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<tr>
<th>Course</th>
<th>Instructor</th>
<th>Textbook(s)</th>
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</table>
| 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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<tr>
<th>Course Code</th>
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<td></td>
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<td>Book #2 - Required:</td>
<td>Title: Presentation Basics</td>
<td>Author/s: Robert J. Rosania</td>
<td>Publisher: ASTD Press</td>
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<td></td>
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<td>(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.)</td>
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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  
Publ: 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 |
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<th>Course</th>
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<th>Book #3 (Required)</th>
<th>Book #4 (Required)</th>
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| MBU 664 Developing Leadership Competencies | **Title:** The Leadership Challenge, 4th ed.  
**Author:** James Kouzes and Barry Posner  
**Publisher:** Jossey-Bass  
**ISBN:** 9780787984922                                                                                                                                 | **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 371 International Cultures in          | **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:** 039592721X                                                                                                                                                         | **Book #4 (Required):**  
**Title:** A Good Fall  
**Author:** Ha Jin  
**Publisher:** Pantheon  
**ISBN:** 9780307378682                                                                                                                                                         |
| American Literature                        | **Book #1 (Required):**  
**Title:** Interpreter of Maladies  
**Author:** Jhumpa Lahiri  
**Publisher:** Houghton Mifflin  
**ISBN:** 039592721X                                                                                                                                                              | **Book #2 (Required):**  
**Title:** Hunger of Memory  
**Author:** Richard Rodriguez  
**Publisher:** Bantam Dell  
**ISBN:** 0553382519                                                                                                                                                              |                                                                                                                                                                                       |                                                                                                                                                                                                         |
| MID - Metro: Interdisciplinary              | **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>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>MID 100</td>
<td>Critical Thinking</td>
<td>L. Eby</td>
<td><strong>Book #1 (Required):</strong> Hamlet (Folger Shakespeare Library Edition)</td>
<td>William Shakespeare (P. Werstine &amp; B. Mowat, ed.)</td>
<td>Simon &amp; Schuster</td>
<td>9780743477123</td>
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<tr>
<td>MID 495</td>
<td>Senior Seminar</td>
<td>W. Perry</td>
<td><strong>Book #2 (Required):</strong> The Odyssey, Revised Edition</td>
<td>Homer (E.V. Rieu, translator)</td>
<td>Penguin Classics</td>
<td>9780140449112</td>
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<td><strong>Book #3 (Required):</strong> Tough Care</td>
<td>Bernard Mooney</td>
<td>CreateSpace</td>
<td>9781466391376</td>
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<td><strong>Book #5 (Required):</strong> A Writer's Reference, 7th ed.</td>
<td>Diana Hacker</td>
<td>Bedford/St. Martin's</td>
<td>9780312601430</td>
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### MIS - Metro: Information Science

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<td>Course Title</td>
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<td>Book#1 (Required)</td>
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Publisher: Course Technology/Cengage
ISBN: 9781111534158 |                                                                 |
| MPD 340     | Mgt. & Org. Behavior                             | W. Morton  | (See MBU 201 above.)                                                                                 |                                                                                |
| 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 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 |                                                                                |
<p>| MSO 385     | Public Private Partnership (Online)              | Pending    | Pending                                                                                             |                                                                                |</p>
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<tr>
<td>MSO 386 Corporate Social Responsibility (Online)</td>
<td>V. Okaru-Bisant</td>
<td>Title: Corporate Social Responsibility: An Ethical Approach Author: Mark S. Schwartz Publisher: Broadview Press ISBN: 9781551112947</td>
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<tr>
<td>MSO 417 Social Enterprise Development (Online)</td>
<td>D. Fisher</td>
<td>Pending</td>
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<tr>
<td>MSO 584 Principles &amp; Practices of Social Entrepreneurship (Online)</td>
<td>D. Fisher</td>
<td>Title: Understanding Social Entrepreneurship: The Relentless Pursuit... Authors: Jill Kickul and Thomas Lyons Publisher: Routledge (Taylor &amp; Francis) ISBN: 9780415884891</td>
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<td>MSO 585 Public Private Partnership (Online)</td>
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<tr>
<td>MSO 586 Corporate Social Responsibility (Online)</td>
<td>V. Okaru-Bisant</td>
<td>Title: Corporate Social Responsibility: An Ethical Approach Author: Mark S. Schwartz Publisher: Broadview Press ISBN: 9781551112947</td>
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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.

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
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. Why Organizational Behavior Matters. 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. 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.