

BUSINESS SNAPSHOT

NOVA SOUTHEASTERN UNIVERSITY

Business Overview

NOVA provides continuing education and career information through the use of interactive computers that citizens can access when on a work break with a NOVA voucher. NOVA also sells retail products in order to bring in income and pay off their loan. The products and the vouchers are purchased from the Supply Center. Citizens purchase products using personal checks only.

Business Activities

- During Business Start-Up, the **Accounts Officer** prepares invoices for every other business. The invoices are part of the supplies he/she picks up from the Supply Center.
- After the National Anthem, the **Accounts Officer** delivers the invoices to each business CFO and reminds them to mail the payment back.
- The **Career Counselor** passes out vouchers to the CEO of every business for their employees. The vouchers are found in the supply bin that the Accounts Officer picks up from the Supply Center.
- Citizen Customers visit NOVA with the vouchers which allows them to use an interactive computer. The Career Counselor collects the vouchers and checks the citizens off the Registration Checklist located on the Counselor's clipboard.
- While in NOVA, individual customers can purchase retail products using personal checks. The Bookstore Manager enters the personal check into the Point of Sale computer to record the sale and verify that the check is good

Retail Products List as of March 2010 (products can change with availability)

Authentic NOVA souvenir merchandise including NOVA shark cards, change purses, cups, folders, washable tattoos, and folders.

Employee Responsibilities

- **President** Takes Loan Application and Promissory Note to bank for approval, signs all paychecks and business checks, and assists all other employees.
- **CFO** Issues paychecks to each employee and pays all business costs for the day. Makes business deposits.
- **Accounts Officer** Prepares invoices and collects payment from every other business.
- **Bookstore Manager** Assists customers when they come in to purchase products and verifies personal checks on the Point of Sale computer.
- **Career Counselor** Picks up supplies using the \$5.00 check from the CFO. Assists the citizens when they come in to use the interactive computers.