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

Business Officer Programs Series: Registration Open for Spring!

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Sent on Behalf of: Finance & Administrative Services (FAS)

Dear PCBO Community,

Finance and Administrative Services (FAS) has opened registration for our Spring Business Officer Program Series (BOPS). Two cohorts will be offered - one in-person and one virtual. See below for more information and registration details.

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?

- Procurement and University Structure
- Travel
- Hospitality and ProCard

- Direct Pay and Payment Processing
- FDM Work Control, Distribution Services and Property Control
- IITS (ESP, Refresh, ITR)/HR 101
- CORP/Office of Sponsored Projects
- Budget and Fiscal Services

Registration:
Please check our **website** for full details, which includes a registration link for our **in-person series (February through March)** and our future **virtual series (April through May).**

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

Thank you,
FAS Administration