

METROPOLITAN SCHOOL OF PROFESSIONAL STUDIES: TEXTBOOKS – Fall 2016

Course	Instructor	Textbook(s)
MBU-Metro: Business		
MBU 167 Conflict Resolution	Fontaine, E.	Title: Interpersonal Conflict 9 th Edition Author: William Wilmot, Joyce Hocker Publisher: McGraw-Hill Higher Education ISBN: 9780078036934
MBU 251 Financial Analysis	Smolskis, J.	Title: Foundations of Finance: The Logic and Practice of Financial Management, 8 th Ed. Authors: Arthur J. and J. William Petty Publisher: Pearson ISBN: 9780132994873
MBU 328/564	Strand, M.	Title: Strategic Compensation: A Human Resource Management Approach, 8 th Ed. Author: Joseph J. Martocchio Publisher: Pearson ISBN: 9780133457100
MBU 341 Business Law	Healy, T.	Title: Business Law, 8 th Ed. Author: Henry R. Cheeseman Publisher: Pearson ISBN: 9780132890410
MBU 465/566 Human Resources Development and Training	Kippen, K.	Title: ASTD handbook: The Definitive Reference for Training & Development, 2 nd Edition Author: Elaine Biech Publisher: American Society for Training and Development ISBN: 9781562869137 Title: Presentations Basic, 3 rd Edition Author: Robert J. Rosania Publisher: American Society for Training and Development ISBN: 9781562863470

<p>MBU 505A Project Management</p>	<p>Weiner, J.</p>	<p>Title: Project Management: The Managerial Process, 6th Ed. Authors: Erik W. Larson & Clifford F. Gray Publisher: McGraw-Hill Education ISBN: 9780078096594</p>
<p>MBU 512 Conflict Resolution</p>	<p>Fontaine, E.</p>	<p>Title: Interpersonal Conflict 9th Edition Author: William Wilmot, Joyce Hocker Publisher: McGraw-Hill Higher Education ISBN: 9780078036934</p> <p>Title: The Power of a Positive No: Save the Deal Save the Relationship and Still Say No Author: William Ury Publisher: Random House Publishing Group ISBN: 9780553384260</p> <p>Title: Thomas-Kilmann Conflict Mode Instrument Author: Kenneth W. Thomas and Ralph Kilmann Publisher: CPP, Inc. ASIN: B0006SA34O</p>
<p>MBU 512A Conflict Resolution</p>	<p>Henderson, J.</p>	<p>Title: Complete Guide to Conflict Resolution in the Workplace Author: Marick F. Masters, Robert R. Albright Publisher: AMACOM Books ISBN: 9780814417188</p> <p>Title: Resolving Conflicts at Work Author: Kenneth Cloke, Joan Goldsmith Publisher: Wiley ISBN: 9780470922248</p>
<p>MBU 514A Leadership Foundations</p>	<p>Stacy, K.</p>	<p>Title: Leadership: Theory and Practice, 7th Ed. Author: Peter G. Northouse Publisher: SAGE Publications ISBN: 9781483317533</p>

<p>MBU 516 Managing People and Performance</p>	<p>Austin, D.</p>	<p>Title: Management Skills: A Jossey-Bass Reader, 1st Edition Author: Jossey-Bass Publishers Publisher: Wiley ISBN: 9780787973414</p>
<p>MBU 576 Contract Pricing, Negotiations, & Source Selection</p>	<p>Cartwright, R.</p>	<p>Title: Guide to Contract Pricing – with CD, 5th Ed. Author: John Edward Murphy Publisher: Management Concepts ISBN: 9781567262414</p>
<p>MBU 578A Performance of Government Contracts</p>	<p>Leslie, T.</p>	<p>Title: The Responsible Manager: Protecting the Public Interst in an Outsourced World Authors: Stephen Cohen and William Eimicke Publisher: Georgetown University Press ISBN: 9781589012141</p>
<p>MBU 594-01 Advanced Topics in Management</p>	<p>Vargas, D.</p>	<p>Title: Risk Management, Tricks of the Trade, 2nd Ed. Author: Rita Mulcahy Publisher: RMC Publications ISBN: 9781932735321</p>
<p>MBU 619 Strategic Planning and Implementation</p>	<p>Austin, D.</p>	<p>Title: Strategic Management: A Competitive Advantage Approach, Concepts and Cases, 16th Edition Author: David Publisher: Pearson ISBN: 9780134167848</p>
<p>MBU 627A Human Resource Information Systems and Communications</p>	<p>Austin, D.</p>	<p>Title: Human Resources Information Systems, 3rd Ed. Author: Michael J. Kavanagh, Mohan Thite, Richard Johnson Publisher: SAGE Publications ISBN: 9781483306933</p> <p>Title: Proving the Value of Human Resources Author: Jack J. Phillips, Patricia Pulliam Phillips Publisher: Society for Human Resource Management ISBN: 9781586440497</p>

<p>MBU 637A Strategies & Practices in Federal Staffing</p>	<p>Bachrach, D.</p>	<p>Title: Civil Disservice, 10th Edition Author: Fred Mills Publisher: iUniverse, Incorporated ISBN: 9781450208949</p> <p>Title: People Factor, 8th Edition Author: Linda J. Bilmes, W. Scott Gould Publisher: Brookings Institution Press ISBN: 9780815701415</p>
<p>MBU 638A Strategic Human Capital Management</p>	<p>Casey, H.</p>	<p>Title: Human Resource Management in Public Service, 5th Ed. Authors: Evan M. Berman, James S. Bowman, Johnathan P. West, and Montgomery R. Van Wart Publisher: Sage Publications ISBN: 9781483340036</p>
<p>MBU 652 Managerial Decision Making: Finance & Budgeting</p>	<p>Hutton, L.</p>	<p>Title: Analysis for Financial Management, 11th Ed. Author: Robert Higgins Publisher: McGraw-Hill Professional Publishing ISBN: 9780077861780</p>
<p>MBU 652A Managerial Decision Making: Finance & Budgeting</p>	<p>Morton, B.</p>	<p>Title: Analysis for Financial Management, 11th Edition Author: Robert Higgins Publisher: McGraw-Hill Professional Publishing ISBN: 9780077861780</p>
<p>MBU 653A Human Resources Budgeting and Metrics</p>	<p>Viehmyer, L.</p>	<p>Title: Essentials of Finance and Budgeting, 5th Ed. Author: Harvard Business School Press Publisher: Harvard Business Review Press ISBN: 9781591395720</p> <p>Title: How to Measure Human Resources Management 3rd Ed. Author: Jac Fitz-enz, Barbara Davison Publisher: McGraw-Hill Professional Publishing ISBN: 9780071369985</p>

MBU 664A Developing Leadership Competencies	Steed, H.	No textbook required.
MBU 667A Leading Organizational Change	McDonald, J.	Title: Managing Transitions, Making the Most of Change 3 rd Ed. Author: William Bridges Publisher: Da Capo Lifelong Books ISBN: 9780738213804 Title: The Heart of Change, Real Life Stories of How People Change Their Organizations Authors: John P. Cotter and Dan S. Cohen Publisher: Harvard Business Review Press ISBN: 9781422187333
MBU 668A Organization Development	Henderson, J.	Title: Organization Development and Change Author: Thomas G. Cummings, Christopher G. Worley Publisher: Cengage Learning ISBN: 9781133190455
MBU 673/674 Master's Capstone: Research, Synthesis, and Applications	Wood, C.	Title: Research Methods in Business Studies, 4 th Edition Authors: Pervez Ghauri, Kjell Gronhaug Publisher: Prentice Hall ISBN: 9780273712046
MBU 673A/674A Master's Capstone: Research, Synthesis, and Applications	Russell, M.	Title: Research Methods in Business Studies, 4 th Edition Authors: Pervez Ghauri, Kjell Gronhaug Publisher: Prentice Hall ISBN: 9780273712046

<p>MHU 151 Rhetoric and Composition</p>	<p>Strain, C.</p>	<p>Title: Norton Field Guide to Writing, 3rd Ed. Author: Richard Bullock Publisher: W.W. Norton & Co. ISBN: 9780393919561</p> <p>Title: Rules for Writers, 8th Ed. Authors: Diana Hacker and Nancy Sommers Publisher: Bedford/St. Martin's ISBN: 9781457683046</p>
<p>MHU 262 Western Literature II</p>	<p>Farmer, B.</p>	<p>Title: One day in Life of Ivan Denisovich Author: Alexander Solzhenitsyn, Yevgeny Yevtushenko, Eric Bogosian Publisher: Penguin Publishing Group ISBN: 9780451228147</p> <p>Title: Waiting for Barbarians, 10th Edition Author: J.M. Coetzee, C.C. Askew Publisher: Penguin Publishing Group ISBN: 9780143116929</p> <p>Title: Beautiful Things That Heaven Bears, 7th Edition Author: Dinaw Mengestu Publisher: Penguin Publishing Group ISBN: 9781594482854</p> <p>Title: One Hundred Years of Solitude, 6th Edition Author: Gabriel Garcia Marquez, Gregory Rabassa Publisher: Harper Collins Publishers ISBN: 9780060883287</p>
<p>MID 210 Introduction to Biological Sciences</p>	<p>Lewis, C.</p>	<p>Title: Essentials of Biology, 3rd Edition Author: Sylvia S. Mader and Michael Windelspecht Publisher: McGraw-Hill ASIN: B00HTJXOYY</p>

MID 494-01 Microcomputer Applications II	Cotner, M.	Title: Microsoft Office 2013: Illustrated Introductory, Second Course, 1 st Edition Author: David W. Beskeen Publisher: Cengage Learning ISBN: 9781285082264
MID 494-03 Contemporary World Literature	Fitzgerald, M.	Title: The Bedford Anthology of World Literature Book 6: The Twentieth Century, 1900-The Present Authors: Paul Davis and David M. Johnson Publisher: Bedford/St. Martin's ISBN: 9780312402662
MID 499 Senior Seminar	Littlefield, R.	Title: Writing Research Papers, 15 th Ed. Author: James D. Lester Publisher: Longman ISBN: 9780321952950
MIS 105 Microcomputer Applications I	Smetheram, H.	Title: Microsoft Office 2013: Illustrated Introductory, First Course, 1 st Edition Author: David W. Beskeen Publisher: Cengage Learning ISBN: 9781285088457
MIS 110 Introduction to Programming	Smetheram, H.	ISBN: 9781323523841 Please check Blackboard for purchase information.
MIS 325 Project Management	O'Connor, C.	Title: PMP: Project Management Professional Exam Study Guide, 8 th Ed. Author: Kim Heldman Publisher: Wiley ISBN: 9781119179672
MPH 250 Professional Ethics	O'Brien, J.	Title: Business Ethics 3 rd Ed. Author: Laura Hartman, Joseph DesJardins, Chris MacDonald Publisher: McGraw-Hill Higher Education ISBN: 9780078029455
MRE 100 Old Testament	Krugger, J.	There is no textbook required for this course. Readings will be pulled from the Bible.

MRE 101 Introduction to Study of Religion	Boehm, A.	<p>Title: Introducing Religion: Readings from the Classic Theorists, 1st Edition Authors: Daniel L. Pals Publisher: Oxford University Press ISBN: 9780195181494</p>
MSM 501 Communicating Effectively as a Manager	Wood, C.	<p>Title: Business and Administrative Communication, 11th Ed. Authors: Kitty Locker and Donna Kienzler Publisher: McGraw-Hill ISBN: 9780073403250</p>
MSM 505 Project Management	Kushner, M.	<p><u>Required</u></p> <p>Title: Project Management Author: Mike Kushner Publisher: McGraw-Hill ISBN: 9781308822051</p> <p>Title: SIM Project Simulation ISBN: 9780615341972</p> <p>Please purchase from this site: www.simulationpoweredlearning.com</p> <p><u>Recommended</u></p> <p>Note: These books are available as e-books through the CUA school library.</p> <p>Title: Project Management Body of Knowledge Author: Project Management Institute ISBN: 9781930699458</p> <p>Title: Project 2010 Bible Author: Elaine Marmel Publisher: Wiley ISBN: 9780470501313</p>

MSM 514 Leadership Foundations	Hamp, J.	Title: Leadership, Theory and Practice, 7 th Ed. Author: Peter G. Northouse Publisher: Sage Publications ISBN: 9781483317533
MSO 190 Sociology	Banks, D.	Title: Sociology: The Essentials, 9 th Edition Author: Margaret L. Anderson, Howard F. Taylor Publisher: Cengage Learning ISBN: 9781305503083
MSO 200 Human Cultural Diversity	Fontaine, E.	Title: Diversity Consciousness: Opening Our Minds to People, Cultures, and Opportunities, 4 th Ed. Authors: Richard D. Bucher Publisher: Pearson ISBN: 9780321919069
MSO 250 Abnormal Psychology	Roary, M.	Title: Abnormal Psychology, 6 th Edition Author: Susan Nolen-Hoeksema Publisher: McGraw-Hill Higher Education ISBN: 9780078035388
MSO 271 World Politics	Littlefield, R.	Title: World Politics: Trend and Transformation, 16 th Ed. Authors: Charles W. Kegley, Shannon L. Blanton Publisher: Cengage Learning ISBN: 9781305504875
MSO 345 Legal and Ethical Issues in Human Services	Yetter, T.	Title: Law in Social Work Practice (Ethics & Legal Issues), 3rd Ed. Authors: Andrea Saltzman and David M. Furman Publisher: Cengage ISBN: 9781133312611
MSO 396 Working with Couples and Families	Roary, M.	Title: Family Therapy: An Overview Authors: Irene Goldenberg, Mark Stanton and Herbert Goldenberg Publisher: Cengage ISBN: 9781305092969

MSO 417/587 Social Enterprise Development

Ebrahim, S.

Recommended:

Title: Understanding Social Entrepreneurship: The Relentless Pursuit of Mission
in an Ever Changing World

Author: Jill Kilcul and Thomas Lyons

Publisher: Routledge

ISBN: 9780415884891

