From:	PCBO Subscription
To:	pcbodist@coyote.csusm.edu
Subject:	[Pcbodist] Business Officer Programs Series: Registration Open for August/September!
Date:	Thursday, July 18, 2024 12:59:51 PM
Attachments:	image001.png ATT00001.txt



Partners in Campus Business Operations

Business Officer Programs Series: Registration Open for August/September!

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Sent on Behalf of: FAS Administration

Dear PCBO Community,

Finance and Administrative Services (FAS) has updated the structure of our Business Officer Program Series (BOPS) to include enhanced sessions as well as new sessions! **This semester, we will host two eight-week tracks, one in-person and one virtual.**

What is BOPS?

Our cohort-model Business Officer Program Series (BOPS) is an immersion learning training program that spans eight weeks and introduces common FAS processes.

Who should attend?

Analysts and Administrative Coordinators/Assistants responsible for department business operations are the focus, but anyone can attend!

What will we cover?

See below for a snapshot of our two new sessions:

NEW! Corporation/Sponsored Projects session will cover:

- CSUSM Dining Services (Catering, Retail, Campus Way Café)
- University Store/Trademarks
- KinderCare
- Sponsored Project (OSP grants) administration

NEW! Facilities Development & Management session will cover:

- What work can FDM help with?
  - Submitting work requests
  - How work is funneled through FDM (a little behind the scenes)
  - What are capital assets?
  - Mail services and Distribution highlights

Here is the full schedule of our in-person series:

	SERIES 1: IN-PERSON
08/07	Procurement and University Structure
08/14	Travel
08/21	Hospitality and ProCard
08/28	Direct Pay and Payment Processing
09/04	Facilities Development & Management: Work Control, Mail & Distribution Services, Property Control/Asset Management
09/11	Human Resources 101 Instructional & Information Technology Services: Teams, Outlook, Technology Refresh, Employee Status Page, Information Technology Review
09/18	Corporation/Sponsored Projects
09/25	Budget and Fiscal Services

Registration:

Please check out our BOPS page for full details, which includes a registration link for our **in-person** series (August through September) and info about our future **virtual** series (October through November).

Please email shonour@csusm.edu with any questions related to the program. Feel free to forward to anyone that might be interested. We hope to see you there!

Thank you,
FAS Administration