

METROPOLITAN SCHOOL OF PROFESSIONAL STUDIES: TEXTBOOKS – Fall 2016

| Course | Instructor | Textbook(s) |
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| MBU-Metro: Business | | |
| MBU 167 Conflict Resolution | Fontaine, E. | Title: Interpersonal Conflict 9 th Edition Author: William Wilmot, Joyce Hocker Publisher: McGraw-Hill Higher Education ISBN: 9780078036934 |
| MBU 251 Financial Analysis | Smolskis, J. | Title: Foundations of Finance: The Logic and Practice of Financial Management, 8 th Ed. Authors: Arthur J. and J. William Petty Publisher: Pearson ISBN: 9780132994873 |
| MBU 328/564 | Strand, M. | Title: Strategic Compensation: A Human Resource Management Approach, 8 th Ed. Author: Joseph J. Martocchio Publisher: Pearson ISBN: 9780133457100 |
| MBU 341 Business Law | Healy, T. | Title: Business Law, 8 th Ed. Author: Henry R. Cheeseman Publisher: Pearson ISBN: 9780132890410 |
| MBU 465/566 Human Resources Development and Training | Kippen, K. | Title: ASTD handbook: The Definitive Reference for Training & Development, 2 nd Edition Author: Elaine Biech Publisher: American Society for Training and Development ISBN: 9781562869137 Title: Presentations Basic, 3 rd Edition Author: Robert J. Rosania Publisher: American Society for Training and Development ISBN: 9781562863470 |

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| <p>MBU 505A Project Management</p> | <p>Weiner, J.</p> | <p>Title: Project Management: The Managerial Process, 6th Ed. Authors: Erik W. Larson & Clifford F. Gray Publisher: McGraw-Hill Education ISBN: 9780078096594</p> |
| <p>MBU 512 Conflict Resolution</p> | <p>Fontaine, E.</p> | <p>Title: Interpersonal Conflict 9th Edition Author: William Wilmot, Joyce Hocker Publisher: McGraw-Hill Higher Education ISBN: 9780078036934</p> <p>Title: The Power of a Positive No: Save the Deal Save the Relationship and Still Say No Author: William Ury Publisher: Random House Publishing Group ISBN: 9780553384260</p> <p>Title: Thomas-Kilmann Conflict Mode Instrument Author: Kenneth W. Thomas and Ralph Kilmann Publisher: CPP, Inc. ASIN: B0006SA34O</p> |
| <p>MBU 512A Conflict Resolution</p> | <p>Henderson, J.</p> | <p>Title: Complete Guide to Conflict Resolution in the Workplace Author: Marick F. Masters, Robert R. Albright Publisher: AMACOM Books ISBN: 9780814417188</p> <p>Title: Resolving Conflicts at Work Author: Kenneth Cloke, Joan Goldsmith Publisher: Wiley ISBN: 9780470922248</p> |
| <p>MBU 514A Leadership Foundations</p> | <p>Stacy, K.</p> | <p>Title: Leadership: Theory and Practice, 7th Ed. Author: Peter G. Northouse Publisher: SAGE Publications ISBN: 9781483317533</p> |

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| <p>MBU 516 Managing People and Performance</p> | <p>Austin, D.</p> | <p>Title: Management Skills: A Jossey-Bass Reader, 1st Edition Author: Jossey-Bass Publishers Publisher: Wiley ISBN: 9780787973414</p> |
| <p>MBU 576 Contract Pricing, Negotiations, & Source Selection</p> | <p>Cartwright, R.</p> | <p>Title: Guide to Contract Pricing – with CD, 5th Ed. Author: John Edward Murphy Publisher: Management Concepts ISBN: 9781567262414</p> |
| <p>MBU 578A Performance of Government Contracts</p> | <p>Leslie, T.</p> | <p>Title: The Responsible Manager: Protecting the Public Interst in an Outsourced World Authors: Stephen Cohen and William Eimicke Publisher: Georgetown University Press ISBN: 9781589012141</p> |
| <p>MBU 594-01 Advanced Topics in Management</p> | <p>Vargas, D.</p> | <p>Title: Risk Management, Tricks of the Trade, 2nd Ed. Author: Rita Mulcahy Publisher: RMC Publications ISBN: 9781932735321</p> |
| <p>MBU 619 Strategic Planning and Implementation</p> | <p>Austin, D.</p> | <p>Title: Strategic Management: A Competitive Advantage Approach, Concepts and Cases, 16th Edition Author: David Publisher: Pearson ISBN: 9780134167848</p> |
| <p>MBU 627A Human Resource Information Systems and Communications</p> | <p>Austin, D.</p> | <p>Title: Human Resources Information Systems, 3rd Ed. Author: Michael J. Kavanagh, Mohan Thite, Richard Johnson Publisher: SAGE Publications ISBN: 9781483306933</p> <p>Title: Proving the Value of Human Resources Author: Jack J. Phillips, Patricia Pulliam Phillips Publisher: Society for Human Resource Management ISBN: 9781586440497</p> |

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| <p>MBU 637A Strategies & Practices in Federal Staffing</p> | <p>Bachrach, D.</p> | <p>Title: Civil Disservice, 10th Edition Author: Fred Mills Publisher: iUniverse, Incorporated ISBN: 9781450208949</p> <p>Title: People Factor, 8th Edition Author: Linda J. Bilmes, W. Scott Gould Publisher: Brookings Institution Press ISBN: 9780815701415</p> |
| <p>MBU 638A Strategic Human Capital Management</p> | <p>Casey, H.</p> | <p>Title: Human Resource Management in Public Service, 5th Ed. Authors: Evan M. Berman, James S. Bowman, Johnathan P. West, and Montgomery R. Van Wart Publisher: Sage Publications ISBN: 9781483340036</p> |
| <p>MBU 652 Managerial Decision Making: Finance & Budgeting</p> | <p>Hutton, L.</p> | <p>Title: Analysis for Financial Management, 11th Ed. Author: Robert Higgins Publisher: McGraw-Hill Professional Publishing ISBN: 9780077861780</p> |
| <p>MBU 652A Managerial Decision Making: Finance & Budgeting</p> | <p>Morton, B.</p> | <p>Title: Analysis for Financial Management, 11th Edition Author: Robert Higgins Publisher: McGraw-Hill Professional Publishing ISBN: 9780077861780</p> |
| <p>MBU 653A Human Resources Budgeting and Metrics</p> | <p>Viehmyer, L.</p> | <p>Title: Essentials of Finance and Budgeting, 5th Ed. Author: Harvard Business School Press Publisher: Harvard Business Review Press ISBN: 9781591395720</p> <p>Title: How to Measure Human Resources Management 3rd Ed. Author: Jac Fitz-enz, Barbara Davison Publisher: McGraw-Hill Professional Publishing ISBN: 9780071369985</p> |

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| MBU 664A Developing Leadership Competencies | Steed, H. | No textbook required. |
| MBU 667A Leading Organizational Change | McDonald, J. | Title: Managing Transitions, Making the Most of Change 3 rd Ed. Author: William Bridges Publisher: Da Capo Lifelong Books ISBN: 9780738213804 Title: The Heart of Change, Real Life Stories of How People Change Their Organizations Authors: John P. Cotter and Dan S. Cohen Publisher: Harvard Business Review Press ISBN: 9781422187333 |
| MBU 668A Organization Development | Henderson, J. | Title: Organization Development and Change Author: Thomas G. Cummings, Christopher G. Worley Publisher: Cengage Learning ISBN: 9781133190455 |
| MBU 673/674 Master's Capstone: Research, Synthesis, and Applications | Wood, C. | Title: Research Methods in Business Studies, 4 th Edition Authors: Pervez Ghauri, Kjell Gronhaug Publisher: Prentice Hall ISBN: 9780273712046 |
| MBU 673A/674A Master's Capstone: Research, Synthesis, and Applications | Russell, M. | Title: Research Methods in Business Studies, 4 th Edition Authors: Pervez Ghauri, Kjell Gronhaug Publisher: Prentice Hall ISBN: 9780273712046 |
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| <p>MHU 151 Rhetoric and Composition</p> | <p>Strain, C.</p> | <p>Title: Norton Field Guide to Writing, 3rd Ed. Author: Richard Bullock Publisher: W.W. Norton & Co. ISBN: 9780393919561</p> <p>Title: Rules for Writers, 8th Ed. Authors: Diana Hacker and Nancy Sommers Publisher: Bedford/St. Martin's ISBN: 9781457683046</p> |
| <p>MHU 262 Western Literature II</p> | <p>Farmer, B.</p> | <p>Title: One day in Life of Ivan Denisovich Author: Alexander Solzhenitsyn, Yevgeny Yevtushenko, Eric Bogosian Publisher: Penguin Publishing Group ISBN: 9780451228147</p> <p>Title: Waiting for Barbarians, 10th Edition Author: J.M. Coetzee, C.C. Askew Publisher: Penguin Publishing Group ISBN: 9780143116929</p> <p>Title: Beautiful Things That Heaven Bears, 7th Edition Author: Dinaw Mengestu Publisher: Penguin Publishing Group ISBN: 9781594482854</p> <p>Title: One Hundred Years of Solitude, 6th Edition Author: Gabriel Garcia Marquez, Gregory Rabassa Publisher: Harper Collins Publishers ISBN: 9780060883287</p> |
| <p>MID 210 Introduction to Biological Sciences</p> | <p>Lewis, C.</p> | <p>Title: Essentials of Biology, 3rd Edition Author: Sylvia S. Mader and Michael Windelspecht Publisher: McGraw-Hill ASIN: B00HTJXOYY</p> |

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| MID 494-01 Microcomputer Applications II | Cotner, M. | Title: Microsoft Office 2013: Illustrated Introductory, Second Course, 1 st Edition Author: David W. Beskeen Publisher: Cengage Learning ISBN: 9781285082264 |
| MID 494-03 Contemporary World Literature | Fitzgerald, M. | Title: The Bedford Anthology of World Literature Book 6: The Twentieth Century, 1900-The Present Authors: Paul Davis and David M. Johnson Publisher: Bedford/St. Martin's ISBN: 9780312402662 |
| MID 499 Senior Seminar | Littlefield, R. | Title: Writing Research Papers, 15 th Ed. Author: James D. Lester Publisher: Longman ISBN: 9780321952950 |
| MIS 105 Microcomputer Applications I | Smetheram, H. | Title: Microsoft Office 2013: Illustrated Introductory, First Course, 1 st Edition Author: David W. Beskeen Publisher: Cengage Learning ISBN: 9781285088457 |
| MIS 110 Introduction to Programming | Smetheram, H. | ISBN: 9781323523841 Please check Blackboard for purchase information. |
| MIS 325 Project Management | O'Connor, C. | Title: PMP: Project Management Professional Exam Study Guide, 8 th Ed. Author: Kim Heldman Publisher: Wiley ISBN: 9781119179672 |
| MPH 250 Professional Ethics | O'Brien, J. | Title: Business Ethics 3 rd Ed. Author: Laura Hartman, Joseph DesJardins, Chris MacDonald Publisher: McGraw-Hill Higher Education ISBN: 9780078029455 |
| MRE 100 Old Testament | Krugger, J. | There is no textbook required for this course. Readings will be pulled from the Bible. |

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| MRE 101 Introduction to Study of Religion | Boehm, A. | <p>Title: Introducing Religion: Readings from the Classic Theorists, 1st Edition Authors: Daniel L. Pals Publisher: Oxford University Press ISBN: 9780195181494</p> |
| MSM 501 Communicating Effectively as a Manager | Wood, C. | <p>Title: Business and Administrative Communication, 11th Ed. Authors: Kitty Locker and Donna Kienzler Publisher: McGraw-Hill ISBN: 9780073403250</p> |
| MSM 505 Project Management | Kushner, M. | <p><u>Required</u></p> <p>Title: Project Management Author: Mike Kushner Publisher: McGraw-Hill ISBN: 9781308822051</p> <p>Title: SIM Project Simulation ISBN: 9780615341972</p> <p>Please purchase from this site: www.simulationpoweredlearning.com</p> <p><u>Recommended</u></p> <p>Note: These books are available as e-books through the CUA school library.</p> <p>Title: Project Management Body of Knowledge Author: Project Management Institute ISBN: 9781930699458</p> <p>Title: Project 2010 Bible Author: Elaine Marmel Publisher: Wiley ISBN: 9780470501313</p> |

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| MSM 514 Leadership Foundations | Hamp, J. | Title: Leadership, Theory and Practice, 7 th Ed. Author: Peter G. Northouse Publisher: Sage Publications ISBN: 9781483317533 |
| MSO 190 Sociology | Banks, D. | Title: Sociology: The Essentials, 9 th Edition Author: Margaret L. Anderson, Howard F. Taylor Publisher: Cengage Learning ISBN: 9781305503083 |
| MSO 200 Human Cultural Diversity | Fontaine, E. | Title: Diversity Consciousness: Opening Our Minds to People, Cultures, and Opportunities, 4 th Ed. Authors: Richard D. Bucher Publisher: Pearson ISBN: 9780321919069 |
| MSO 250 Abnormal Psychology | Roary, M. | Title: Abnormal Psychology, 6 th Edition Author: Susan Nolen-Hoeksema Publisher: McGraw-Hill Higher Education ISBN: 9780078035388 |
| MSO 271 World Politics | Littlefield, R. | Title: World Politics: Trend and Transformation, 16 th Ed. Authors: Charles W. Kegley, Shannon L. Blanton Publisher: Cengage Learning ISBN: 9781305504875 |
| MSO 345 Legal and Ethical Issues in Human Services | Yetter, T. | Title: Law in Social Work Practice (Ethics & Legal Issues), 3rd Ed. Authors: Andrea Saltzman and David M. Furman Publisher: Cengage ISBN: 9781133312611 |
| MSO 396 Working with Couples and Families | Roary, M. | Title: Family Therapy: An Overview Authors: Irene Goldenberg, Mark Stanton and Herbert Goldenberg Publisher: Cengage ISBN: 9781305092969 |
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MSO 417/587 Social Enterprise Development

Ebrahim, S.

Recommended:

Title: Understanding Social Entrepreneurship: The Relentless Pursuit of Mission in an Ever Changing World

Author: Jill Kilcul and Thomas Lyons

Publisher: Routledge

ISBN: 9780415884891

