



**Student centered.**  
**Community focused.**

Dear BUS 202 Students:

Welcome to BUS 202: APPLIED MANAGEMENT PRINCIPLES. My name is John Andreoli, and I teach at NVCC Woodbridge, Annandale, and the Extended Learning Institute (ELI), and also at Marymount University. In addition to welcoming you to the course, I would like to give you some helpful information and a few hints for successful completion of this course.

For many of you, this is your first experience with an independent study course through ELI. ELI courses provide a different way to study and require different demands on students. You will find that, as an independent learner, self-motivation and discipline are paramount. While there is a course schedule, the structure of weekly in-person class meeting is not provided. This means that you are completely responsible for establishing and maintaining a regular study system. In addition, some students anticipate that ELI courses will be easier than campus sections. I assure you that they are NOT. You will be responsible for the same course materials and the same standards of excellence that are required in the campus sections. While the ELI staff and I will provide you with support during the course, you should be aware of the self-discipline required to successfully complete BUS 202 at ELI.

There are many reasons that students enroll in ELI courses, including closed sections at the campus, business travel, work schedule, etc. It is important to get started right away and to maintain the pace outlined in your course materials. Although you may work at a faster pace (but do not send in the majority of the course requirements early in the semester!!), you must keep current with the 16-week schedule. My experience with independent study is that getting started and keeping on schedule are most important to successful completion.

Review the course instructions in your Syllabus and Course Guide. They provide important information about the purpose of assignments. Previous successful students have indicated that reviewing the Chapter Highlights at the end of each chapter and the computer tutorial help assess your understanding of the course materials and preparation for examinations.

John W. Andreoli, Jr  
Course Instructor

Extended Learning Institute  
Telephone (703) 323-3347 V/TDD (703) 323-3717 FAX (703) 323-3392  
8333 Little River Turnpike · Annandale, Virginia 22003-3796 · <http://eli.nvcc.edu>

---

**NORTHERN VIRGINIA COMMUNITY COLLEGE**