date Completed
<b>Advanced AACP Orientation</b> <ul style="list-style-type: none"> <li>• TD2144: Advanced AACP Overview</li> </ul>	
<b>Office Protocol/Etiquette (Choose 1)</b> <ul style="list-style-type: none"> <li>• TD2083: Social Media in the Workplace</li> <li>• TD1743: Positive Politics <i>or</i> TD261 Administrative Professional Tips</li> <li>• TD2151: Advancing Your Workplace Etiquette</li> </ul>	
<b>Self-Awareness</b> <ul style="list-style-type: none"> <li>• TD2060: IQ or EQ? Both Please! (Emotional Intelligence Basics) Required (Choose 1)</li> <li>• TD1242: MBTI</li> <li>• TD1695: StrengthsFinder 2.0</li> </ul>	
<b>Decision Making/Ethical Reasoning (All Required)</b> <ul style="list-style-type: none"> <li>• TD1482: Clear as Mud</li> <li>• TD2139: Ethical Reasoning for Everyone (Madison Collaborative content)</li> </ul>	
<b>Time Management (Choose 1)</b> <ul style="list-style-type: none"> <li>• TD1608: Time Challenged</li> <li>• TD2604: Goals &amp; Objectives: Pathways to Success                             <ul style="list-style-type: none"> <li>○ Replaces TD1057: Time Management Strategies: Control Your Time</li> </ul> </li> </ul>	
<b>Basic Project Management</b> <ul style="list-style-type: none"> <li>• TD2038: Finding Focus: Managing Multiple Priorities</li> </ul>	
<b>Facilitating Effective Meetings</b> <ul style="list-style-type: none"> <li>• TD2559: Effective Meetings</li> </ul>	
<b>Advanced Note Taking</b> <ul style="list-style-type: none"> <li>• TD1902: Capture the Concepts</li> </ul>	
<b>Advanced AACP Connect (All Required)</b> <ul style="list-style-type: none"> <li>• TD2146: Managing Multiple Bosses</li> <li>• TD2147: Everyday Gap Analysis</li> <li>• TD2148: Brainstorming Basics</li> </ul>	
<b>Technical Skills (All Required)</b> <ul style="list-style-type: none"> <li>• TD2569: Editing and Proofreading Streamlined <i>or</i> TD1450: Editing: Hardcopy and Electronic</li> <li>• TD2149: Professional Writing</li> <li>• IT273: Outlook Email QuickR <i>or</i> IT294 Outlook 2016 Advanced <i>or</i> IT296 Outlook 2019 Advanced</li> </ul>	
<b>Customer Service (Choose 1)</b> <ul style="list-style-type: none"> <li>• TD1753: Emotional Intelligence</li> <li>• TD1355: Raving Fans</li> <li>• TD1344: No Complaining Rule</li> </ul>	
<b>Conflict Resolution</b> <ul style="list-style-type: none"> <li>• TD1185: Difficult Conversations</li> </ul>	
<b>Diversity (Choose 1)</b> <ul style="list-style-type: none"> <li>• TD2056: Understanding Gender and Sexual Diversity</li> <li>• Diversity Conference (One Concurrent Session)</li> <li>• TD2070: Breaking New Ground - Respect and Inclusion in the Workplace</li> </ul>	
<b>Change Management</b> <ul style="list-style-type: none"> <li>• TD1828: Our Iceberg is Melting</li> </ul>	
<b>Supervision</b> <ul style="list-style-type: none"> <li>• TD1742: It's Okay to Be the Boss</li> </ul>	

Requirement must be completed within 3 years. Tracking sheet and materials are due by the deadline set by Talent Development (typically December). Send materials to MSC 5808 or [td@jmu.edu](mailto:td@jmu.edu). Revised 07/13/2022