# METROPOLITAN COLLEGE TEXTBOOKS - SUMMER 2012 (3/15/2012)

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Textbook(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBU-Metro: Business</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| MBU 201 Management & Org. Behavior (Online) | W. Morton | **Title:** Organizational Behavior: Key Concepts, Skills And Best Practices, 5th ed.  
**Authors:** Angelo Kinicki & Mel Fugate  
**Publisher:** McGraw-Hill  
**ISBN:** 9780078137204 |
| MBU 341 Business Law I | T. Healy | **Title:** Business Law, 8th Ed.  
**Author:** Henry R. Cheeseman  
**Publisher:** Prentice Hall  
**ISBN:** 9780132890410 |
| MBU-Metro: Business - Graduate | | |
| MBU 505 Project Management (Online) | M. Kushner | **Book (Required):**  
**Title:** Project Management w/CDs, 5th ed.  
**Author:** Erik Larson & Clifford Gray  
**Publisher:** McGraw-Hill  
**ISBN:** 9780077426927 (or, for book alone, 9780073403342)  
**Software (Required):**  
**ISBN:** 9780615341972 |
| MBU 510 Org. Theory & Behavior | P. Shibelski | **Title:** Essentials of Organizational Behavior, 11th ed.  
**Author:** Stephen P. Robbins/Timothy A. Judge  
**Publisher:** Prentice Hall  
**ISBN:** 9780132545303 |
| MBU 514-01 Leadership Foundations | J. Hamp | **Title:** Leadership: Theory and Practice, 6th ed.  
**Author:** Peter G. Northouse  
**Publ:** Sage Publ.  
**ISBN:** 9781452203409 |
| MBU 514-02 Leadership Foundations (@ VACO) | R. Stacy | **Title:** Leadership: Theory and Practice, 6th ed.  
**Author:** Peter G. Northouse  
**Publ:** Sage Publ.  
**ISBN:** 9781452203409 |
<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Title</th>
<th>Author/Editor</th>
<th>Publisher</th>
<th>ISBN</th>
</tr>
</thead>
</table>

NOTE: The text is expensive, but is considered a critical resource in the FACM profession. You will also receive extensive additional materials from MSPS at no cost to you.
<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Textbook Information</th>
</tr>
</thead>
</table>
Author: Fred R. David  
Publisher: Prentice Hall  
ISBN: 9780132664233                                                                                         |
| MBU 627 HR Info Systems & Communications    | D. Austin  | **Book #1 (Required):**  
Author/s: Rampton, Turnbull and Doran  
Publisher: Carswell/Thomson  
ISBN: 9780779800070  
**Book #2 (Required):**  
Title: Proving the Value of HR: How and Why to Measure ROI, 2nd ed.  
Authors: Jack J. Phillips & Patricia Pulliam Phillips (ROI Institute)  
Publisher: Society for Human Resource Management (SHRM)  
ISBN: 9781586442316                                                                                         |
| MBU 629 Strategic Planning for HR Managers  | T. Tobin   | Title: Human Resource Management: Linking Strategy to Practice, 2nd ed.  
Authors: Greg L. Stewart, Kenneth G. Brown  
Publisher: J. Wiley & Sons  
ISBN: 97804705050498                                                                                         |
| MBU 633 Legal Environment - Federal         | T. Dirks   | Title: The Foundation of Merit: Public Service in American Democracy  
Author/s: Patricia Ingraham  
Publisher: Johns Hopkins University Press  
ISBN 9780801851124                                                                                         |
| MBU 647 Advanced Managerial Communication (Online) | J. Henderson | Title: Strategic Management Communication for Leaders, 2nd ed.  
Author: Robyn Walker  
Publisher: Cengage/South-Western  
ISBN: 9780538451345                                                                                         |
| MBU 652 Managerial Decision Making          | H. Steed   | Title: Analysis for Financial Management, 10th ed.  
Author: Robert C. Higgins  
Publisher: McGraw Hill  
ISBN: 9780078034688                                                                                         |
<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Textbook Specifications</th>
</tr>
</thead>
</table>
| MBU 664 Developing Leadership Competencies | C. Jordan  | **Book #1 (Required):**  
Title: The Leadership Challenge, 4th ed.  
Author: James Kouzes and Barry Posner  
Publisher: Jossey-Bass  
ISBN: 9780787984922  
**Book #2 (Required):**  
Title: The Leadership Challenge Workbook  
Author: James Kouzes and Barry Posner  
Publisher: Jossey-Bass  
ISBN: 9780787968212 |
| MBU 673 / 674 Master's Capstone            | J. Russell | Title: Research Methods in Business Studies, 4th ed.  
Authors: Pervez Ghauri & Kjell Gronhaug  
Publisher: Pearson Education Canada  
ISBN: 9780273712046 |
| MHU - Metro: Humanities                    |            | **Book #1 (Required):**  
Title: Funny in Farsi  
Author: Firoozeh Dumas  
Publisher: Random House  
ISBN: 9780812968378  
**Book #2 (Required):**  
Title: Hunger of Memory  
Author: Richard Rodriquez  
Publisher: Bantam Dell  
ISBN: 0553382519  
**Book #3 (Required):**  
Title: Interpreter of Maladies  
Author: Jhumpa Lahiri  
Publisher: Houghton Mifflin  
ISBN: 039592720X  
**Book #4 (Required):**  
Title: A Good Fall  
Author: Ha Jin  
Publisher: Pantheon  
ISBN: 9780307378682 |
| MHU 371 International Cultures in American Literature | R. Sharp   | Title: Earn College Credit for What You Know, 4th ed.  
Author: Colvin, J.  
Publisher: Kendall/Hunt Publishing Company  
ISBN: 9780757527500 |
| MID - Metro: Interdisciplinary              |            |                                                                                         |
| MID 50 / 350 SAIL                           | M. Stevenson| Title: Earn College Credit for What You Know, 4th ed.  
Author: Colvin, J.  
Publisher: Kendall/Hunt Publishing Company  
ISBN: 9780757527500 |
# CUA - Metropolitan School of Professional Studies
## SUMMER 2012 TEXTBOOK REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Textbook Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>MID 100 Critical Thinking</td>
<td><strong>L. Eby</strong></td>
</tr>
</tbody>
</table>
| **Book #1 (Required):** | **Title:** Hamlet (Folger Shakespeare Library Edition)  
**Author:** William Shakespeare (P. Werstine & B. Mowat, ed.)  
**Publisher:** Simon & Schuster  
**ISBN:** 9780743477123 |
| **Book #2 (Required):** | **Title:** The Odyssey, Revised Edition  
**Author:** Homer (E.V. Rieu, translator)  
**Publisher:** Penguin Classics  
**ISBN:** 9780140449112 |
| **Book #3 (Required):** | **Title:** Tough Care  
**Author:** Bernard Mooney  
**Publisher:** CreateSpace  
**ISBN:** 9781466391376 |
| **Book #4 (Required):** | **Title:** The Ramayana: A Shortened Modern Prose Version of the Indian Epic  
**Author:** R.K. Narayan  
**Publisher:** Penguin Classics  
**ISBN:** 9780143039679 |
| **Book #5 (Required):** | **Title:** A Writer's Reference, 7th ed.  
**Author:** Diana Hacker  
**Publisher:** Bedford/St. Martin's  
**ISBN:** 9780312601430 |
| MIS 495 Senior Seminar | **W. Perry** |
| **MIS - Metro: Information Science** | |
| MIS 107 Microcomputer Applications II | **S. Ganjalizadeh** |
| **Title:** Microsoft Office 2010 : Illustrated Introductory, First Course, 1st Edition  
**Author:** Beskeen, Cram, Duffy, Friedrichsen, & Reding  
**Publisher:** Course Technology/Cengage  
**ISBN:** 9780538747158 |
| MIS 209 Electronic Health Records II | **D. Parris** |
| **Title:** Electronic Health Records for Allied Health Careers w/Student CD-ROM  
**Author:** Susan M. Sanderson  
**Publisher:** McGraw-Hill  
**ISBN:** 9780073309781 |
<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Title</th>
<th>Authors</th>
<th>Publisher</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPD 340 Mgt. &amp; Org. Behavior</td>
<td>W. Morton</td>
<td>(See MBU 201 above.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSO 200 Human Cultural Diversity</td>
<td>J. Cottman</td>
<td><strong>Book #1 (Required):</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title: Cultural Diversity, A Primer for the Human Services, 4th ed.</td>
<td>Author: Jerry V. Diller</td>
<td>Publisher: Brooks/Cole - Cengage</td>
<td>ISBN: 9780840032256</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Book #2 (Required):</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title: Cultural Competence in Process and Practice: Building Bridges</td>
<td>Author: Juliet C. Rothman</td>
<td>Publisher: Pearson</td>
<td>ISBN: 9780205500697</td>
</tr>
<tr>
<td>MSO 384 Principles &amp; Practices of Social Entrepreneurship (Online)</td>
<td>D. Fisher</td>
<td>Title: Understanding Social Entrepreneurship: The Relentless Pursuit...</td>
<td>Authors: Jill Kickul and Thomas Lyons</td>
<td>Publisher: Routledge (Taylor &amp; Francis)</td>
<td>ISBN: 9780415884891</td>
</tr>
<tr>
<td>MSO 385 Public Private Partnership (Online)</td>
<td>Pending</td>
<td>Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Instructor</td>
<td>Textbook</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------</td>
<td>--------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| MSO 386 Corporate Social Responsibility (Online) | V. Okaru-Bisant | Title: Corporate Social Responsibility: An Ethical Approach  
Author: Mark S. Schwartz  
Publisher: Broadview Press  
ISBN: 9781551112947 |
| MSO 417 Social Enterprise Development (Online) | D. Fisher    | Pending                                                                  |
| MSO 584 Principles & Practices of Social Entrepreneurship (Online) | D. Fisher    | Title: Understanding Social Entrepreneurship: The Relentless Pursuit…  
Authors: Jill Kickul and Thomas Lyons  
Publisher: Routledge (Taylor & Francis)  
ISBN: 9780415884891 |
| MSO 585 Public Private Partnership (Online)      | Pending      | Pending                                                                  |
| MSO 586 Corporate Social Responsibility (Online) | V. Okaru-Bisant | Title: Corporate Social Responsibility: An Ethical Approach  
Author: Mark S. Schwartz  
Publisher: Broadview Press  
ISBN: 9781551112947 |
Positive motivation — Encouraging others to change their behavior or say complete a task by luring them with promotions or any other profits. Example — “If you complete this, you will gain this.”

Negative motivation — Forcing or warning others to change their behavior else there can be serious consequences. Example — “If you don’t complete this, you will be deprived from the office.”

Value of person — Employees want to be valued and appreciated for their skills and abilities followed by opportunities which help them develop themselves. Nature of Organization. Nature of organization states the In addition to facilitating active learning, Organizational Behavior: Key Concepts, Skills & Best Practices meets the needs of those instructors looking for a brief. Book Condition: This is a used text in good condition. It may have some writing and highlighting. Ships directly from Amazon. Eligible for free super saver shipping. In Stock. Sold by FlippingPages, Fulfilled by Amazon. Condition: Used: Good. Comment: This is a used text in good condition. READ FREE FULL Organizational Behavior: Key Concepts, Skills, Best Practices with Student CD. amelia. Trending. ASAP Rocky. 1:13. Trump fails to get A$AP Rocky out of Swedish jail. Zoomin English.
Angelo Kinicki, Robert Kreitner. In addition to facilitating active learning, Organizational Behavior: Key Concepts, Skills & Best Practices meets the needs of those instructors looking for a brief, paperback text for their OB course, who do not want to sacrifice content or pedagogy. This book provides lean and efficient coverage of topics such as diversity in organizations, ethics, and globalization, which are recommended by the Association to Advance Collegiate Schools of Business (AACSB) and the Association of Collegiate Business Schools and Programs (ACBSP). In addition to facilitating active learning, Organizational Behavior: Key Concepts, Skills & Best Practices meets the needs of those instructors looking for a brief, paperback text for their OB course, who do not want to sacrifice content or pedagogy. This book provides lean and efficient coverage of topics such as diversity in organizations, ethics, and globalization, In addition to facilitating active learning, Organizational Behavior: Key Concepts, Skills & Best Practices meets the needs of those instructors looking for a brief, paperback text for their OB course, who do not want to
Organizational Behavior: Key Concepts, Skills & Best Practices meets the needs of those instructors looking for a brief, paperback text for their OB course, who do not want to sacrifice content or pedagogy. This book provides lean and efficient coverage of topics such as diversity in organizations, ethics, and globalization. In addition to facilitating active learning, Organizational Behavior: Key Concepts, Skills & Best Practices meets the needs of those instructors looking for a brief, paperback text for their OB course, who do not want to