From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Business Officer Programs Series: Registration Open for October/November!
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Partners in Campus Business Operations

Business Officer Programs Series: Registration Open for October/November!

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Sent on Behalf of: FAS Administration

Dear PCBO Community,

Registration for our virtual BOPS series (October through November) is now open!

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?

If you missed our in-person series, 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
- 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 virtual series:

SERIES 2: VIRTUAL

Date	Focus
10/02	Procurement and University Structure
10/09	Travel
10/16	Hospitality and ProCard
10/23	Direct Pay and Payment Processing
10/30	Facilities Development & Management: Work Control, Mail & Distribution Services, Property Control/Asset Management
11/06	Human Resources 101 Instructional & Information Technology Services: Teams, Outlook, Technology Refresh, Employee Status Page, Information Technology Review
11/13	Corporation/Sponsored Projects
11/20	Budget and Fiscal Services

Registration:

Please check out our **BOPS page** for full details, which includes a registration link for our **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