

CUA - Metropolitan School of Professional Studies
SUMMER 2012 TEXTBOOK REQUIREMENTS

METROPOLITAN COLLEGE TEXTBOOKS - SUMMER 2012 (3/15/2012)		
Course	Instructor	Textbook(s)
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 http://www.simulationpoweredlearning.com/buy.html (ISBN: 9780615341972)
MBU 510 Org. Theory & Behavior	P. Shibeliski	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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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	Book #1 - Required: Title: ASTD Handbook for Workplace Learning Professionals Authors: Elaine Biech (ed.) Publisher: ASTD Press ISBN: 9781562865122 Book #2 - Required: 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.)

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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	Book #1 (Required): Title: Human Resources Management Systems: A Practical Approach, 3rd ed. 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 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

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<p>MBU 664 Developing Leadership Competencies</p>	<p>C. Jordan</p>	<p>Book #1 (Required): Title: The Leadership Challenge, 4th ed. Author: James Kouzes and Barry Posner Publisher: Jossey-Bass ISBN: 9780787984922</p> <p>Book #2 (Required): 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 & Kjell Gronhaug Publisher: Pearson Education Canada ISBN: 9780273712046</p>		
<p>MHU - Metro: Humanities</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>Book #1 (Required): Title: Funny in Farsi Author: Firoozeh Dumas Publisher: Random House ISBN: 9780812968378</p> <p>Book #2 (Required): Title: Hunger for Memory Author: Richard Rodriguez Publisher: Bantam Dell ISBN: 0553382519</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Book #3 (Required): Title: Interpreter of Maladies Author: Jhumpa Lahiri Publisher: Houghton Mifflin ISBN: 039592720X</p> <p>Book #4 (Required): Title: A Good Fall Author: Ha Jin Publisher: Pantheon ISBN: 9780307378682</p> </td> </tr> </table>	<p>Book #1 (Required): Title: Funny in Farsi Author: Firoozeh Dumas Publisher: Random House ISBN: 9780812968378</p> <p>Book #2 (Required): Title: Hunger for Memory Author: Richard Rodriguez Publisher: Bantam Dell ISBN: 0553382519</p>	<p>Book #3 (Required): Title: Interpreter of Maladies Author: Jhumpa Lahiri Publisher: Houghton Mifflin ISBN: 039592720X</p> <p>Book #4 (Required): Title: A Good Fall Author: Ha Jin Publisher: Pantheon ISBN: 9780307378682</p>
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<p>MID - Metro: Interdisciplinary</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>		

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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>Book #1 (Required): Title: Hamlet (Folger Shakespeare Library Edition) Author: William Shakespeare (P. Werstine & B. Mowat, ed.) Publisher: Simon & Schuster ISBN: 9780743477123</p> <p>Book #2 (Required): Title: The Odyssey, Revised Edition Author: Homer (E.V. Rieu, translator) Publisher: Penguin Classics ISBN: 9780140449112</p> <p>Book #3 (Required): Title: Tough Care Author: Bernard Mooney Publisher: CreateSpace ISBN: 9781466391376</p> <p>Book #4 (Required): Title: The Ramayana: A Shortened Modern Prose Version of the Indian Epic Author: R.K. Narayan Publisher: Penguin Classics ISBN: 9780143039679</p> <p>Book #5 (Required): Title: A Writer's Reference, 7th ed. Author: Diana Hacker Publisher: Bedford/St. Martin's ISBN: 9780312601430</p>
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

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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	W. Morton	(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
MSO - Metro: Social Sciences		
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: 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

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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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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

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 sacrifice content or pedagogy. Adding to Your OB Toolbox. Isn't OB Just Common Sense? Well, we know that organizations that value their employees are more profitable than those that do not. [7] 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. [8] 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 find great deals on eBay for organizational behavior, key concepts, skills & best practices. Shop with confidence.

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