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**To:** [pcbodist@coyote.csusm.edu](mailto:pcbodist@coyote.csusm.edu)  
**Subject:** [Pcbodist] Business Officer Program Series (BOPS) – Fall Registration Open  
**Date:** Tuesday, July 11, 2023 1:27:42 PM  
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## Partners in Campus Business Operations Business Officer Program Series (BOPS) – Fall Registration Open

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***Sent On behalf of: Finance & Administrative Services***

Dear PCBO Community,

Finance and Administrative Services (FAS) is pleased to offer our Business Officer Program Series (BOPS) again this Fall! We had a very successful pilot in Spring semester and will be offering the program with similar content and format.

### **What is BOPS?**

Our cohort-model Business Officer Program Series (BOPS) is an immersion learning training program that spans four 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?**

1 <sup>st</sup> Wednesday	2 <sup>nd</sup> Wednesday	3 <sup>rd</sup> Wednesday	4 <sup>th</sup> Wednesday
Procurement 101 Travel 101	ProCard Hospitality/Gift Cards Direct Pay Form	Budget 101 Data Warehouse Financial Transfers Inter-Unit Billing	Outlook and Teams Overview Employee Status Page (ESP) Information Technology Review (ITR) Refresh Program

## Registration:

Please check out our [website](#) for full details, which includes registration links for **August (in person at the Staff Center)** and **September (virtual)**. We will open October and November registration later in the semester.

Please email [shonour@csusm.edu](mailto: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