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<tr>
<th>Course</th>
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| **MBU-Metro: Business**        |            | **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):**  
|                                |            | Fissure Project Management Simulation Software, to be purchased at  
|                                |            | **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  

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<td>MBU 523</td>
<td>Legal Env. of Hum. Res. Mgt.</td>
<td>A. Abrams</td>
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<td>MBU 533-01</td>
<td>HR Mgt. &amp; Strategy</td>
<td>T. Tobin</td>
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<td>MBU 533-02</td>
<td>HR Mgt. &amp; Strategy (@ VACO)</td>
<td>J. Henderson</td>
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<td>MBU 566</td>
<td>HR Development &amp; Training</td>
<td>K. Kippen</td>
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<tr>
<td>MBU 573</td>
<td>Legal Aspects of Gov't Contracting</td>
<td>C. Vacketta &amp; B. Jorgensen</td>
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**Book #1 - Required:**
- Title: Management Skills: A Jossey-Bass Reader  
  Author: Jossey-Bass Publishers (Ed.)  
  Publisher: Jossey-Bass  
  ISBN: 9780787973414

**Book #2 - Required:**
- Title: Employment and Labor Law, 7th Ed.  
  Authors: Patrick J. Cihon, James Ottavio Castagnera  
  Publisher: South-Western/Cengage  
  ISBN: 9781439037270

  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.)*
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<th>Publisher</th>
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<td>MBU 627 HR Info Systems &amp; Communications</td>
<td>D. Austin</td>
<td>Book #1 (Required):</td>
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<td>Book #2 (Required):</td>
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<tr>
<td></td>
<td></td>
<td>Title: Proving the Value of HR: How and Why to Measure ROI, 2nd ed.</td>
<td>Society for Human Resource Management (SHRM)</td>
<td>9781586442316</td>
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<tr>
<td>MBU 629 Strategic Planning for HR Managers</td>
<td>T. Tobin</td>
<td>Human Resource Management: Linking Strategy to Practice, 2nd ed.</td>
<td>J. Wiley &amp; Sons</td>
<td>9780470530498</td>
</tr>
<tr>
<td>MBU 633 Legal Environment - Federal</td>
<td>T. Dirks</td>
<td>The Foundation of Merit: Public Service in American Democracy</td>
<td>Johns Hopkins University Press</td>
<td>9780801851124</td>
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<tr>
<td>MBU 647 Advanced Managerial Communication (Online)</td>
<td>J. Henderson</td>
<td>Strategic Management Communication for Leaders, 2nd ed.</td>
<td>Cengage/South-Western</td>
<td>9780538451345</td>
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## CUA - Metropolitan School of Professional Studies
### SUMMER 2012 TEXTBOOK REQUIREMENTS

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>MBU 664</td>
<td>C. Jordan</td>
<td>Developing Leadership Competencies</td>
</tr>
<tr>
<td>MBU 673 / 674</td>
<td>J. Russell</td>
<td>Master's Capstone</td>
</tr>
<tr>
<td>MHU 371</td>
<td>R. Sharp</td>
<td>International Cultures in American Literature</td>
</tr>
<tr>
<td>MID 50 / 350</td>
<td>M. Stevenson</td>
<td>Earn College Credit for What You Know, 4th ed.</td>
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</table>

### MBU 664 Developing Leadership Competencies

- **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

- Title: Research Methods in Business Studies, 4th ed.
- Authors: Pervez Ghauri & Kjell Gronhaug
- Publisher: Pearson Education Canada
- ISBN: 9780273712046

### MHU - Metro: Humanities

- **MHU 371 International Cultures in American Literature**
  - **Book #1 (Required):**
    - Title: Funny in Farsi
    - Author: Firoozeh Dumas
    - Publisher: Random House
    - ISBN: 9780812968378
  - **Book #2 (Required):**
    - Title: Hunger of Memory
    - Author: Richard Rodriguez
    - 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

### MID - Metro: Interdisciplinary

- **MID 50 / 350 SAIL**
  - Title: Earn College Credit for What You Know, 4th ed.
  - Author: Colvin, J.
  - Publisher: Kendall/Hunt Publishing Company
  - ISBN: 9780757527500
<table>
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<tr>
<th>Course</th>
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| MID 100 Critical Thinking    | L. Eby     | **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 |
| MID 495 Senior Seminar        | W. Perry   | **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 - Metro: Information Science |          | **MIS 107 Microcomputer Applications II**  
Title: Microsoft Office 2010 : Illustrated Introductory, First Course, 1st Edition  
Author: Beskeen, Cram, Duffy, Friedrichsen,& Reding  
Publisher: Course Technology/Cengage  
ISBN: 9780538747158 |
|                               | S. Ganjalizadeh | **MIS 209 Electronic Health Records II**  
Title: Electronic Health Records for Allied Health Careers w/Student CD-ROM  
Author: Susan M. Sanderson  
Publisher: McGraw-Hill  
ISBN: 9780073309781 |
<table>
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<th>Course</th>
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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 |
| MPD - Metro: Professional Dev.            |                | **MPD 340 Mgt. & Org. Behavior** (See MBU 201 above.)                                                                                           |
|                                           |                | **MPH - Metro: Philosophy**                                                                                                                      |
| 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 |
| MPH 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 - Metro: Social Sciences              |                | **Book #1 (Required):**  
**Title:** Cultural Diversity, A Primer for the Human Services, 4th ed.  
**Author:** Jerry V. Diller  
**Publisher:** Brooks/Cole - Cengage  
**ISBN:** 9780840032256  
**Book #2 (Required):**  
**Title:** Cultural Competence in Process and Practice: Building Bridges  
**Author:** Juliet C. Rothman  
**Publisher:** Pearson  
**ISBN:** 980205500697 |
| 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     | **Book #1 (Required):**  
**Title:** Cultural Diversity, A Primer for the Human Services, 4th ed.  
**Author:** Jerry V. Diller  
**Publisher:** Brooks/Cole - Cengage  
**ISBN:** 9780840032256  
**Book #2 (Required):**  
**Title:** Cultural Competence in Process and Practice: Building Bridges  
**Author:** Juliet C. Rothman  
**Publisher:** Pearson  
**ISBN:** 980205500697 |
<p>| MSO 385 Public Private Partnership (Online) | Pending       | Pending                                                                                                                                               |
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<td>MSO 386 Corporate Social Responsibility (Online)</td>
<td>V. Okaru-Bisant</td>
<td>Title: Corporate Social Responsibility: An Ethical Approach</td>
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<tr>
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<td>Author: Mark S. Schwartz</td>
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<td>MSO 584 Principles &amp; Practices of Social Entrepreneurship (Online)</td>
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<td>Title: Understanding Social Entrepreneurship: The Relentless Pursuit...</td>
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Purchase Options. ADD EXTRA to Achieve Best Academic Results on Your Course! 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). Skills Best Practices | PDF books PDF files. If you want to download this book, click link in the last page. 5. Clik here to Download this book Read Organizational Behavior: Key Concepts, Skills Best Practices | PDF books Click this link : https://newbestebookpage.blogspot.com/?book=0078137209 if you want to download this book OR. Recommended. [PDF] Organizational Behavior: Key Concepts, Skills Best Practices Full Books. on July 16 at 06:05 PM. Organizational Behavior: Key Concepts, Skills Best Practices. Download Organizational Behavior: Key Concepts, Skills Best Practices HERE. Editorial Review : New, ship fast, delivered in 5 days in UK. No PO Box. Organizational Behavior: Key Concepts, Skills Best Practices TAGS: pdf Organizational Behavior: Key Concepts, Skills Best Practices free download. Organizational Behavior: Key Concepts, Skills Best Practices PDF free download. read Organizational Behavior: Key Concepts, Skills Best Pr...
Effective Resume Writing. 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.
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
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Isn’t OB Just Common Sense? Well, we know that organizations that value their employees are more profitable than those that do not. Research shows that successful organizations have a number of things in common, such as providing employment security, engaging in selective hiring, utilizing self-managed teams, being decentralized, paying well, training employees, reducing status differences, and sharing information.

For example, every Whole Foods. A key step in building your OB skills and filling your toolbox is to learn the language of OB. Once you understand a concept, you are better able to recognize it.
This organization proudly claims to possess the happiest and most empowered employees within the retail industry today. It is renowned for the exemplary customer service that is provided by each employee, no matter whether they are working in full or part-time positions. The various theories of management, which have evolved over the years, have decidedly impacted upon the organization’s employees and how they are motivated to optimum performance levels.  

2. Discuss the concept of job enrichment. How does The Container Store utilize this concept? Explain how this has proven advantageous to this organization.  

3. The employees of the Container Store state they love their jobs. Each worker is proud of his or her job performance and contributions to the organization. McGraw-Hill College published Organizational Behavior: Key Concepts, Skills and Best Practices in 2011. The textbook was written by Kinicki and Fugate and you have an opportunity to buy Organizational Behavior: Key Concepts, Skills and Best Practices online in this 5th edition version. Get the cheapest pre-owned copies and enjoy the best deals online today simply by looking among our wide range of discounted books. We buy back Organizational Behavior: Key Concepts, Skills and Best Practices from former students as well, so you could make money when you sell back to us. Bear this in mind when you’re looking to buy organizational behavior, key concepts, skills & best practices. Shop with confidence. Not finding what you’re looking for? Save organizational behavior, key concepts, skills & best practices to get e-mail alerts and updates on your eBay Feed. Search refinements. Categories. All. Books (18). Textbooks, Education & Reference (12). Nonfiction (6).