

**METROPOLITAN SCHOOL OF PROFESSIONAL STUDIES  
TEXTBOOKS - FALL 2009**

Course	Instructor	Textbook(s)
<b>MBU-Metro: Business</b>		
<b>MBU 167 Conflict Resolution</b> Wednesdays, 6:10 - 8:40 p.m.	<b>E. Fontaine</b>	<b>BOOK 1 (Required)</b> Title: Interpersonal Conflict, 7th Edition Authors: W. Wilmot & J. Hocker Publisher: McGraw-Hill ISBN: 9780073135540 <b>BOOK 2 (Required)</b> Title: The Power of a Positive No: How to Say No and Still Get to Yes Author: William Ury Publisher: Bantam ISBN: 978-0-553-38426-0
<b>MBU 201-01 Management &amp; Org'l Behavior</b> Wednesdays, 5:30 - 9:45 p.m.	<b>E. Osong</b>	Title: Management: People, Performance, Change, 3rd ed. (w/ Premium Content Card) Authors: L. Gomez-Mejia, R. Cardy, D. Balkin Publisher: McGraw-Hill ISBN: 9780073336640
<b>MBU 324-01 Strategic Mgt. Practice</b> Thursdays, 5:30-9:45 p.m.	<b>R. Roop</b>	Pending
<b>MBU 251 Financial Analysis</b> Wednesdays, 6:10 - 8:40 p.m.	<b>J. Smolskis</b>	Title: Foundations of Finance: The Logic and Practice of Finance Mgt., 6th Ed. Author: Keown, Martin, et al. Publisher: Prentice Hall ISBN: 0132339226
<b>MBU 353 Government and Business</b> Mondays, 6:10-8:40 p.m.	<b>R. Littlefield</b>	Title: War on the Middle Class: How the Government... Author: Lou Dobbs Publisher: Penguin Group (USA) ISBN: 9780143112525
<b>MBU 356 International Business</b> Tuesdays, 6:35 - 9:05 p.m.	<b>G. Brito</b>	Title: International Business, 6th ed. Author: Griffin/Pustay Publ.: Prentice Hall ISBN: 9780137153732
<b>MBU 361-01 HR Mgmt</b> Thursdays, 5:30-9:45 p.m.	<b>R. Kellar</b>	Title: Human Resource Management, 11th ed. Author: Gary Dessler Publisher: Prentice Hall ISBN: 9780131746176
<b>MBU 361-02 HR Mgmt</b>	<b>S. Dean</b>	Students should contact Metropolitan School of Prof'l Studies about materials.
<b>MBU 370-01 Statistics</b> Mondays, 6:10-8:40 p.m.	<b>S. Campbell</b>	Title: Elementary Statistics: A Step by Step Approach (7th Ed.-Pkg) Author: Allan G. Bluman Publisher: McGraw-Hill ISBN: 9780077302351
<b>MBU 467-01 Employee and Labor Relations</b> Wednesdays, 5:30 - 9:45 p.m.	<b>R. Stacy</b>	Title: Labor Relations, 10th ed. Author: John A. Fossum Publisher: McGraw-Hill ISBN: 9780073530239

<b>MBU-Metro: Business (Graduate)</b>		
<b>MBU 501-01 Communicating Eff as a Manager</b> Mondays, 6:10 - 8:40 p.m.	<b>C. Wood</b>	Title: Business and Administrative Communication (8th ed) Author: Kittly O. Locker and Donna Kienzler Publisher: McGraw-Hill ISBN: 978-0-07-352503-7
<b>MBU 501-02 Communicating Eff as a Manager</b> Tuesdays, 6:35 - 9:05 p.m.	<b>C. Wood</b>	Title: Business and Administrative Communication (8th ed) Author: Kittly O. Locker and Donna Kienzler Publisher: McGraw-Hill ISBN: 978-0-07-352503-7
<b>MBU 510-01 Org. Theory &amp; Behavior</b> Thursdays, 6:35 - 9:05 p.m.	<b>R. Stacy</b>	Title: Organizational Behavior, 13th ed. Authors: Stephen P. Robbins / Timothy A. Judge Publisher: Prentice Hall ISBN: 978-0-13-600717-3
<b>MBU 514-01 Leadership Foundations</b> Thursdays, 6:35 - 9:05 p.m..	<b>J. Hamp</b>	Title: Leadership: Theory and Practice, 4th ed. Author: Peter G. Northouse Publisher: Sage Publ. ISBN: 9781412941617
<b>MBU 516 Managing People and Performance</b> Wednesdays, 6:10 - 8:40 p.m.	<b>D. Sepe</b>	Title: Management Skills: A Jossey-Bass Reader Author: Jossey-Bass Publishers (Ed.) Publisher: Jossey-Bass ISBN: 978-0-7879-7341-4
<b>MBU 523-01 Legal Environment of HRM</b> Tuesdays, 6:35 - 9:05 p.m.	<b>A. Abrams</b>	Title: Employment and Labor Law, 6th Ed. Authors: Patrick J. Cihon, James Ottavio Castagnera Publisher: South-Western/Cengage ISBN: 0324663668
<b>MBU 530-01 Human Resource Management</b> Tuesdays, 6:35 - 9:05 p.m.	<b>P. Shibelski</b>	Title: Human Resource Management, 6th Ed. Authors: Noe, Hollenbeck, Gerhart & Wright Publisher.: McGraw-Hill ISBN: 9780073530208
<b>MBU 540-01 Public Relations</b> Tuesdays, 6:35 - 9:05 p.m.	<b>Staff</b>	Pending
<b>MBU 543 Labor-Management Relations</b> Thursdays, 6:35 - 9:05 p.m.	<b>G. Lacy</b>	Title: The Labor Relations Process, 9th ed (2009) Authors: Holley, Jennings & Wolters Publisher: South-Western/Cengage ISBN: 0324421443
<b>MBU 619-01 Strategic Planning &amp; Implementation</b> Mondays, 6:10 - 8:40 p.m.	<b>R. Roop</b>	Title: Harvard Business Essentials - Strategy: Create & Implement the Best Strategy for Your Business Author: Harvard Business School (ed.) Publisher: Harvard Business School Press ISBN: 978-1-59139-632-1

<p><b>MBU 630 Mgt of HR in Federal Gov't</b> Mondays 6:10-8:40 p.m.</p>	<p><b>D. Austin</b></p>	<p><b>Book #1 (Required):</b> Title: Public Personnel Management – Contexts and Strategies, 5th ed. Authors: Klingner &amp; Nalbandian Publisher: Prentice Hall ISBN: 0-13-099307-7 <b>Book #2 (Required):</b> Title: Public Personnel Administration – Problems and Prospects, 4th ed. Authors: Hays &amp; Kearney Publisher: Prentice Hall ISBN: 0-13-041378-X <b>BOOK #3 (Required):</b> Title: Proving the Value of HR: How and Why to Measure ROI Authors: Jack J. Phillips and Patricia Pulliam Phillips Publisher: Society for Human Resource Management (SHRM) ISBN: 978-1-586440-49-7</p>
<p><b>MBU 632 Comp &amp; Ben in the Federal Sector</b> Wednesdays, 6:10 - 8:40 p.m.</p>	<p><b>D. Winstead</b></p>	<p>No Book</p>
<p><b>MBU 652 Managerial Decision-Making</b> Tuesdays, 6:35 - 9:05 p.m.</p>	<p><b>H. Steed</b></p>	<p>Title: Analysis for Financial Management, 8th ed. (w/S&amp;P Subcr. Card) Author: Robert C. Higgins Publisher: McGraw-Hill ISBN: 9780073258584</p>
<p><b>MBU 653 HR Budgeting &amp; Metrics</b> Wednesdays, 6:10 - 8:40 p.m.</p>	<p><b>L. Viehmyer</b></p>	<p><b>Book #1 (Required):</b> Title: The Essentials of Finance and Budgeting: Business Literacy for HR Professionals Author: HBS Press Publisher: Harvard Business School Press ISBN: 9781591395720 <b>Book #2 (Required):</b> Title: How to Measure Human Resource Management, 3rd Ed. Authors: Jac Fitz-enz and Barbara Davison Publisher: McGraw-Hill Professional ISBN: 978-0-07-136998-5 <b>Book #3 (Optional):</b> Title: Budgeting for Managers Authors: Sid Kemp and Eric Dunbar Publisher: McGraw-Hill Professional ISBN: 9780071391337</p>
<p><b>MBU 661-01 Ethical Leadership</b> Wednesdays, 6:10 - 8:40 p.m.</p>	<p><b>S. Wright</b></p>	<p>Title: Meeting the Ethical Challenges of Leadership Author: Craig E. Johnson Publisher: Sage ISBN: 9781412964814</p>
<p><b>MBU 663-01 Leadership &amp; Organization</b> Mondays, 6:10 - 8:40 p.m.</p>	<p><b>K. Stacy</b></p>	<p>Title: Leadership in Organization, 7th ed. Author: Gary Yukl Publisher: Prentice Hall ISBN: 9780132424318</p>
<p><b>MBU 673 Master's Capstone</b> OPEN DATES</p>	<p><b>J. Moran</b></p>	<p>No Book</p>

MHU - Metro: Humanities		
<b>MHU 131-01 Prsdg/Prsntg/Spkg</b> Tuesdays, 6:35 - 9:05 p.m.	<b>S. Richardson</b>	Title: Art of Public Speaking, 10th ed. Author: S. Lucas Publisher: McGraw-Hill ISBN: 0-07-730629-5
<b>MHU 140-01 Writing Skills</b> Mondays, 6:10 - 8:40 p.m.		<b>BOOK #1 (Required)</b> Title: Writing Voyage: A Process Approach to Basic Writing, 8th ed. Author: Thomas E. Tynner Publisher: Wadsworth/Cengage ISBN: 9781413029499 <b>BOOK #2 (Required)</b> Title: A Writer's Reference, 6th ed. Author: Diana Hacker Publisher: Bedford/St. Martin's ISBN: 0-312-45025-7
<b>MHU 151-01 Rhetoric &amp; Comp</b> Mondays, 6:10-8:40 p.m.	<b>C. Blount-Lewis</b>	<b>BOOK #1 (Required)</b> Title: Writing and Reading Across the Curriculum (w/MyCompLab), 10 ed. Author: Behrens & Rosen Publisher: Pearson/Longman ISBN: 0321486439 <b>BOOK #2 (Required)</b> Title: A Writer's Reference, 6th ed. Author: Diana Hacker Publisher: Bedford/St. Martin's ISBN: 0-312-45025-7
<b>MHU 152-01 Comp &amp; Rsrch</b> Mondays, 6:10-8:40 p.m.	<b>W. Perry</b>	<b>BOOK #1 (Required)</b> Title: Doing Research: The Complete Research Paper Guide (2nd Edition) Author: Dorothy U. Seyler Publisher: McGraw-Hill ISBN: 0070579792 <b>BOOK #2 (Required)</b> Title: Writing & Reading Across the Curriculum (w/MyCompLab) 10th Ed. Authors: Behrens and Rosen Publisher: Pearson/Longman ISBN: 0321486439 <b>BOOK #3 (Recommended)</b> Title: A Writer's Reference, 6th ed. Author: Diana Hacker Publisher: Bedford/St. Martin's ISBN: 0312450257

<p><b>MHU 368-01 Civil Rights in America</b> Online</p>	<p><b>C. Clinkscale</b></p>	<p><b>BOOK 1 (Required)</b> Title: The Fire Next Time Author: Baldwin, James Publisher: Vintage / Random House ISBN: 978-0-679-74472-6</p> <p><b>BOOK 2 (Required)</b> Title: A Raisin in the Sun Author: Hansberry, Lorraine Publisher: Vintage / Random House ISBN: 978-0-679-75533-3</p> <p><b>BOOK 3 (Required)</b> Title: The Lynching of Emmett Till: A Documentary Narrative (The American South Series) Author: Metress, Christopher (ed.) Publisher: University of Virginia Press ISBN: 0-8139-2122-8</p> <p><b>BOOK 4 (Required)</b> Title: The Civil Rights Movement in American Memory Authors: Romano, Renee and Raiford, Leigh (eds.) Publisher: University of Georgia Press ISBN: 0820328146</p> <p><b>BOOK 5 (Required)</b> Title: Thurgood Marshall: His Speeches, Writings, Arguments, Opinions, and Reminiscences (Library of Black America) Author: Tushnet, Mark V. (ed.) Publisher: Lawrence Hill Books / Chicago Review Press ISBN: 9781556523861</p>
<p><b>MHU 370 The Jazz Age</b> Wednesdays, 6:10-8:40 p.m.</p>	<p><b>R. Sharp</b></p>	<p><b>BOOK 1 (Required)</b> Title: The Great Gatsby Author: F Scott Fitzgerald Publisher: Scribner ISBN: 0-684-80152-3</p> <p><b>BOOK 2 (Required)</b> Title: Selected Poems of Langston Hughes Author: Langston Hughes Publisher: Vintage Classics ISBN: 0-679-72818-X</p> <p><b>BOOK 3 (Required)</b> Title: Mules and Men Author: Zora Neale Hurston Publisher: Harper Perennial Modern Classics ISBN: 978-0-06-135017-7</p> <p><b>BOOK 4 (Required)</b> Title: Cane Author: Jean Toomer Publisher: Liveright/W.W. Norton ISBN: 0-87140-151-7</p> <p><b>BOOK 5 (Required)</b> Title: 101 Great American Poems Author: The American Poetry &amp; Literacy Project (ed.) Publisher: Dover Thrift Editions ISBN: 0-486-40158-8</p> <p><b>BOOK 6 (Required)</b> Title: Anna Christie Author: Eugene O'Neill Publisher: Dover Thrift Editions ISBN: 0-486-29985-6</p>

<b>MID - Metro: Interdisciplinary</b>		
<b>MID 50-01 SAIL</b> Online	<b>M. Stevenson</b>	Title: Earn College Credit for What You Know (4th edition) Author: Colvin, J. Publisher: Kendall/Hunt Publishing Company ISBN: 978-0-7575-2750-0
<b>MID 100-01 Critical Thnkg</b> Thursdays, 6:35 - 9:05 p.m.	<b>L. Kaiser</b>	Title: The Art of Reasoning, 3rd ed. Author: David Kelly Publisher: W.W. Norton Co. ISBN: 0393972135
<b>MID 213-01 Earth Science</b> Thursdays, 6:35 - 9:05 p.m.	<b>A. Gallagher</b>	Title: The Good Earth: Introduction to Earth Science, 1st ed. Author: McConnell, Steer, et al Publisher: McGraw-Hill ISBN: 0073256501
<b>MID 495-01 Senior Seminar</b> Fridays, 6:10 - 8:40 p.m.	<b>C. Cannon</b>	Title: Doing Research: The Complete Research Paper Guide (2nd Edition) Author: Dorothy Seyler Publisher: McGraw-Hill ISBN: 0070579792
<b>MIS - Metro: Info Systems</b>		
<b>MIS 105-01 Microcomp Apps I</b> Tuesdays, 6:10-8:40 p.m.	<b>R. Ganjalizadeh</b>	Title: Practical Office 2007 Authors: June Parsons and Dan Oja Publisher: Course Technology/Cengage ISBN: 9781423906049
<b>MIS 107-01 Microcomp Appl II</b> Mondays, 6:10-8:40 p.m.	<b>S. Ganjalizadeh</b>	Title: Microsoft Office 2007, Illustrated Brief Author: Marjorie Hunt & Barbara Waxer Publisher: Course Technology/Cengage ISBN: 9781423905165
<b>MIS 323-01 Data Communications</b> Thursdays, 5:30 - 9:45 p.m.	<b>D. Vargas</b>	No book.
<b>MIS 327-01 Syst Anly &amp; Design</b> Online	A. Ghassemzadeh	Title: Systems Analysis & Design in a Changing World, 5th ed. Authors: John W. Satzinger, Robert Jackson, and Stephen D. Burd Publisher: Course Technology/Cengage ISBN: 9781423902287
<b>MIS 457-01 Emerging Environments</b> Thursdays, 5:30 - 9:45 p.m.	<b>D. Vargas</b>	No book.
<b>MPD - Metro: Prof'l Development</b>		
<b>MPD 301-01 Essentials of HRM</b> Tuesdays, 6:35 - 9:05 p.m.	W. Parker-Smith	Students should contact Metropolitan School of Prof'l Studies about materials.
<b>MPD 324-01 Strategic Mgt. Practices</b> Thursdays, 5:30 - 9:45 p.m.	<b>R. Roop</b>	See MBU 324-01 Strategic Mgt. Practices
<b>MPD 338-01 HR Mgmt</b> Thursdays, 5:30 - 9:45 p.m.	<b>R. Kellar</b>	See MBU 361 Human Resource Mgt.
<b>MPD 340-01 Mgmt and Org Behavior</b>	<b>E. Osong</b>	See MBU 201-01 Mgmt and Org'l Behavior
<b>MPD 353 HR Mgt (SHRM)</b> Mondays, 6:10 - 9:40 p.m.	<b>S. Dean</b>	Students should contact Metropolitan School of Prof'l Studies about materials.

<b>MPD 353 HR Mgt (SHRM)</b> Saturdays, 8:30 a.m. - 5:00 p.m.		Students should contact Metropolitan School of Prof'l Studies about materials.
<b>MPD 367-01 Employee and Labor Relations</b> Wednesdays, 5:30 - 9:45 p.m.	<b>R. Stacy</b>	See MBU 467 Employee & Labor Relations
<b>MPH - Metro: Philosophy</b>		
<b>MPH 200-01 The Classical Mind</b> Wednesdays, 5:30 - 9:45 p.m.	<b>M. Quaresma</b>	<b>BOOK #1 (Required)</b> Title: The Republic of Plato, 2nd ed. Author (Translation): Allan Bloom Publisher: Basic Books, Inc ISBN: 0465069347 <b>BOOK #2 (Recommended)</b> The Trial and Death of Socrates: Euthyphro, Apology, Crito, Phaedo, 3rd ed. Author: Plato (Translated by G. M. A. Grube; Revised by John M. Cooper) Publisher: Hackett Publishing ISBN: 978-0-87220-554-3
<b>MPH 250-01 Prof'l Ethics</b> Tuesdays, 5:30 - 9:45 p.m.	<b>L. Eby</b>	Title: Ethics for the Professions Authors: Rowan & Zinaich Publisher: Wadsworth / Cengage ISBN: 9780155069992
<b>MPH 330-01 Philosophy of Human Nature</b> Thursdays, 5:30 - 9:45 p.m.	<b>M. Quaresma</b>	Title: Ideas of Human Nature Author: David P. Barash Publisher: Prentice Hall ISBN: 0136475876
<b>MPH 350-01 Phil. of Religion</b> Online	<b>J. Despres</b>	Title: Philosophy of Religion: Selected Readings, 3rd ed. Authors: William L. Rowe and William J. Wainwright (ed.) Publisher: Oxford University Press, 1998 ISBN: 0195155114
<b>MRE - Metro: Religion</b>		
<b>MRE 450-01 Religion &amp; Social Mores</b> Tuesdays, 5:30 - 9:45 p.m.	<b>M. Karwowski</b>	<b>BOOK 1 (Required):</b> Title: Doing Right and Being Good: Catholic and Protestant Readings in Christian Ethics Authors: . Ahearn, D. O. and Gathje, P. R., eds. Publisher: Liturgical Press ISBN: 978-0-8146-5179-7 <b>BOOK 2 (Required)</b> Title: 101 Things Everyone Should Know About Judaism: Beliefs, Practices, Customs, and Traditions Author: R.D. Bank & J.B. Wiggins Publisher: Adams Media ISBN: 1-59337-327-9 <b>BOOK 3 (Required)</b> Title: The New American Bible (Student Edition) Publisher: Catholic Book Publishing ISBN: 0529064847
<b>MRE 490-01 Topics in Religion: Vatican II &amp; Contemp. Chr.</b> Wednesdays, 5:30 - 9:45 p.m.	<b>J. Kruggel</b>	Pending

<b>MSO - Metro: Social Sciences</b>		
<b>MSO 180 General Psychology</b> Online	<b>D. Boston</b>	Title: Essentials of Understanding Psychology, 7th ed. Author: Robert Feldman Publisher: McGraw-Hill ISBN: 9780073405490
<b>MSO 200 Human Cultural Diversity</b> Online	<b>J. Cottman</b>	Title: Cultural Diversity, A Primer for the Human Services, 3rd Ed. Author: Jerry V. Diller Publisher: Brooks/Cole - Cengage ISBN: 0-495-12764-7
<b>MSO 250 Abnormal Psychology</b> Online	<b>R. Anholt</b>	Title: Abnormal Psychology, 14th ed. Authors: Butcher/Mineka/Hooley Publisher: Allyn & Bacon / Pearson ISBN: 9780205594955
<b>MSO 350 SAIL</b> Online	<b>M. Stevenson</b>	See MID 50-01
<b>MSO 365-01 Intro to Counseling</b> Thursdays, 6:35 - 9:05 p.m.	<b>L. Phillips</b>	<b>BOOK 1 (Required)</b> Title: Elements of Counseling, 6th ed. Authors: Scott T. T. Meier, Susan R. Davis Publisher: Brooks/Cole-Cengage ISBN: 0495017744 <b>BOOK #2 (Required)</b> Title: Changing for Good Authors: J. Prochaska, J. Norcross, C. Diclemente Publisher: HarperCollins ISBN: 9780380725724
<b>MSO 397-01 News, Media, Int'l Affairs</b> Thursdays, 6:35 - 9:05 p.m.	<b>M. Teleki</b>	<b>BOOK 1 (Required)</b> Title: The Press Effect (Paperback) Authors: Kathleen Hall Jamieson & Paul Waldman Publisher: Oxford Univ. Press ISBN: 9780195173291 <b>BOOK 2 (Required)</b> Title: Longitudes & Attitudes: The World in the Age of Terrorism (Paperback) Author: Thomas L. Friedman Publisher: Anchor Books/Random House ISBN: 9781400031252
<b>MSO 450-01 Case Management</b> Tuesdays, 6:35 - 9:05 p.m.	<b>M. Jackson</b>	Title: Fundamentals of Case Management Practice : Skills for the Hum. Svcs, 3rd ed. Author: Nancy Summers Publisher: Brooks/Cole - Cengage ISBN: 9780495501473