

# Finance Training

As courses are filling up quickly, print and complete this form without delay and fax immediately to the Finance Unit on 8302 1699.

## Personal Details

\* Denotes a mandatory field

Name:\* \_\_\_\_\_

Occupation: \_\_\_\_\_

- Area:\*
- Chancellery
  - Division of Business
  - Division of Education, Arts and Social Sciences
  - Division of Health Sciences
  - Division of Information Technology, Engineering and the Environment
  - Finance
  - Flexible Learning Centre
  - Human Resources
  - Ian Wark Research Institute
  - Information Strategy and Technology Services
  - Institute of Telecommunications Research
  - Library
  - Marketing and Development
  - Planning and Assurance Services
  - Property
  - Research and Innovation Services
  - Student and Academic Services
  - Services
  - UniSA International
  - Whyalla

## Courses

The following courses will be delivered:

- [Coding](#)
- [Professional Development and Internal Grants for Staff](#)
- [Financial Management](#)
- [Finance and Accounting Procedures](#)
- [Cornerstone Reporting](#)
- [UniSAinfo My Cost Centres](#)

Indicate the courses you wish to register for.

## Coding

Target Audience:	<b>Administrative Staff</b> in Divisions/Schools/Units and Research Centres <b>Other Interested Parties</b>
Duration:	1 hour
Prerequisites:	None

*Select Preferred Time (one only)*

### Magill

27/02/07 1:00-2:00 PM. H2-18

## Professional Development and Internal Grants for Staff

Target Audience:	This course is designed specifically for Heads of School, Academics and General Staff who have been allocated to these types of funds.
Duration:	2.5 Hours
Prerequisites:	N/A

*Select Preferred Time (one only)*

### City East

02/03/07 1:30-4:00 PM. P7-27

### City West

28/02/07 1:30-4:00 PM. GK5-19

## Financial Management

Target Audience:	
Duration:	3 hours
Prerequisites:	

*Select Preferred Time (one only)*

### City East

02/03/07 9:30-12:30 PM. P7-27

### City West

08/03/07 9:30-12:30 PM. GK5-24

### Magill

26/02/07 1:30-4:30 PM. H2-18

### Mawson Lakes

01/03/07 1:30-4:30 PM. SCT2-37

## Finance and Accounting Procedures

Target Audience:	For Professional Staff that would like to know more about finance and administration. There have been many changes due to the Re-engineering project and standardisation, so it would be ideal for any existing or new employees. Participants can attend all or some modules.
Duration:	2 Days
Prerequisites:	None

This course may be delivered in the future

Please inform me when this course is to be delivered

## Cornerstone Reporting

Target Audience:	Financial Managers: Finance Unit Accountants (Financial Accounting Team), Business Development Managers, Divisional/Unit Accountants and Finance Officers (School). Divisional/Portfolio Management: Divisional Managers, Heads of School & Unit Managers, Centre & Group Leaders, Institute Leaders & School Executive Officers. Other Interested Parties
Duration:	3 Hours
Prerequisites:	None

*Select Preferred Time (one only)*

### City West

22/02/07 1:00-4:00 PM. GK5-24

### Magill

26/02/07 9:30-12:30 PM. H2-18

### Mawson Lakes

01/03/07 9:30-12:30 PM. SCT2-37

## UniSAinfo My Cost Centres

Target Audience:	Business Development Managers Cost Centre Managers Academics & Researchers Other Interested Parties Anyone who currently uses UniSA Info
Duration:	1.5 Hours
Prerequisites:	<b>Essential:</b> None <b>Recommended:</b> Knowledge of UniSA Info

*Select Preferred Time (one only)*

### City West

22/02/07 9:30-10:30 AM. GK5-24

### Magill

27/02/07 9:30-10:30 AM. H2-18

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