

From: [PCBO Subscription](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Business Officer Program: Registration Open!
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Partners in Campus Business Operations Business Officer Program: 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 Spring! In addition, we have added a new segment... HR 101!!

HR 101 will cover onboarding, off-boarding, and everything in between:

- We need to hire someone - what do I do?
- How do you support current employees - leaves, evals, etc.?
- We have an employee leaving the University - what do I do?

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 st Wednesday	2 nd Wednesday	3 rd Wednesday	4 th 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 HR 101

Registration:

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

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

Thank you,
FAS Administration