<table>
<thead>
<tr>
<th>Course</th>
<th>Course No.</th>
<th>Access Level*</th>
<th>Required or Recommended</th>
<th>Timeframe for Completion</th>
<th>Competency Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to University Business Processes</td>
<td>HRD700-200A</td>
<td>1-4</td>
<td>Required</td>
<td>First 30 days</td>
<td>Ethics and Integrity</td>
</tr>
<tr>
<td>Introduction to Effective Business Operations</td>
<td>HRD705-200A</td>
<td>1-4</td>
<td>Required</td>
<td>First 30 days</td>
<td>Ethics and Integrity</td>
</tr>
<tr>
<td>General Navigation in NUFinancials</td>
<td>FM100-200A-01</td>
<td>1-4</td>
<td>Required</td>
<td>First 30 days</td>
<td>Systems</td>
</tr>
<tr>
<td>Effective Business Operations for Financial Management</td>
<td>HRD706-200A</td>
<td>2-4</td>
<td>Required</td>
<td>First 30 days</td>
<td>Ethics and Integrity</td>
</tr>
<tr>
<td>Actual Journals</td>
<td>FM5711-200D</td>
<td>3-4</td>
<td>Required</td>
<td>First 30 days</td>
<td>Systems</td>
</tr>
<tr>
<td>Cash Advance in NUFinancials</td>
<td>FM5181-200A</td>
<td>1-4</td>
<td>Recommended</td>
<td>At your own pace</td>
<td>Systems</td>
</tr>
<tr>
<td>Corporate Card</td>
<td>HRD725-200</td>
<td>2-4</td>
<td>Required to obtain card</td>
<td>First 30 days</td>
<td>Systems</td>
</tr>
<tr>
<td>Supplier Registration</td>
<td>FM59144-200A</td>
<td>1-4</td>
<td>Required</td>
<td>First 30 days</td>
<td>Systems</td>
</tr>
<tr>
<td>Excel 101: Learning Excel</td>
<td>HRD161-200-01</td>
<td>1-2</td>
<td>Required*</td>
<td>First 30 days</td>
<td>Excel, Accuracy, Organization</td>
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<tr>
<td>Excel 102: PivotTables for Beginners</td>
<td>HRD162-200</td>
<td>2-4</td>
<td>Recommended</td>
<td>First 60 days</td>
<td>Excel, Accuracy, Organization</td>
</tr>
<tr>
<td>Excel 201: Managing and Analyzing Data</td>
<td>HRD189-200-01</td>
<td>3-4</td>
<td>Required*</td>
<td>First 90 days</td>
<td>Excel, Accuracy, Organization</td>
</tr>
<tr>
<td>Excel 202: Setting up a Database</td>
<td>HRD190-200</td>
<td>3-4</td>
<td>Recommended</td>
<td>At your own pace</td>
<td>Excel, Accuracy, Organization</td>
</tr>
<tr>
<td>Excel 203: Formulas and Functions</td>
<td>HRD168-200-01</td>
<td>2-4</td>
<td>Recommended</td>
<td>First 60 days</td>
<td>Excel, Accuracy, Organization</td>
</tr>
<tr>
<td>Excel 302: Pivot Tables in Depth</td>
<td>HRD180-200</td>
<td>3-4</td>
<td>Recommended</td>
<td>First 90 days</td>
<td>Excel, Accuracy, Organization</td>
</tr>
<tr>
<td>New Employee Orientation Part 2</td>
<td>HRD450-100A</td>
<td>2-4</td>
<td>Required for new University employees</td>
<td>First 90 days</td>
<td>Ethics and Integrity, Tact and Diplomacy</td>
</tr>
</tbody>
</table>

The following topics each have their own curriculum in myHR Learn, consisting of coursework as well as job aids and reference guides. Topics (justified left) are linked to the myHR Learn page for that curriculum and individual courses (centered) are identified within each topic.

**Employee Expense Reimbursements**
- Expense Reports in NUFinancials: FM59156-200A
  - 1-4 Required
  - First 30 days
  - Systems

**Reading Cognos Reports**
- Financial Reporting Overview: FM112-200A
  - 3-4 Required
  - First 30 days
  - Systems
- Run a Cognos Report: FM112-200B-01
  - 3-4 Required
  - First 30 days
  - Systems
- Schedule a Cognos Report: FM5112-200C
  - 3-4 Recommended
  - At your own pace
  - Systems

**Requester Basics Topics**
- Receiving Overview: FM5816-200B-01
  - 2-4 Required
  - First 30 days
- Entering Receipts for Amount-Only Purchase Order Presentations: FM5816-200D
  - 2-4 Recommended
  - First 30 days
- Receiving and Depositing Revenue

**Requester Advanced Topics**
- Purchase to Payment Lifespan Lesson: FM5815-200B
  - 2-4 Required (may not be relevant for all 2s)
  - First 30 days
  - Systems

**Payment Request**
- Payment Requests in NUFinancials: FM5832-200A
  - 2-4 Required
  - First 30 days
  - Systems
- Approvals and Workflow Overview: FM5804-200A
  - 2-4 Required
  - First 30 days
  - Systems

**Reconciling Budgets**
- Budgeting Overview: FM5750-200A-01
  - 3-4 Required
  - First 30 days
  - Systems

**Revenue Overview**
- FM5740-200A
  - 2-4 Required (if related to job, e.g., CRT)
  - First 90 days

*Required unless staff member has equivalent Excel experience

*Refer to the College’s Financial Access Guide for an explanation of Access Levels