

CUA - Metropolitan School of Professional Studies  
SUMMER 2012 TEXTBOOK REQUIREMENTS

METROPOLITAN COLLEGE TEXTBOOKS - SUMMER 2012 (3/15/2012)		
Course	Instructor	Textbook(s)
<b>MBU-Metro: Business</b>		
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
<b>MBU-Metro: Business - Graduate</b>		
MBU 505 Project Management (Online)	M. Kushner	<b>Book (Required):</b> Title: Project Management w/CDs, 5th ed. Author: Erik Larson & Clifford Gray Publisher: McGraw-Hill ISBN: 9780077426927 (or, for book alone, 9780073403342) <b>Software (Required):</b> Fissure Project Management Simulation Software, to be purchased at <a href="http://www.simulationpoweredlearning.com/buy.html">http://www.simulationpoweredlearning.com/buy.html</a> (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

CUA - Metropolitan School of Professional Studies  
SUMMER 2012 TEXTBOOK REQUIREMENTS

MBU 516 Managing People & Performance	D. Sepe	Title: Management Skills: A Jossey-Bass Reader Author: Jossey-Bass Publishers (Ed.) Publisher: Jossey-Bass ISBN: 9780787973414
MBU 523 Legal Env. of Hum. Res. Mgt.	A. Abrams	Title: Employment and Labor Law, 7th Ed. Authors: Patrick J. Cihon, James Ottavio Castagnera Publisher: South-Western/Cengage ISBN: 9781439037270
MBU 533-01 HR Mgt. & Strategy	T. Tobin	Title: Human Resource Management: Linking Strategy to Practice, 2nd ed. Authors: Greg L. Stewart, Kenneth G. Brown Publ: J. Wiley & Sons ISBN: 9780470530498
MBU 533-02 HR Mgt. & Strategy (@ VACO)	J. Henderson	Title: Human Resource Management: An Experiential Approach, 6th edition (w/Access Card) Author: H. John Bernardin & Joyce Russell Publisher: McGraw-Hill ISBN: 9780077602963
MBU 566 HR Development & Training	K. Kippen	<b>Book #1 - Required:</b> Title: ASTD Handbook for Workplace Learning Professionals Authors: Elaine Biech (ed.) Publisher: ASTD Press ISBN: 9781562865122 <b>Book #2 - Required:</b> Title: Presentation Basics Author/s: Robert J. Rosania Publisher: ASTD Press ISBN: 9781562863470
MBU 573 Legal Aspects of Gov't Contracting	C. Vacketta & B. Jorgensen	Title: Government Contract Guidebook, 4th ed., 2011-2012 Author: Steven W. Fedlman Publisher: West / Thomson Reuters ISBN: 9780314606853  (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.)

CUA - Metropolitan School of Professional Studies  
SUMMER 2012 TEXTBOOK REQUIREMENTS

MBU 619 Strategic Planning & Implementation	R. Stacy	Title: Strategic Management, A Competitive Advantage Approach: Concepts and Cases, 14th ed. Author: Fred R. David Publisher: Prentice Hall ISBN: 9780132664233
MBU 627 HR Info Systems & Communications	D. Austin	<b>Book #1 (Required):</b> Title: Human Resources Management Systems: A Practical Approach, 3rd ed. Author/s: Rampton, Turnbull and Doran Publisher: Carswell/Thomson ISBN: 9780779800070 <b>Book #2 (Required):</b> 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 Publ: J. Wiley & Sons ISBN: 9780470530498
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

CUA - Metropolitan School of Professional Studies  
SUMMER 2012 TEXTBOOK REQUIREMENTS

<p>MBU 664 Developing Leadership Competencies</p>	<p>C. Jordan</p>	<p><b>Book #1 (Required):</b>            Title: The Leadership Challenge, 4th ed.            Author: James Kouzes and Barry Posner            Publisher: Jossey-Bass            ISBN: 9780787984922  <b>Book #2 (Required):</b>            Title: The Leadership Challenge Workbook            Author: James Kouzes and Barry Posner            Publisher: Jossey-Bass            ISBN: 9780787968212</p>		
<p>MBU 673 / 674 Master's Capstone</p>	<p>J. Russell</p>	<p>Title: Research Methods in Business Studies, 4th ed.            Authors: Pervez Ghauri &amp; Kjell Gronhaug            Publisher: Pearson Education Canada            ISBN: 9780273712046</p>		
<p><b>MHU - Metro: Humanities</b></p>				
<p>MHU 371 International Cultures in American Literature</p>	<p>R. Sharp</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Book #1 (Required):</b>                Title: Funny in Farsi                Author: Firoozeh Dumas                Publisher: Random House                ISBN: 9780812968378</p> <p><b>Book #2 (Required):</b>                Title: Hunger for Memory                Author: Richard Rodriguez                Publisher: Bantam Dell                ISBN: 0553382519</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Book #3 (Required):</b>                Title: Interpreter of Maladies                Author: Jhumpa Lahiri                Publisher: Houghton Mifflin                ISBN: 039592720X</p> <p><b>Book #4 (Required):</b>                Title: A Good Fall                Author: Ha Jin                Publisher: Pantheon                ISBN: 9780307378682</p> </td> </tr> </table>	<p><b>Book #1 (Required):</b>                Title: Funny in Farsi                Author: Firoozeh Dumas                Publisher: Random House                ISBN: 9780812968378</p> <p><b>Book #2 (Required):</b>                Title: Hunger for Memory                Author: Richard Rodriguez                Publisher: Bantam Dell                ISBN: 0553382519</p>	<p><b>Book #3 (Required):</b>                Title: Interpreter of Maladies                Author: Jhumpa Lahiri                Publisher: Houghton Mifflin                ISBN: 039592720X</p> <p><b>Book #4 (Required):</b>                Title: A Good Fall                Author: Ha Jin                Publisher: Pantheon                ISBN: 9780307378682</p>
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<p><b>MID - Metro: Interdisciplinary</b></p>				
<p>MID 50 / 350 SAIL</p>	<p>M. Stevenson</p>	<p>Title: Earn College Credit for What You Know, 4th ed.            Author: Colvin, J.            Publisher: Kendall/Hunt Publishing Company            ISBN: 9780757527500</p>		

CUA - Metropolitan School of Professional Studies  
SUMMER 2012 TEXTBOOK REQUIREMENTS

MID 100 Critical Thinking	L. Eby	Title: The Art of Reasoning, 3rd ed. Author: David Kelley Publisher: W.W. Norton Co ISBN: 9780393972139
MID 495 Senior Seminar	W. Perry	<p><b>Book #1 (Required):</b> Title: Hamlet (Folger Shakespeare Library Edition) Author: William Shakespeare (P. Werstine &amp; B. Mowat, ed.) Publisher: Simon &amp; Schuster ISBN: 9780743477123</p> <p><b>Book #2 (Required):</b> Title: The Odyssey, Revised Edition Author: Homer (E.V. Rieu, translator) Publisher: Penguin Classics ISBN: 9780140449112</p> <p><b>Book #3 (Required):</b> Title: Tough Care Author: Bernard Mooney Publisher: CreateSpace ISBN: 9781466391376</p> <p><b>Book #4 (Required):</b> Title: The Ramayana: A Shortened Modern Prose Version of the Indian Epic Author: R.K. Narayan Publisher: Penguin Classics ISBN: 9780143039679</p> <p><b>Book #5 (Required):</b> Title: A Writer's Reference, 7th ed. Author: Diana Hacker Publisher: Bedford/St. Martin's ISBN: 9780312601430</p>
<b>MIS - Metro: Information Science</b>		
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

CUA - Metropolitan School of Professional Studies  
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MIS 327 Systems Analysis & Design	A. Ghassemzadeh	Title: Systems Analysis & Design in a Changing World, 6th ed. Authors: John W. Satzinger, Robert Jackson, and Stephen D. Burd Publisher: Course Technology/Cengage ISBN: 9781111534158
<b>MPD - Metro: Professional Dev.</b>		
MPD 340 Mgt. & Org. Behavior	W. Morton	(See MBU 201 above.)
<b>MPH - Metro: Philosophy</b>		
MPH 350 Philosophy of Religion (Online)	J. Despres	Title: Philosophy of Religion: Selected Readings, 3rd ed. Authors: William L. Rowe and William J. Wainwright (ed.) Publisher: Oxford University Press, 1998 ISBN: 9780195155112
<b>MSO - Metro: Social Sciences</b>		
MSO 101 Introduction to Human Services	L. Robertson	Title: Theory, Practice, and Trends in Human Services, 5th Edition Authors: Edward S. Neukrug Publisher: Brooks/Cole - Cengage ISBN: 9780840028563
MSO 200 Human Cultural Diversity	J. Cottman	<b>Book #1 (Required):</b> Title: Cultural Diversity, A Primer for the Human Services, 4th ed. Author: Jerry V. Diller Publisher: Brooks/Cole - Cengage ISBN: 9780840032256 <b>Book #2 (Required):</b> Title: Cultural Competence in Process and Practice: Building Bridges Author: Juliet C. Rothman Publisher: Pearson ISBN: 9780205500697
MSO 384 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 385 Public Private Partnership (Online)	Pending	Pending

CUA - Metropolitan School of Professional Studies  
SUMMER 2012 TEXTBOOK REQUIREMENTS

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

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