

Dear YIEP BUSC Students,

Welcome to Bellevue University (BU)!

My name is Dr. David Byers, but please feel free to call me David.

I am the Program Director for the undergraduate Business (BUSC) degree program. I have been teaching for over 30 years with about half of that time being here at BU where I started out as an adjunct professor for a few years before I was hired to be a full-time professor.

I will be your instructor for 7 of your 9 courses in the program. In a few weeks, I will introduce you to one of my adjunct (part-time) professors who will teach two of your courses.

The BUSC is the largest program at Bellevue University (BU) with 700-800 students each year doing just what you will do—accomplishing their dream of earning a bachelor's degree. The BUSC program is offered in a physical classroom setting at 10 different locations throughout Nebraska and Iowa, as well as on site for employees of organizations who have contracted with BU to teach only their students.

The program is also offered online with a mixture of students from all over the United States and the world. However, YIEP students enjoy the company of individuals who are only of the same cultural background and religious beliefs.

The BUSC is taught using a cohort model, which means that the students stay together through the entire program. They also complete the courses in a specific order rather than taking courses in a random order. Subsequently, you will complete your nine courses in a specific order in order to acquire the knowledge and skills you need to be successful with the assignments in each week and each course in the program. Plus, with a cohort model, we all get a chance to know one another as we'll be together for over a year.

You will gain access to your first course, BUSC 309, around the middle of October, but the course will not begin until Monday, November 7. In the meantime, University policies require me to keep the course assignments and some other parts of the course "hidden" until the first day of class.

You will gain full access to the course beginning 11/7. At that time, I will send you an email noting where to find the information you need to begin the course and so you can begin working on your first assignments. All the information you will need is provided in the course and will be available starting on the first day. Below, is the information you need about the books you need for the first course. The complete book list and schedule will be sent to you on 11/7.

As soon as you get your BU email address, please check your BU email at least 1-2 times daily as that is where you will receive important information from your instructors and from the University. Please do not forward your BU email to other email addresses as sometimes the mail will get lost or blocked and you'll never know what you are missing. Please don't hesitate to ask questions. It's best to ask me via email so you get a response quicker. You're never bothering me so ask questions! That's why I'm here--to serve!

Thank you,

David
david.byers@bellevue.edu

Dear YIEP Students,

Your first course: BUSC 309: Business Communications, which begins on 11/7 with Dr. David Byers as your instructor

You will get access to each new course the night before or day of the course.

There are two texts for this course. Please have your text(s) at least a week before the course begins.

The texts from Flatworld can be purchased in paper copy and/or in various electronic forms, whichever works best for your budget. Please always use the links to Flatworld that you see in the book list or the one I put in the announcement each time so you find the correct version of the book. If you just go to the Flatworld site and search for the book, you'll find hundreds of versions, so please use the link provided. If you can't click on it, copy/paste the link into your web browser bar.

Each "Flatworld" text that is for our courses will say Adapted by Professor James Smith. The other texts can be purchased from the BU bookstore or other vendors.

Please use this link to purchase the first text for the course. Please use this link so you get the correct text as the publisher sells other books by this name, but the one you'll find with the link has been customized for us in the BUSC program.

<https://students.flatworldknowledge.com/course/1674185>

The second text to purchase for the course is listed below. You will use this book in BUSC 309 and BUSC 319.

Daniel Goleman
Working with Emotional Intelligence Reprint Edition (January 4, 2000)
[978-0553378580](#) Bantam
BUSC 309 & BUSC 319
Buy from BU bookstore or online retailers

Please have your text at least a week before the course begins.

I will send you an email like this one prior to each new course, so please use your BU email regularly so you don't miss any vital communication from your professor, your advisor, the school, and from me.

If I can be of any assistance at any time, you'll find my contact information in your online portion of your course.

I wish you all the best as you launch into BUSC 309! Congratulations on reaching this next step in your BUSC journey!

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