

Course Catalog ^[1]

Aligning with Organizational Purpose

The Aligning with Organizational Purpose course offers 1.0 credit hours in Personal Development, and will provide participants with simple, powerful tools for defining and aligning with individual, team, and organizational purpose.

[View Aligning with Organizational Purpose](#) ^[2]

Analyzing and Interpreting Financial Statements

The Analyzing and Interpreting Financial Statements course offers 4.0 credit hours in Accounting (Governmental), and will provide an overview of the annual financial statements, and how to interpret the story they are telling.

[View Analyzing and Interpreting Financial Statements](#) ^[3]

Banking and Payments

The Banking and Payments course offers 6.0 credit hours in Economics, and will provide participants with an understanding of the various forms of payments, how those payments move into and out of the University, the rules surrounding the various forms of payment, how the U.S. banking system works, and how those payments are reflected in the University's accounting systems.

[View Banking and Payments](#) ^[4]

Basic Excel

The Basic Excel course offers 2.0 credit hours in Computer Software and Applications, and will provide participants with techniques that will allow them to perform practical tasks in Excel (shortcuts, formatting, filters, formulas, and Pivot Tables/Pivot Charts).

[View Basic Excel](#) ^[5]

Best Practices in PowerPoint

The Best Practices in PowerPoint course offers 2.0 credit hours in Communications and Marketing, and will help participants design presentations that are visually powerful and impactful for all types and sizes of audiences.

[View Best Practices in PowerPoint](#) ^[6]

Budget Basics

The Budget Basics course offers 2.0 credit hours in Finance, and will provide participants with an overview of budgeting at the University of Colorado, including components of the budget, the implications of the budget on a fund-by-fund basis, differences and similarities between campuses, and how budgets work in the University's Finance System.

[View Budget Basics](#) ^[7]

Business Process Improvement

The Business Process Improvement course offers 1.0 credit hours in Management Services, and will provide participants with an overview of the key theories and steps to identify areas within an organization where processes can become more streamlined and efficient.

[View Business Process Improvement](#) ^[8]

Cash Controls

The Cash Controls course offers 2.0 credit hours in Finance, and will provide participants with an understanding of the various forms of incoming payments (receipts), how they should be processed, deposited, and booked into the general ledger, as well as the internal controls that must be put in place to prevent error and fraud.

[View Cash Controls](#) ^[9]

Concur Travel & Expense System Overview

The Concur Travel & Expense System Overview course offers 1.0 credit hours in Computer Software and Applications, and will provide participants with tips on how to work efficiently in the Concur Travel & Expense System, booking tickets and reconciling expenses.

[View Concur Travel & Expense System Overview](#) ^[10]

Cost Transfers

The Cost Transfers course offers 1.0 credit hours in Accounting (Governmental), and will provide participants with a basic understanding of what a cost transfer is, and the steps involved to approve sponsored project cost transfers.

[View Cost Transfers](#) ^[11]

CU-Data: Calculating Your Bottom Line

The CU-Data: Calculating Your Bottom Line course offers 1.0 credit hours in Accounting (Governmental), and will provide participants with an overview of the CU-Data m-Fin reports (in the Cognos Financial Reporting System) that display “bottom line” balances, and how these balances are calculated, distinguished by fund type.

[View CU-Data: Calculating Your Bottom Line](#) [12]

CU-Data: Grants and Contracts

The CU-Data: Grants and Contracts course offers 2.0 credit hours in Accounting (Governmental), and will provide participants with an overview of common financial management tasks for Grants and Contracts at the University of Colorado, and the CU-Data m-Fin reports (in the Cognos Financial Reporting System) that can facilitate accomplishing these tasks.

[View CU-Data: Grants and Contracts](#) [13]

CU-Data: Monthly Financial Review Reports

The CU-Data: Monthly Financial Review Reports course offers 2.0 credit hours in Accounting (Governmental) and will provide participants with an overview of the CU-Data m-Fin reports that are used for month-end and year-end reconciliation activities.

[View CU-Data: Monthly Financial Review Reports](#) [14]

CU-Data Overview

The CU-Data Overview course offers 1.0 credit hours in Computer Software and Applications, and will provide participants with tips on how to work efficiently, running financial reports in the CU-Data (Cognos Financial Reporting) System.

[View CU-Data Overview](#) [15]

CU-Data: Payroll Reports

The CU-Data: Payroll Reports course offers 1.0 credit hours in Accounting (Governmental), and will provide participants with an overview of the CU-Data m-Fin reports (in the Cognos Financial Reporting System) that display payroll information, and how to read and understand these reports.

[View CU-Data: Payroll Reports](#) [16]

CU Marketplace Overview

The CU Marketplace Overview course offers 1.0 credit hours in Computer Software and Applications, and will provide participants with tips on how to work efficiently in the University's e-procurement system.

[View CU Marketplace Overview](#) [17]

CU Marketplace: Searching for Documents

The CU Marketplace: Searching for Documents course offers 1.0 credit hours in Computer Software and Applications, and will provide participants with the knowledge and skills needed

to look up requisitions, purchase orders, and invoices in the CU Marketplace e-procurement system.

[View CU Marketplace: Searching for Documents](#) [18]

Data Doesn't Have to be Boring

The Data Doesn't Have to be Boring course offers 2.0 credit hours in Communications and Marketing, and will provide participants with an understanding of how to tell a powerful story using their data.

[View Data Doesn't Have to be Boring](#) [19]

Developing a Growth Mindset

The Developing a Growth Mindset course offers 2.0 credit hours in Personnel/Human Resources, and will teach participants skills to help them remain relevant in an ever-changing world.

[View Developing a Growth Mindset](#) [20]

Effective Communication-The Spoken Word

The Effective Communication-The Spoken Word course offers 2.0 credit hours in Communications and Marketing, and will provide participants with tools and techniques that will strengthen their oral delivery and foster confidence for delivering presentations large and small.

[View Effective Communication-The Spoken Word](#) [21]

Effective Communication-The Written Word

The Effective Communication-The Written Word course offers 2.0 credit hours in Communications and Marketing, and will provide an overview of effective ways to put words together, whether in formal documents or quick email messages. Exercises and examples will focus on the writing process and select topics in grammar, orthography, and style.

[View Effective Communication-The Written Word](#) [22]

Effective Presentations

The Effective Presentations course offers 2.0 credit hours in Communications and Marketing, and will provide participants with an understanding of the key elements in developing a strong oral presentation.

[View Effective Presentations](#) [23]

Emotional Intelligence

The Emotional Intelligence course offers 3.0 credit hours in Personnel/Human Resources, and will provide participants with a skill to improve both personal and interpersonal functioning by exploring and applying the components of Emotional Intelligence.

[View Emotional Intelligence](#) [24]

Enhancing Your Performance at Work with Mindfulness

The Enhancing Your Performance at Work with Mindfulness course offers 1.0 credit hours in Personal Development, and will provide participants a roadmap to improving performance and reducing stress through greater focus, awareness, and clarity of mind.

[View Enhancing Your Performance at Work with Mindfulness](#) [25]

Ethics vs. Fraud: Similarities, Differences, and Ensuring Accountability for Both in Your Organization

The Ethics vs. Fraud: Similarities, Differences, and Ensuring Accountability for Both in Your Organization course offers 2.0 credit hours in Behavioral Ethics, and will inform participants of similarities and differences of ethics and fraud, the importance of having policies in place to promote ethical decision making, the importance of having policies in place to assist in preventing fraud, and to discuss current statistics of how fraud infiltrates organizations.

[View Ethics vs. Fraud: Similarities, Differences, and Ensuring Accountability for Both in Your Organization](#) [26]

Excel: Charts & Graphs

The Excel: Charts & Graphs course offers 2.0 credit hours in Computer Software and Applications, and will provide participants with tips on how to present data in visually impactful ways.

[View Excel: Charts & Graphs](#) [27]

Exploring Leadership

The Exploring Leadership course offers 2.0 credit hours in Personal Development, and will provide participants an opportunity to discover various ways to develop their leadership skills.

[View Exploring Leadership](#) [28]

External Audits: Why are These People Here, and When are They Going to Leave?

The External Audits: Why are These People Here, and When are They Going to Leave? course offers 3.0 credit hours in Auditing (Governmental), and will provide participants with an overview of the external audit process, the limitations inherent in an external audit, the goal of an external audit, and the expectations of them when the external audit is being conducted.

[View External Audits: Why are These People Here, and When are They Going to Leave?](#) [29]

Financial Reporting Strategy

The Financial Reporting Strategy course offers 1.0 credit hours in Computer Software and Applications, and will provide an overview of the software and tools used at CU for reporting financial data.

[View Financial Reporting Strategy](#) [30]

Financial Statement Reading, Reconciliation, and Forecasting

The Financial Statement Reading, Reconciliation, and Forecasting course offers 3.0 credit hours in Accounting (Governmental) and will provide participants with strategies for reviewing and reconciling monthly statements and for forecasting future activity.

[View Financial Statement Reading, Reconciliation, and Forecasting](#) [31]

Fiscal Roles in Financial Systems and Reporting

The Fiscal Roles in Financial Systems and Reporting course offers 1.0 credit hours in Finance, and will provide participants with an overview of the fiscal roles of the University of Colorado, along with information on maintaining these roles at the Department, Program, Project, and SpeedType levels.

[View Fiscal Roles in Financial Systems and Reporting](#) [32]

Fluid Navigation in the Finance System

The Fluid Navigation in the Finance System course offers 1.0 credit hours in Computer Software and Applications, and will provide participants with the knowledge and skills needed to navigate and personalize the new tile-based ("Fluid") user interface that accompanies this year's annual PeopleSoft update.

[View Fluid Navigation in the Finance System](#) [33]

GASB Review

The GASB Review course offers 2.0 credit hours in Accounting (Governmental), and will provide an overview of select GASB pronouncements of particular interest to the University of Colorado.

[View GASB Review](#) [34]

Gearing Up for Fiscal Year-End

The Gearing Up for Fiscal Year-End course offers 1.0 hours in Accounting (Governmental), and will provide participants with a basic understanding of the importance of fiscal year-end, the tasks they need to complete, and the deadlines that may impact them.

[View Gearing Up for Fiscal Year-End](#) ^[35]

Gift Cards: Dos And Don'ts

The Gift Cards: Dos and Don'ts course offers 1.0 credit hours in Finance, and will provide participants with the framework of the requirements of using gift cards to accomplish various purposes identified by the CU System Campuses.

[View Gift Cards: Dos And Don'ts](#) ^[36]

Gift Fund Management

The Gift Fund Management course offers 2.0 credit hours in Accounting (Governmental) and will provide University of Colorado employees with a basic framework for understanding the gift environment, a roadmap for how gifts are processed, and the tools for meeting all the requirements for gift acceptance.

[View Gift Fund Management](#) ^[37]

How CU Spends \$1

The How CU Spends \$1 course offers 1.0 credit hours in Finance, and will provide participants with an overview of the funding structure for the entire CU System, including individual campuses, the background of higher education funding within the state of Colorado, and how CU spends each \$1 of state allocated funding.

[View How CU Spends \\$1](#) ^[38]

Human Asset Management: Being vs. Doing – Achieving Balance and Maintaining Energy

The Human Asset Management: Motivation course offers 2.0 credit hours in Personnel/Human Resources, and will provide participants with an overview of the guiding role of energy in motion (e-motion) and how to reduce the fear factors that prevent them from achieving their authentic potential.

[View Human Asset Management: Being vs. Doing – Achieving Balance and Maintaining Energy](#) ^[39]

Human Asset Management: Delivering Helpful Feedback - The Rules from the Psychology Lab

The Human Asset Management: Delivering Helpful Feedback – The Rules from the Psychology Lab course offers 2.0 credit hours in Personnel/Human Resources, and will arm participants with techniques used in delivering helpful feedback and an appreciation for why it is important to do it well. The presentation outlines sources of resistance to feedback, seven specific feedback skills and when to use them, and practical benefits.

[View Human Asset Management: Delivering Helpful Feedback - The Rules from the Psychology Lab](#) ^[40]

Human Asset Management: Motive to Motivate

The Human Asset Management: Motive to Motivate course offers 2.0 credit hours in Personnel/Human Resources, and will move and inspire participants to move those they work with to purposeful action.

[View Human Asset Management: Motive to Motivate](#) ^[41]

Human Asset Management: Recognition

The Human Asset Management: Motivation course offers 1.0 credit hours in Personnel/Human Resources, and will engage participants in the following learning activities: understanding what recognition means, exploring the importance of recognition as a human need both personally and professionally, and identifying practical ways to incorporate recognition into their individual work environments.

[View Human Asset Management: Recognition](#) ^[42]

Human Asset Management: Secret Service – Creating an Inspired Customer Service Culture

The Human Asset Management: Secret Service – Creating an Inspired Customer Service Culture course offers 2.0 credit hours in Communications and Marketing, and will provide participants with an overview of how we perceive our internal and external reality and how this impacts the service we deliver in each moment.

[View Human Asset Management: Secret Service – Creating an Inspired Customer Service Culture](#) ^[43]

Human Asset Management: You Are Your Thoughts

The Human Asset Management: You Are Your Thoughts course offers 1.0 credit hours in Personnel/Human Resources, and will help participants draw on the strengths of their individual experiences.

[View Human Asset Management: You Are Your Thoughts](#) ^[44]

Identifying Fraudulent Transactions

The Identifying Fraudulent Transactions course offers 1.0 credit hours in Behavioral Ethics,

and will provide participants with an overview of their role in identifying fraudulent transactions, and the “red flags” to look for common to higher education.

[View Identifying Fraudulent Transactions](#) ^[45]

Identity Theft: Risks and Opportunities

The Identity Theft: Risks and Opportunities course offers 1.0 credit hours in Behavioral Ethics, and will provide participants with an overview of the magnitude of the problem, information regarding what they can do to protect themselves, and information pertaining to good business practices to protect business records.

[View Identity Theft: Risks and Opportunities](#) ^[46]

Infographics: Enhancing Communications through Visual Explanations

The Infographics: Enhancing Communications through Visual Explanations course offers 1.0 credit hours in Communications and Marketing, and will provide participants with an understanding of the key elements of information graphics.

[View Infographics: Enhancing Communications through Visual Explanations](#) ^[47]

Information and Technology Risks at CU: What You Should Know

Information and Technology Risks at CU: What You Should Know course offers 1.0 credit hours in Auditing (Governmental), and will provide participants with a basic understanding of all the various types of audits that take place at the University of Colorado.

[View Information and Technology Risks at CU: What You Should Know](#) ^[48]

Introduction to Forensic and Investigative Accounting

The Introduction to Forensic and Investigative Accounting course offers 1.0 credit hours in Auditing, and will provide participants with an overview of forensic accounting.

[View Introduction to Forensic and Investigative Accounting](#) ^[49]

It's Accrual World

The It's Accrual World course offers 1.0 hours in Accounting (Governmental), and will provide participants with a basic understanding of accruals and why they are necessary, especially in the context of fiscal year-end processing.

[View It's Accrual World](#) ^[50]

It's Accrual World: Gearing Up for Fiscal Year-End

The It's Accrual World: Gearing Up For Fiscal Year-End course offers 2.0 hours in Accounting (Governmental), and will provide a basic understanding of the importance of fiscal year-end, to include accruals, the tasks that need to be completed, and deadlines.

[View It's Accrual World: Gearing Up for Fiscal Year-End](#) ^[51]

Journal Entry Spreadsheets

The Journal Entry Spreadsheets course offers 1.0 credit hours in Computer Software and Applications, and will provide participants with demos and tips on using the spreadsheet journal entry function in the PeopleSoft Finance System.

[View Journal Entry Spreadsheets](#) ^[52]

Leading Yourself through Change: The Power of Habit

The Leading Yourself through Change: The Power of Habit course offers 1.0 credit hours in Personal Development, and will provide participants with a step-by-step approach to understanding and reshaping their personal/professional habits. The process of leading internal change can then be applied to leading external change for teams and projects.

[View Leading Yourself through Change: The Power of Habit](#) ^[53]

Learning Activity Exchange

The Learning Activity Exchange course offers 1.0 credit hours in Personal Development, and will provide participants with opportunities to practice ice breakers, training games, technologies, and other tools to generate interest, interaction, action, and retention.

[View Learning Activity Exchange](#) ^[54]

Mastering m-Fin: Financial Detail Reports

The Mastering m-Fin: Financial Detail Reports course offers 1.0 credit hours in Accounting (Governmental), and will provide participants with an overview of both the m-Fin Financial Detail Report and the m-Fin Financial Detail II Report, including when these reports are useful, which extra data options are available, and how to interpret the reports within the University's context.

[View Mastering m-Fin: Financial Detail Reports](#) ^[55]

Mastering m-Fin: Running & Scheduling Reports

The Mastering m-Fin: Running & Scheduling Reports course offers 1.0 credit hours in Computer Software and Applications, and will present participants with the different options for running, saving, and scheduling reports in the CU-Data financial reporting system.

[View Mastering m-Fin: Running & Scheduling Reports](#) ^[56]

Mastering m-Fin: SpeedType One-Liner & Resource Deficit Reports

The Mastering m-Fin: SpeedType One-Liner & Resource Deficit Reports course offers 1.0 credit hours in Accounting (Governmental), and will provide participants with an overview of

both the m-Fin SpeedType One-Liner Report, and the m-Fin Resource Deficit & Abnormal Balance Report, including when these reports are useful, which extra data options are available, and how to interpret the reports within the University's context.

[View Mastering m-Fin: SpeedType One-Liner & Resource Deficit Reports](#) [57]

Mastering m-Fin: Trial Balance Report

The Mastering m-Fin: Trial Balance Report course offers 1.0 credit hours in Accounting (Governmental), and will provide participants with an overview of the m-Fin Trial Balance Summary Report, when this report is useful, which extra data options are available, and how to interpret the report within the University's context.

[View Mastering m-Fin: Trial Balance Report](#) [58]

Mastering m-Fin: Using m-Fin Launch

The Mastering m-Fin: Using m-Fin Launch course offers 1.0 credit hours in Computer Software and Applications, and will demonstrate the use of the m-Fin Launch option in CU-Data to produce a list of appropriate m-Fin reports based on a SpeedType, Org, Program, or Project.

[View Mastering m-Fin: Using m-Fin Launch](#) [59]

Micro-aggressions and Micro-affirmations: Awareness in the W?orkplace

The Micro-aggressions and Micro-affirmations: Awareness in the W?orkplace course offers 2.0 credit hours in Personnel/Human Resources, and will provide participants with a basic understanding of the impacts of micro-aggressions in the work environment and techniques to address these impacts with kindness and respect.

[View Micro-aggressions and Micro-affirmations: Awareness in the W?orkplace](#) [60]

Microsoft Excel: Working with Large Datasets

The Microsoft Excel: Working with Large Datasets course offers 2.0 credit hours in Computer Software and Applications, and will provide participants with an overview of the various formulas and functions Microsoft Excel offers to manage data and get to the desired outcome efficiently.

[View Microsoft Excel: Working with Large Datasets](#) [61]

Money Matters

The Money Matters course offers 1.0 credit hours in Finance, and will provide participants with information on personal budgeting, the importance of savings and investments, mortgage pitfalls, and how to add in the fun factor.

[View Money Matters](#) [62]

Month-End Financial Close

The Month-End Financial Close course offers 1.0 credit hours in Accounting (Governmental), and will provide participants with a basic understanding of the importance of month-end financial close, the tasks they need to complete, and the deadlines that may impact them.

[View Month-End Financial Close](#) ^[63]

Moving into Change: Understanding, Accepting, and Leading Transformations

The Moving into Change: Understanding, Accepting, and Leading Transformations course offers 2.0 credit hours in Personal Development, and will provide participants with a toolkit of change facilitation theories, change anticipation/acceptance activities, change communication tools, and transformational leadership skills.

[View Moving into Change: Understanding, Accepting, and Leading Transformations](#) ^[64]

Paperless Financial Reconciliation

The Paperless Financial Reconciliation course offers 1.0 credit hours in Accounting (Governmental), and will arm participants with the knowledge and tools needed to complete their monthly financial reconciliation process completely electronically.

[View Paperless Financial Reconciliation](#) ^[65]

Payment Academy: Invoices in CU Marketplace

The Payment Academy: Invoices in CU Marketplace course offers 1.0 credit hours in Computer Software and Applications, and will provide participants with the knowledge and skills needed to ascertain payment status of supplier invoices in the CU Marketplace eprocurement system, and to troubleshoot common payment problems. ?

[View Payment Academy: Invoices in CU Marketplace](#) ^[66]

Payment Academy: Payments on Paper Forms

The Payment Academy: Payments on Paper Forms course offers 1.0 credit hours in Computer Software and Applications, and will provide participants with the knowledge and skills needed to ascertain payment status of select procurement forms (Payment Authorization, Non-Employee Reimbursement-International, and Study Subject Payment) and to troubleshoot common payment problems.

[View Payment Academy: Payments on Paper Forms](#) ^[67]

Payment Academy: Reimbursements in Concur

The Payment Academy: Reimbursements in Concur course offers 1.0 credit hours in Computer Software and Applications, and will provide participants with the knowledge and skills needed to ascertain the status of employee and non-employee reimbursements processed in the Concur Travel & Expense System, and to troubleshoot common payment

problems.

[View Payment Academy: Reimbursements in Concur](#) [68]

PeopleSoft Query: Creating Queries in FIN 9.2

The PeopleSoft Query: Creating Queries in FIN 9.2 course offers 4.0 credit hours in Computer Software and Applications, and will provide participants with an overview on the key skills they need to create queries within the PeopleSoft Finance System.

[View Creating Queries in FIN 9.2](#) [69]

PeopleSoft Query: Running Queries in FIN 9.2

The PeopleSoft Query: Running Queries in FIN 9.2 course offers 1.0 credit hours in Computer Software and Applications, and will provide participants with an overview on the key skills they need to run and interpret queries within the PeopleSoft Finance System.

[View Running Queries in FIN 9.2](#) [70]

PeopleSoft Reports in FIN 9.2

The PeopleSoft Reports in FIN 9.2 course offers 1.0 credit hours in Accounting (Governmental), and will provide participants with the key skills they need to decide when and how to run and interpret reports within the PeopleSoft Finance System.

[View PeopleSoft Reports in FIN 9.2](#) [71]

Personal Tax Update

The Personal Tax Update Course offers 1.0 credit hours in Taxes, and will provide participants with an overview of the tax changes for the previous tax year that may impact taxpayers' personal tax returns, and provide participants with information about resources if they have further tax questions.

[View Personal Tax Update](#) [72]

Presenter Certification Program: Best Practices in Webinars

The Presenter Certification Program: Best Practices in Webinars course offers 1.0 credit hours in Communications and Marketing, and will provide participants with the knowledge and skills needed to improve the quality of their online presentations.

[View Presenter Certification Program: Best Practices in Webinars](#) [73]

Presenter Certification Program: Content and Delivery

The Presenter Certification Program: Content and Delivery course offers 1.0 credit hours in Communications and Marketing, and will provide participants with the knowledge and skills needed to improve the quality of their professional presentations in the areas of audience needs identification and oral delivery.

[View Presenter Certification Program: Content and Delivery](#) [74]

Presenter Certification Program: Elements of Engagement

The Presenter Certification Program: Elements of Engagement course offers 1.0 credit hours in Communications and Marketing, and will provide participants with the knowledge of how, when, and why to build interactivity into their meetings, training sessions, and other events.

[View Presenter Certification Program: Elements of Engagement](#) [75]

Presenter Certification Program: Visual Design and Resources

The Presenter Certification Program: Visual Design and Resources course offers 1.0 credit hours in Communications and Marketing, and will provide participants with the knowledge and skills needed to improve their professional presentations through the effective use of slides, handouts, posters, and other resources.

[View Presenter Certification Program: Visual Design and Resources](#) [76]

Process Mapping for Efficiency and Cross-Training

The Process Mapping for Efficiency and Cross-Training course offers 1.0 credit hours in Management Services, and will provide participants with a team-based method for identifying, integrating, and diagramming processes between departments and individuals.

[View Process Mapping for Efficiency and Cross-Training](#) [77]

Projects-Factors for Success

The Projects-Factors for Success course offers 1.0 credit hours in Management Services, and will provide participants with an overview of best practices to promote successful management of projects big and small, as well as practical tips on how to guide a project through all phases to its completion.

[View Projects-Factors for Success](#) [78]

Recognition and Training

The Recognition and Training course offers 1.0 credit hours in Finance, and will provide participants with the requirements of the Recognition and Training procedural statement, along with concrete, campus-specific examples.

[View Recognition and Training](#) [79]

Red Flags Rule

The Red Flags Rule Course offers 2.0 credit hours in Auditing and will provide participants with basic tools to detect and prevent identity theft (against borrowers, students, and customers) and help prevent losses to the University.

[View Red Flags Rule](#) ^[80]

Sensitive Expenses

The Sensitive Expenses course offers 1.0 credit hours in Finance, and will provide participants with the requirements of the Sensitive Expenses procedural statement, along with concrete, campus-specific examples.

[View Sensitive Expenses](#) ^[81]

Slack/Trello: A Collaborative Dream Team

The Slack/Trello: A Collaborative Dream Team course offers 1.0 credit hours in Management Services, and will provide participants with an overview of two collaborative tools that can be used to manage team business processes through project management and conversational channels.

[View Slack/Trello: A Collaborative Dream Team](#) ^[82]

Train-the-Trainer Approach: Tips, Tricks, and Lessons Learned

The Train-the-Trainer Approach: Tips, Tricks, and Lessons Learned course offers 1.0 credit hours in Personnel/Human Resources, and will provide an overview of the process, components, and benefits (as well as limitations) of a train-the-trainer approach to training a group of users or other customers.

[View Train-the-Trainer Approach: Tips, Tricks, and Lessons Learned](#) ^[83]

Travel

The Travel course offers 1.0 credit hours in Finance, and will provide participants with the requirements of the Travel procedural statement, along with concrete, campus-specific examples.

[View Travel](#) ^[84]

Understanding Internal Controls

The Understanding Internal Controls course offers 2.0 credit hours in Auditing, and will provide participants with an overview of internal controls and how they help achieve management's objectives.

[View Understanding Internal Controls](#) ^[85]

Understanding and Preparing the Statement of Cash Flows

The Understanding and Preparing the Statement of Cash Flows course offers 2.0 credit hours in Accounting (Governmental), and will provide participants with an overview of how to prepare a cash flow statement, and how to explain the statements to the lay user.

[View Understanding and Preparing the Statement of Cash Flows](#) ^[86]

Understanding University Tax Liabilities: Tax Exempt Status & Sales Tax, Unrelated Business Income Tax & Handling Sponsorship Activities

The Understanding University Tax Liabilities: Tax Exempt Status & Sales Tax, Unrelated Business Income Tax & Handling Sponsorship Activities course offers 1.5 credit hours in Taxes, and will describe what constitutes a sponsorship payment, and how to properly handle these monies at the University or CU Foundation.

[Understanding University Tax Liabilities: Tax Exempt Status & Sales Tax, Unrelated Business Income Tax & Handling Sponsorship Activities](#) ^[87]

Wacky Workplace: Innovation, Creativity, Engagement, and Motivation in Professional Environments

The Wacky Workplace: Innovation, Creativity, Engagement and Motivation in Professional Environments course offers 1.5 credit hours in Personal Development, and will teach participants how to transform the professional work environment into a place of creativity, innovation, and fun.

[View Wacky Workplace: Innovation, Creativity, Engagement, and Motivation in Professional Environments](#) ^[88]

What Makes an Effective Leader?

The What Makes an Effective Leader? course offers 1.5 credit hours in Personal Development, and will teach participants strategies to address a variety of leadership challenges. The instructor draws on the work of Daniel Goleman, presenting his proposed six leadership styles and how and when they should be used.

[View What Makes an Effective Leader?](#) ^[89]

The University of Colorado is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org ^[90].



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