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<th>Course</th>
<th>Instructor</th>
<th>Textbook/s</th>
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| MBU 110-01 Accounting        | Morton, William | Title: Accounting Principles (Vol. 1/Paperback), 11th Ed.  
Authors: Weygandt, Kimmel, Kieso  
Publisher: J. Wiley & Sons  
ISBN: 9781118342060 |
| MBU 141-01 Macroeconomics    | Campbell, Stephen | (Same as text for MBU 142)  
Title: Essentials of Economics, 3rd ed.  
Author/s: Paul Krugman, Robin Wells & Kathryn Graddy  
Publisher: Worth Publishers  
ISBN: 9781429278508 |
| MBU 142-01 Microeconomics    | Campbell, Stephen | (Same as text for MBU 141)  
Title: Essentials of Economics, 3rd ed.  
Author/s: Paul Krugman, Robin Wells & Kathryn Graddy  
Publisher: Worth Publishers  
ISBN: 9781429278508 |
| MBU 167-01 Conflict Resolution | Giles, Inez | See MBU 512                                                                                                                                   |
Authors: Louis E. Boone & David L. Kurtz  
Publisher: Cengage Learning  
ISBN-13 97811111579715 |
| MBU 361-01 Human Resources Management (Begins March 4) | Simmons, Katherine | Title: A Framework for Human Resources Management, 7th ed.  
Authors: Gary Dessler  
Publisher: Prentice Hall  
ISBN: 9780132576147 |
| MBU 361-02 Human Resources Management (SHRM) (Begins March 4) | Varies | 2015 SHRM Learning System (for SHRM-CP & SHRM-SCP)  
(Students must purchase from Metropolitan SPS or SHRM) |
| MBU 365 Key Legal Issues in HRM | Abrams, Adele | See MBU 523                                                                                                                                  |
| MBU 465 HR Development & Training | Kippen, Kimo | See MBU 566                                                                                                                                  |
| MBU 501-01 Comm Eff as a Mgr  | Wood, Cheryl | Title: Business and Administrative Communication, 11th ed.  
Author: Kitty O. Locker and Donna Kienzler  
Publisher: McGraw Hill  
ISBN: 9780073403250  (Int'l edition is also acceptable.) |
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<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Title: Project Management: A Managerial Approach, 9th ed.</th>
<th>Authors: Jack R. Meredith, Samuel J. Mantel, Jr., Scott M. Shafer</th>
<th>Publisher: John Wiley &amp; Sons</th>
<th>ISBN: 9781118947029</th>
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<td>Books (Required)</td>
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| MBU 566-01 | HR Training & Development| Kippen, Kimo| **Book #1 - Required:**  
Title: ASTD Handbook: The Defin. Ref. for Trng & Dev., 2nd ed.  
Editor: Elaine Biech  
Publisher: ASTD Press  
ISBN: 9781562869137  
**Book #2 - Required:**  
Title: Presentation Basics  
Author/s: Robert J. Rosania  
Publisher: ASTD Press  
ISBN: 9781562863470 |
| MBU 573-01 | Legal Aspects of Gov't Contracting | Vacketta, Carl | **Book #1 - Required**  
Author: Steven W. Feldman  
Publisher: Thomson Reuters / Westlaw  
ISBN: 9780314644121  
NOTE: (This is a $400+ book, but it is the quintessential text for this subject. A copy of the book has been purchased and made available in the reference section of CUA's Mullen Library.)  
**Additional materials - Required**  
There are three other sets of material required for this course, all of which will be provided by MSPS. A week or so before the start of the course, an e-mail on how/when to pick up the materials will be sent via e-mail to enrolled students. |
| MBU 619-01 | Strategic Planning & Impl. | Kline, Robert | **Book #1 (Required):**  
Title: Essentials of Strategic Management, 5th ed.  
Author: J. David Hunger & Thomas L. Wheelan  
Publisher: Prentice Hall  
ISBN: 9780136006695  
**Book #2 (Required):**  
Title: HBR’s 10 Must Reads on Strategy  
Publisher: Harvard Business Publishing  
ISBN: 9781422157985 |
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| MBU 627 HR Info Systems | Austin, Denny | **Book #1 - Required:**  
Authors: Kavanagh, Thite & Johnson  
Publisher: Sage Publ.  
ISBN: 9781483306933  
**Book #2 - Required:**  
Title: Proving the Value of HR: How and Why to Measure ROI, 2nd ed.  
Authors: Jack J. Phillips & Patricia Pulliam Phillips  
Publisher: Society for Human Resource Management (SHRM)  
ISBN: 9781586442316 |
| MBU 637-01 Strategies & Practices in Federal Staffing | Bachrach, David | **Book #1 - Required**  
Title: The People Factor: Strengthening America by Investing in Public Service  
Authors: Linda J Bilmes and W. Scott Gould  
Publisher: Brookings Institution Press  
ISBN: 9780815701415  
**Book #2 - Required**  
Title: Civil Disservice: Federal Employment Culture and the Challenge of Genuine Reform  
Author: Fred Mills.  
Publisher: iUniverse, Inc.  
ISBN: 9781450208949 |
Author: Robyn Walker  
Publisher: Cengage/South-Western  
ISBN: 9781133933755 |
Author: Robert C. Higgins  
Publisher: McGraw Hill  
ISBN: 9780078034688 |
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<th>Book #3 - Required</th>
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<td>MBU 664-01</td>
<td>Developing Leadership Comp.</td>
<td>Keelty, L.</td>
<td>Title: Discovering the Leader in You: How to Realize Your Leadership Potential</td>
<td>Authors: Sara N. King, David Altman, Robert J. Lee</td>
<td>Publisher: Jossey-Bass</td>
<td>ISBN: 9780470498880</td>
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<td></td>
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<td><strong>Book #2 - Required</strong></td>
<td>Title: Discovering the Leader in You: Workbook</td>
<td>Authors: Sara N. King &amp; David Altman</td>
<td>Publisher: Jossey-Bass</td>
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<td><strong>Book #3 - Required</strong></td>
<td>Title: Campbell Leadership Descriptor Participant's Package</td>
<td>Author: David Campbell</td>
<td>Publisher: Wiley</td>
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<td><strong>Book #4 - Required</strong></td>
<td>Title: The 21 Irrefutable Laws of Leadership, Rev. &amp; Upd. 10th Anniv. Ed.</td>
<td>Author: John C. Maxwell</td>
<td>Publisher: Thomas Nelson</td>
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<td><strong>Book #6 - Required</strong></td>
<td>Title: Managing Your Boss</td>
<td>Authors: John Gabarro and John Kotter</td>
<td>Publisher: Harvard Business Review Press</td>
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<td>MBU 667-01</td>
<td>Leading Org'l Change (Online)</td>
<td>Stacy, K.</td>
<td>Title: Implementing Organizational Change, 3rd ed.</td>
<td>Author: Bert Spector</td>
<td>Publisher: Prentice Hall / Pearson</td>
<td>ISBN: 9780132729840</td>
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| MHU 131-01 Pres, Pres, & Speaking | Rhine, Charles | **Title:** The Art of Public Speaking, 12th ed.  
**Author:** Stephen Lucas  
**Publisher:** McGraw Hill  
**ISBN:** 9780073523910 |
| MHU 152-01 Comp and Research | Farmer, Benjamin | **Book #1 (Required):**  
**Title:** They Say, I Say: The Moves That Matter in Academic Writing, 3rd ed.  
**Authors:** Gerald Graff & Cathy Birkenstein  
**Publisher:** W. W. Norton & Company  
**ISBN:** 9780393935844  
**Book #2 (Required):**  
**Title:** A Writer's Reference, 7th ed.  
**Author:** Diana Hacker  
**Publisher:** Bedford/St. Martin's  
**ISBN:** 9780312601430 |
| MHU 490-02 Topics: Contemp. World. Lit. (Online) | Fitzgerald, Mark | **Title:** Bedford Anthology of World Literature, Book 6, 1st ed.  
**Authors:** Davis, Harrison, Johnson & Crawford  
**Publisher:** Bedford/St. Martin's  
**ISBN:** 9780312402662 |
| MID 50-01 SAIL (PLA) | Terzaghi, Vanessa | See your advisor in MSPS |
| MID 100-01 Critical Thinking | Kaiser, Larry | **Title:** The Art of Reasoning, 4th ed.  
**Author:** David Kelley  
**Publisher:** W.W. Norton Co  
**ISBN:** 9780393930788 |
| MID 150-01 College Mathematics | Clements, Toni | **Title:** Basic College Mathematics, 4th ed.  
**Author:** Igancio Bello  
**Publisher:** McGraw-Hill  
**ISBN:** 9780073384382 |
| MID 213-01 Earth Science: | Gallagher, Ann | **Title:** The Good Earth: Introduction to Earth Science, 3rd ed.  
**Author:** David McConnell and David Steer  
**Publisher:** McGraw-Hill  
**ISBN:** 9780073524108 |
<p>| MID 350-01 SAIL (PLA) | Terzaghi, Vanessa | See your advisor in MSPS |</p>
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<th>Course Code</th>
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Author: James D. Lester & James D. Lester, Jr.  
Publisher: Longman  
ISBN: 9780321952950 |
| MIS - Metro: Info Systems |                                   |            |                                                                               |
| MIS 105-01  | Microcomp Apps I                    | Myers, Alice | Title: Practical Microsoft Office 2013, 1st ed., w/CD-ROM  
Authors: June Jamrich Parsons & Dan Oja  
Publisher: Cengage  
ISBN: 9781285075990 |
| MIS 110-01  | Intro to Programming                | Clements, Toni | Required Book (as of 1/5/15, per publisher/bookstore):  
Author: Schneider  
Publisher: Pearson Education  
ISBN: 9780133378504 |
| MIS 208    | Electronic Health Records I         | Word, Jimmy | Book #1 - Required  
Author: Richard Gartee  
Publisher: Pearson  
ISBN: 9780132619271  
Book #2 - Required  
Title: Electronic Health Records for Allied Health Careers w/Student CD-ROM  
Author: Susan M. Sanderson  
Publisher: McGraw-Hill  
ISBN: 9780073309781 |
| MIS 209-01  | Electronic Health Records II        | Word, Jimmy | Book #1 - Required  
Author: Richard Gartee  
Publisher: Pearson  
ISBN: 9780132619271  
Book #2 - Required  
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 314-01 | IT Hardware/System Software | Daham, Adel | **Book #1 - Required**  
Title: IT Essentials: PC Hardware and Software Companion Guide, 5th ed.  
Author: Cisco Networking Academy  
Publisher: Cisco Press  
ISBN: 9781587133084 | |
|            |              |            | **Book #2 - Recommended**  
Title: CompTIA A+ 220-801 and 220-802 Authorized Exam Cram, 6th ed.  
Author: David L. Prowse  
Publisher: Pearson IT Certification (Aug. 5, 2012)  
ISBN: 9780789749710 | |
| MIS 323    | Data Communications | Tambert, J.S. | Title: Business Data Networks & Security, 10th ed.  
Authors: Raymond R. Panko/Julia L. Panko  
Publisher: Prentice Hall  
ISBN: 9780133544015 | |
Authors: Peter Rob, Carlos Coronel, & Steven Morris  
Publisher: Course Technology/Cengage  
ISBN: 97811111969608 | |
| MPD - Metro: Prof'l Development | | | | |
| MPD 338-01 | Human Resource Management (begins March 5) | Simmons, Katherine | See MBU 361-01 | |
| MPD 353    | - all sections  
(Begins March 4 / March 7) | varies | 2015 SHRM Learning System (for SHRM-CP & SHRM-SCP)  
(Students must purchase from Metropolitan SPS or SHRM) | |
| MPD 364    | HR Dev & Trng | Kippen, Kimo | See MBU 566 | |
| MPD 365    | Key Lgl Iss HRM | Abrams, Adele | See MBU 523 | |
| MPH - Metro: Philosophy | | | | |
| MPH 200-01 | Classical Mind | Pears, Colin | No book. | |
| MPH 350    | Philosophy of Religion (Online) | Despres, James | Title: Philosophy of Religion: Selected Readings, 3rd ed.  
Authors: William L. Rowe and William J. Wainwright (ed.)  
Publisher: Oxford University Press, 1998  
ISBN: 9780195155112 | |
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| MPH 490 Tpcs Ph: Political & Social Phil. | Eby, Lloyd | Title: Contemporary Political Philosophy: An Introduction, 2nd ed.  
Author: Will Kymlicka  
Publisher: Oxford University Press  
ISBN: 9780198782742 |
| MRE - Metro: Religion | Olsen, Kristina | **Book #1 - Required**  
Title: Theology and Modern Science: Quest for Coherence  
Author: James Wiseman  
Publisher: Bloomsbury Academic  
ISBN: 9780826413819  
**Book #2 - Required**  
Title: iGods: How Technology Shapes Our Spiritual and Social Lives  
Author: Craig Detweiler  
Publisher: Brazos Press  
ISBN: 9781587433443 |
| MRE 447 Theology of Marriage & Family | Kruggel, James | **Book #1 - Required**  
Title: Theology of the Body for Beginners (Revised Edition)  
Author: Christopher West  
Publisher: Ascension Press  
ISBN: 9781934217856  
**Book #2 - Required**  
Title: Men, Women and the Mystery of Love: Practical Insights...  
Author: Edward Sri  
Publisher: Servant Books  
ISBN: 9780867168402 |
| MSO - Metro: Social Sciences | Boston, Denise | Title: Psychology, 10th ed., with Updates on DSM-5  
Author: David G. Myers  
Publisher: Worth  
ISBN: 9781464164743 |
| MSO 180 General Psychology (Online) | Fontaine, Eric | Title: Diversity Consciousness: Opening our Minds..., 4th ed.  
Author: Richard D. Bucher  
Publisher: Prentice Hall  
ISBN: 9780321919069 |
| MSO 200-01 Human Cultural Diversity | Battle, Scott | Title: Diversity Consciousness: Opening our Minds..., 4th ed.  
Author: Richard D. Bucher  
Publisher: Prentice Hall  
ISBN: 9780321919069 |
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<td>(Begins March 5)</td>
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<td>Publisher: Pearson</td>
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<td>Publisher: Pearson</td>
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<td>MSO 328-01</td>
<td>Public Policy &amp; Human Services</td>
<td>Cottman, Johanna</td>
<td>An Introduction to Human Services, Policy &amp; Practice, 8th Ed</td>
<td>Betty Mandell &amp; Barbara Schram</td>
<td>Pearson</td>
<td>9780205838851</td>
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<td>MSO 365-01</td>
<td>Intro to Counseling</td>
<td>Roary, Mary</td>
<td>Elements of Counseling, 7th ed.</td>
<td>Scott T. T. Meier, Susan R. Davis</td>
<td>Brooks/Cole-Cengage</td>
<td>9780495813330</td>
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<tr>
<td>MSO 397-01</td>
<td>News Media &amp; International Affairs</td>
<td>Teleki, Max</td>
<td>The Press Effect (Paperback)</td>
<td>Kathleen Hall Jamieson &amp; Paul Waldman</td>
<td>Oxford Univ. Press</td>
<td>9780195173291</td>
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<td>Title: Lonitudes &amp; Attitudes: The World in the Age of Terrorism (Paperback)</td>
<td>Thomas L. Friedman</td>
<td>Anchor Books/Random House</td>
<td>9781400031252</td>
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<td>MSO 461-01</td>
<td>Psych of Group Behavior</td>
<td>Robertson, Larry</td>
<td>Group Dynamics, 6th ed.</td>
<td>Donelson R. Forsyth</td>
<td>Wadsworth/Cengage</td>
<td>9781133956532</td>
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