

Spring 2, 2012
Official Textbook List

Scott A.F.B. Campus



An *Official Textbook List* is released for each term detailing specific information regarding textbook(s) required for each course.

This list is available in our office and on the Webster University – Scott AFB website approximately 4-6 weeks prior to the beginning of the term.

Refer to the official Textbook List when ordering your textbook(s):

The Official Textbook List, not the syllabi, has the verified information on the required title, edition, and ISBN. If you choose to purchase your book via someone other than MBS Direct, make sure you are purchasing the required textbooks as specified by the ISBN, title, and edition. The ISBN is a unique identification number assigned to the book and any accompanying resources. You can view a picture of the required texts by going to MBS Direct. Start the purchasing process, then stop before adding the books to your cart.

6th Edition of APA:

The Scott AFB campus is using the 6th edition of APA (Publication Manual of the American Psychological Association). APA Standards are required for all written papers.

- See individual course requirements (attached Official Textbook List spreadsheet)
- Book ordering information
 - Title: Publication Manual of the American Psychological Association, Sixth edition
 - Author: American Psychological Association
 - ISBN: 978-1-4338-0561-5, ISBN: 978-1-4338-0559-2, ISBN: 978-1-4338-0562-2, ISBN 1-4338-0561-8, ISBN 1-4338-0559-6, **or** ISBN 1-4338-0562-6
- Online resources are available
 - <http://library.webster.edu/citation/index.html> (Webster Library Citation Guide)
 - <http://owl.english.purdue.edu/owl/resource/560/01/> (Purdue Writing Center APA Guide)
 - <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx> (APA Webpage Tutorials)

Online courses & other campuses:

Online courses and other campuses may use different books and use a different provider. Go to <http://www.webster.edu/academics/bookstores.shtml> for more information.



MBS Direct is Webster University - Scott AFB's textbook provider.

MBS TEXT ORDERING INFORMATION:

Students place orders directly to MBS Direct through Internet access, phone, fax or mail. Orders WILL be shipped within 24 hours. Air orders received by 12:00 noon CDT/CST will ship the same day. Post office box addresses will be shipped via U. S. mail **only**.

<http://direct.mbsbooks.com/webster.htm>

800-325-3252

Course ID	Course Title	Instructor	ISBN/Book Number	Text Title	Author	Edition	New Price	Used Price
HRDV 5560-62	GROUP DEVELOPMENT & CHANG	Cowden	978-0-13-609003-8	Making the Team	Thompson	4TH	\$ 130.75	\$ 98.00
HRDV 5560-62	SECOND TEXT		978-0-7879-6075-9	Five Dysfunctions of a Team: Leadership Fable	Lencioni	2002	\$ 24.95	\$ 18.71
HRDV 5630-62	ORG DEVELOPMENT & CHANGE	Luraschi	978-0-13-610689-0	Experiential Approach to Organization Development	Brown	8TH	\$ 130.75	\$ 98.00
INTL 5000-62	INTRO TO INTL RELATIONS	Stiles	978-0-495-80220-4	World Politics: Trend and Transformation -2010-2011	Kegley	13TH	\$ 173.00	\$ 129.75
INTL 5000-62	SECOND TEXT		978-0-205-77876-8	International Politics: Enduring Concepts...	Art	10TH	\$ 85.25	\$ 64.00
INTL 5510-62	THEORIES OF INTL RELATION	Spradling	978-0-15-507889-5	Great Political Thinkers: From Plato to the Present	Ebenstein/E	6TH	\$ 184.50	\$ 138.25
INTL 5685-62	LATIN AMERICAN AREA STUDIES	Stiles	978-0-19-537570-1	Modern Latin America	Skidmore	7TH	\$ 60.00	\$ 45.00
INTL 5685-62	SECOND TEXT		978-0-415-99048-6	Latin American Democracy: Emerging Reality...	Millett	2009	\$ 46.00	\$ 34.50
INTL 6000-62	INTL: THEORY & PRACTICE	Ault	978-0-07-805010-7	Taking Sides: Clashing Views in World Politics	Rourke	15TH	\$ 48.00	\$ 36.00
INTL 6000-62	SECOND TEXT		any ISBN, 2nd edition	Crusaders and Pragmatists : Movers of Modern ...	Stoessinger	2ND	\$ 20.00	\$ 15.00
	SECOND TEXT - NOTE			NOTE: Purchase Crusades & Pragmatists text through MBS, SWIC bookstore or via Internet such as Amazon.com				
ITM 5200-62	PROJECT MANAGEMENT OF IT	Beauman	978-0-470-27870-3	Project Mngt: A Systems Approach ...	Kerzner	10TH	\$ 99.00	\$ 74.25
ITM 5300-62	PROC & CONTRACT MGT: IT	Powell	978-0-9700897-1-7	Performance-Based Acquisition : Pathways ...	Garrett	2005	\$ 90.75	\$ 68.00
ITM 5300-62	SECOND TEXT		978-0-314-92564-0	Contracts in a Nutshell	Rohwer	7TH	\$ 38.00	28.50
	TEXT - NOTE			NOTE: Both texts are recommended for ITM 5300				
ITM 6000-62	FINAL PROJECT: ITM	Frazier		No Text Required For This Course				
MNGT 5000-62	MANAGEMENT	Lyke	978-0-07-813724-2	Management: Leading & Collaborating ...	Bateman	9TH	\$ 222.75	\$ 167.00
MNGT 5000-62	SECOND TEXT - Recommended			Publication Manual of the Am. Psychological Association	APA	6TH	\$ 29.00	\$ 21.75
				NOTE: Any ISBN of Publication Manual of APA, 6th edition is acceptable. See Official Textbook List coversheet for other ISBNs				
MNGT 5650-62	MANAGEMENT & STRATEGY	Leardi	978-0-07-811272-0	Crafting and Executing Strategy	Thompson	18TH	\$ 232.75	\$ 174.50
MNGT 6000-62	INTEGRATED STUDIES IN MGT	Shannon	978-0-07-811272-0	Crafting and Executing Strategy	Thompson	18TH	\$ 232.75	\$ 174.50
	ADDITIONAL MATERIALS REQUIRED			The Business Strategy Game: Competing in the Global Marketplace.			\$ 42.95 + applicable tax	
				Order online @ www.bsg-online.com . See syllabus for more information.				
PROC 5850-62	LOGISTICS	Gusewelle	978-0-07-337787-2	Supply Chain Logistics Management	Bowersox	3RD	\$ 211.75	\$ 158.75

All Textbooks are Required - unless otherwise noted as recommended

MBS Direct

STUDENT PURCHASE, BUYBACK AND REFUND INFORMATION

INTERNET:

Through the online ordering process, Scott students have access to MBS' "live" inventory which provides information on accessibility of textbooks, availability of used textbooks and the total charge incurred for textbook orders. The online ordering option is available 24 hours a day/365 days per year. Students access their Virtual Bookstore at <http://bookstore.mbsdirect.net/webster.htm>. The Virtual Bookstore is on MBS' secure server which supports standard SSL (Secure Socket Layers) encryption - the most advanced security system available. Access to MBS' Virtual Bookstore can also be accessed through MBS Direct's Home Page, www.mbsbooks.com/direct or

PHONE:

Orders may be placed by calling 800-325-3252, Monday-Thursday 7:00 a.m. – 10:00 p.m., Friday 7:00 a.m. – 6:00 p.m., Saturday 8:00 a.m. – 5:00 p.m. and Sunday 12:00 p.m. – 4:00 p.m. CDT/CST. **Students should be prepared to give the Order Agent the information included on Webster's Textbook Order Listing.** Students may order by phone and pay by credit card. All major credit cards are accepted.

FAX :

Complete the Textbook Order Form (provided upon request by the Webster Office), and fax to 800-499-0143. Credit cards will be charged for new texts in the event that used textbooks are unavailable.

MAIL:

Complete the Textbook Order Form (provided upon request by the Webster Office), and send check, money order or credit card information to: **MBS Direct**
2711 West Ash Street Columbia, MO 65205
Mail orders must be processed for the price of new textbooks. If used texts are preferred and available, a check will be issued for the difference.

SHIPPING CHARGES FOR MAIL ORDERS AS OF 1 JUNE, 2008

(Books shipped with UPS Ground to the St. Louis metro area usually arrive in 2-5 business days.)

NUMBER OF ITEMS	PRIORITY	UPS GROUND	2ND DAY UPS	NEXT DAY
One	\$14.75	\$12.50	\$30.50	\$60.00
Two	\$17.00	\$13.25	\$35.00	\$67.25
Three	\$19.25	\$14.25	\$39.50	\$72.75
Four	\$21.50	\$15.00	\$43.50	\$79.00
Five	\$24.00	\$15.75	\$48.00	\$84.50
Six	\$26.25	\$16.50	\$52.50	\$89.75
Seven	\$28.50	\$17.50	\$56.75	\$95.25
Eight	\$31.00	\$18.50	\$61.25	\$100.25
Nine	\$33.00	\$19.25	\$65.75	\$105.75
Ten	\$35.50	\$20.25	\$70.25	\$111.00
Per Additional Item	\$ 2.50	\$ 1.50	\$ 4.00	\$ 5.25

REFUNDS: MBS Customer Service 800-325-3252

MBS Direct will gladly refund the cost of textbooks to the student according to the following guidelines:

1. Books must be returned within two weeks after original class start date or within two weeks of the date received, whichever is later.
2. Books are only returnable for the class for which they were originally purchased.
3. Circle the item(s) on the front of the invoice that are being returned and indicate the reason for the return.
4. New books must be returned in new condition to receive a full refund. This means no writing or marking, including a name on the inside of the book.
5. Ship the book UPS ground or insured mail.
6. Postage on returns is not refundable.
7. Credit will be issued in the same manner the payment was originally made.
8. Allow two to three weeks for processing time. Call MBS Customer Service number for more information, if necessary.

BUYBACK POLICIES:

Some textbooks MAY have a resale value. Approximately two weeks prior to the end of class, MBS Direct will mail or email the student a letter indicating the current value of the book(s) should they desire to sell them back. To make it convenient for the student to ship the book(s) to MBS Direct, a prepaid UPS or USPS shipping label is provided.

If you are interested in selling books back to MBS after your class has ended, follow the instructions in the buyback quote letter or:

- Call customer service at 800-325-3252 for buyback price, or obtain your own buyback price information by accessing mbsdirect.net. Have the following information ready: Author, Title, ISBN, Edition and Publisher. All books having resale value will be bought back as used.
- If the book(s) have value, shipping instructions will be given.
- Study guides, working papers, audio tapes, reprints and custom publications have no buyback value.
- Allow two to three weeks processing time.
- Upon receipt of the shipment(s) at MBS, a check will be sent for the book(s).

MBS Customer Service 800-325-3252