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<td>MBU-Metro: Business</td>
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| MBU 201 Management & Org.     | W. Morton  | **Title:** Organizational Behavior: Key Concepts, Skills And Best Practices, 5th ed.  
Authors: Angelo Kinicki & Mel Fugate  
Publisher: McGraw-Hill  
ISBN: 9780078137204 |
| Behavior (Online)             |            |                                                                                                                                              |
| 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    | 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):**  
| (Online)                      |            |                                                                                                                                              |
| 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>Title: ASTD Handbook for Workplace Learning Professionals</td>
<td>Authors: Elaine Biech (ed.)</td>
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<td>Author/s: Robert J. Rosania</td>
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(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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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: 9780470505098 |
| 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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| MBU 664 Developing Leadership Competencies | C. Jordan  | **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 | J. Russell | Title: Research Methods in Business Studies, 4th ed.  
Authors: Pervez Ghauri & Kjell Gronhaug  
Publisher: Pearson Education Canada  
ISBN: 9780273712046 |
| MHU 371 International Cultures in American Literature | R. Sharp  | **Book #1 (Required):**  
Title: Funny in Farsi  
Author: Firoozeh Dumas  
Publisher: Random House  
ISBN: 9780812968378  
**Book #2 (Required):**  
Title: Interpreter of Maladies  
Author: Jhumpa Lahiri  
Publisher: Houghton Mifflin  
ISBN: 0395927210  
**Book #3 (Required):**  
Title: Hunger of Memory  
Author: Richard Rodriguez  
Publisher: Bantam Dell  
ISBN: 0553382519  
**Book #4 (Required):**  
Title: A Good Fall  
Author: Ha Jin  
Publisher: Pantheon  
ISBN: 9780307378682 |
| MID 50 / 350 SAIL               | M. Stevenson| Title: Earn College Credit for What You Know, 4th ed.  
Author: Colvin, J.  
Publisher: Kendall/Hunt Publishing Company  
ISBN: 9780757527500 |
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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 |  |  |  |
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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.Â

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