Course Description:
If you have questions about the contract course process, this training is exactly what you need! The contract course process is comprised of several steps, requiring specific paperwork and procedures that must be followed. This training includes a detailed review of the procedures, the collections process and a complete contract training package sample. A hands-on Colleague session will provide you with the know-how you need to correctly enter all the associated information. Samples of all forms and reports are included in the printed materials.

Auditience:
• Continuing education course managers and administrative assistants
• Departments responsible for coordinating contract training (CET, CCT, HEA etc)

Course Length:
• 2 hours

Course Outline:
• Review of contract section entry:
  ✓ Term Placement
  ✓ SECT Section Entry
  ✓ FASC Assign Faculty
  ✓ SOFF Offering Info
  ✓ SREQ Requisites
  ✓ SRES Restrictions
  ✓ SECB Billing Info
  ✓ ASCI Additional Info

• Contract registration form requirements
• Entering contract registrations

Prerequisites:
• Required – IMT-1005 Introduction to Colleague
• Completion of Course Section Entry (IMT-1122 or IMT-1123) will provide a solid knowledge base
• Recommended – HRD-1012 FERPA Training

Course Outline (cont’d):
• Bursar’s Office
  ✓ Administrative procedures
  ✓ Collections process

• Review of contract training reports
  ✓ AGBL
  ✓ AR Aging Summary
  ✓ Contracts Log
  ✓ Contracts Pre-paid
  ✓ Customer Balance Detail and Summary
  ✓ Income by Customer Detail
  ✓ Open Invoices

For more Technical Training information, visit:
http://info.csmd.edu/Training/technical

Or contact:
Technical Training Coordinator
Wendy Cleary
Ext. 7610, email wendyc
Technology Associate
Debbie Proctor
Ext. 7729, email debrap