

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

Current Course #	Course Name		
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

Current Course #	Course Name	Alternate Courses	Course Name
IT204	JMU RunSafe Computer Security		
IT209	Leveraging the Web		
IT212	Windows 11	IT211	Windows 10
IT295	Outlook 2019 Email & Calendar	IT293	Outlook 2016 Email & Calendar
IT380	Excel Essentials Online (LinkedIn Learning)	IT376	Excel 2016 Basic
IT429	PowerPoint Essentials Online (LinkedIn Learning)	IT426	PowerPoint 2016 Basic
IT471	Word Essentials Online (LinkedIn Learning)	IT467	Word 2016 Basic
IT711	Microsoft Teams Overview	IT468	Word 2016 Intermediate
NEW IT200	Computing @ JMU		
IT523	AiM Work Orders		
IT561	LISTSERV Management (eLearning)		
NEW IT605	Intro to Finance (eLearning)	IT604	Intro to Finance Systems
		IT610	Finance Overview
IT645	HRMS Employee Information		
IT671	Intro to Student Administration (eLearning)	IT662	FERPA
		IT663	SA Overview

Talent Development Courses

Current Course #	Course Name	Alternate Courses	Course Name
NEW TD2157	Now you see me, Now you don't		
NEW TD2385	New Professionals		
NEW TD2389	Interviewing Tips		
NEW 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!	TD1045	TD: Opportunities and Tracking
		TD1048 with IT523 or IT524	Telecom, Facility Coordinators & Building Repairs with AiM Work Orders or Motor Pool Plus
TD2609	Telecom		
TD2400 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 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: 08/09/2024