The CSU 101 training program provides an overview of topics that employees will encounter during their employment with CSU. Curriculum includes: CSU history, organization and policies, financial reporting, CMS, CFS, data warehouse, accounting, budget, banking, cash management, human resources, capital planning, procurement, audit, ethics, auxiliary organizations, tax and other current administrative initiatives.

**Who should attend:**
The class is designed primarily for CSU employees who work on the administrative side of campus operations and have been in their job between one and five years. The program was developed as a combination orientation, training, professional development and opportunity for participants to establish business contacts and resources they can utilize in the future. The program is intentionally conducted in a smaller group format in order to encourage participation and provide for focused information exchange and training, and to ensure attendees and faculty can get to know one another.

**Registration:**
CSU 101 registration covers the cost of lodging, most meals and the training program. Effective this fall, four slots will be allocated to each campus and the Chancellor’s Office. FOA Delegates will receive registration forms in early July and will manage participation for his/her respective campus. Please contact your campus FOA Delegate if you are interested in attending. [FOA Delegates Directory](#)

For Chancellor’s Office registrants, please contact Robyn Pennington at rpennington@calstate.edu or (562)951-4552.

CSU 101 contact: Lorlie Leetham at lleetham@calpoly.edu or (805)756-5421.