

Substantive Change Application Form New Baccalaureate Degree Program

Standard II: Student Learning Programs and Support Services:

Describe the impact on Library Services, and other activities that will support students.

The Foothill Library offers a rich collection of information resources online to support students and faculty in a proposed baccalaureate degree in *Industrial Technology and Building Construction Management*. In addition to providing access to the library's online catalog, the library website (www.foothill.edu/library) is the gateway to the library's growing and robust collection of over 360,000 electronic books, 40,000 online periodicals, and 41,000 streaming educational videos via 51 online subscription databases. Many of the databases are cross-disciplinary providing resources in business and industry, engineering, law, and technology. Online resources are available 24/7 to faculty and students from off campus using their employee or student IDs to authenticate.

The library is currently staffed by 5 full-time faculty librarians, 2 part-time librarians (1.5 FTE), and 4 classified staff. Librarians provide ongoing instruction to students through a variety of synchronous and asynchronous offerings including online reference services via email, SMS, or chat all hours that the library is open, online research appointments, online synchronous library workshops and orientations, and asynchronous instructional modules (online tutorials, LibGuides, Canvas modules). Tailored research assistance is also provided at instructors' requests through specialized online library orientations, online tutorials, and via Canvas.

In 2017, *The Report of Substantive Change 6-Month Site Visit for Baccalaureate Degrees by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges* found that "the institution has extensive services available for student support and faculty, both on campus and online. These include help with research, study support, tutoring, and citation help. The library collections appear sufficient and cross-disciplinary to provide adequate support to all programs at the associate or baccalaureate level."

Industrial Technology and Building Construction Management: A Select Bibliography of Online Sources in the Foothill College Library

Databases

Business Source Elite: Business Source Elite provides full text coverage for more than 1,100 scholarly business, management and economics journals, including nearly 500 peer-reviewed publications. This database includes full text (PDF) coverage dating back as far as 1985, and detailed company profiles for the world's 10,000 largest companies. This database is updated daily on EBSCOhost.

EBSCO eBooks: This multidisciplinary collection includes more than 231,000 e-books covering a large selection of academic subjects and features e-books from leading publishers and university presses.

NexisUni: Offers access to more than 17,000 news, legal and business sources, including print and online journals; television and radio broadcasts; newswires and blogs; local, regional, national and international newspapers with deep archives; extensive legal sources for federal and state cases and statutes, including U.S. Supreme Court decisions since 1790; and business information on more than 80 million U.S. and international companies and more than 75 million executives. (Updated daily)

O'Reilly Safari: Provides access to over 40,000 eBooks & eVideos on technology, digital media, math and science, engineering and business.

PrepStep: Provides access to tutorials, practice tests, e-books and high-stakes test preparation for self-guided skill building, career preparation and workforce readiness.

Periodicals

[ACI Materials Journal](#)

[ACI Structural Journal](#)

[Building Design & Construction](#)

[Building and Environment](#)

[Computer-Aided Civil and Infrastructure Engineering](#)

[Concrete Construction](#)

[Contractor Magazine](#)

[EC&M Electrical Construction & Maintenance](#)

[ENR: Engineering News-Record](#)

[Heating/Piping/Air Conditioning Engineering](#)

[pme - PM Engineer](#)

[Professional Builder](#)

Construction Documents & Controls

Online Books

Aouad, Ghassan, et al. *Computer Aided Design Guide for Architecture, Engineering and Construction*. 1st edition, Routledge, 2013,
https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913251046205261

Bielefeld, Bert. *Basics Building Contract*. Birkhäuser, 2018. *EBSCOhost*,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1893576&site=ehost-live>.

Bielefeld, Bert. *Basics Detail Drawing*. Birkhäuser, 2018. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1893556&site=ehost-live>.

Bielefeld, Bert, and Isabella Skiba. *Basics Technical Drawing*. Birkhäuser, 2013. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1527788&site=ehost-live>.

Dinku, Abebe. *A Textbook of Building Construction*. Laxmi Publications Pvt Ltd, 2016. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2196246&site=ehost-live>.

Kubba, Sam. *Blueprint Reading : Construction Drawings for the Building Trade*. McGraw-Hill Education, 2009. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=244160&site=ehost-live>.

Levey, Sidney. *Construction Process Planning and Management : An Owner's Guide to Successful Projects*. Butterworth-Heinemann, 2010. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=297201&site=ehost-live>.

Wilson, Sarah H. *Recommended Contract Practices for Underground Construction*. Society for Mining, Metallurgy, and Exploration, Inc, 2019. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2127165&site=ehost-live>.

Construction Estimating

Online Books

American Society of Professional Estimators. *Standard Estimating Practice*. BNi Publications, Inc, 2014. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1017283&site=ehost-live>.

Christofferson, Jay C. *Estimating With Microsoft Excel*. BuilderBooks, 2010. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2177780&site=ehost-live>.

Jones, Alan. *Principles, Process and Practice of Professional Number Juggling*. 1st edition, Routledge, 2019.

https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913393122005261

Mastura Jaafar, et al. *Elementary Estimating for Building Works*. Penerbit USM, 2013. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1108848&site=ehost-live>.

Project Management Institute. *Practice Standard for Project Estimating*. 2nd Edition. Project Management Institute, 2019.

<https://foothill.idm.oclc.org/login?url=https://search.ebSCOhost.com/login.aspx?direct=true&db=nlebk&AN=2461189&site=ehost-live>

Rothman, Johanna. *Predicting the Unpredictable : Pragmatic Approaches to Estimating Project Schedule or Cost*. 1st edition, Practical Ink, 2015.

https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913322670005261

Schmid, Karl F. *Construction Estimating : A Step-by-Step Guide to a Successful Estimate*. Momentum Press, 2012. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=501165&site=ehost-live>.

Construction Scheduling

Online Books

Carson, Christopher, et al. *CPM Scheduling for Construction : Best Practices and Guidelines*. Project Management Institute, 2014. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1244297&site=ehost-live>.

Cicala, Gus. *The Project Managers Guide to Microsoft Project 2019 Covers Standard, Professional, Server, Project Web App, and Office 365 Versions*. 1st ed. 2020., Apress, 2020,

https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913612953205261.

Coble, Lana Kay. *Collaborative Risk Mitigation Through Construction Planning and Scheduling : Risk Doesn't Have to Be a Four Letter Word*. Emerald Publishing Limited, 2019. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1857503&site=ehost-live>.

Davidson, Jeff. *Everyday Project Management*. Berrett-Koehler Publishers, 2019. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2161044&site=ehost-live>.

Dionisio, Cynthia Snyder. *Microsoft Project 2019 For Dummies*. 1st edition, For Dummies, 2019. https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913402227005261

Shirodkar, Srikanth. *Learn Microsoft Project 2019 : Streamline Project, Resource, and Portfolio Management with Microsoft's Project Management Software*. 1st edition, Packt Publishing, 2020. https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913953737705261

Stover, Teresa S. *Microsoft Project Fundamentals : Microsoft Project Standard 2021, Professional 2021*. John Wiley and Sons, 2022. https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9915238994205261

Construction Project Administration

Online Books

Alhady, Ahmed M., and A.Samer Ezeldin. *Construction Site Coordination and Management Guide*. Momentum Press, 2018. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1822059&site=ehost-live>.

Awang, Hanizzam & Md. Azree Othuman Mydin, eds. *Construction Methods and Technology*. Penerbit USM, 2016. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1487204&site=ehost-live>.

Delaney, Joseph. *Construction Program Management*. 1st edition, CRC Press, 2014, <https://doi.org/10.1201/b15242>.

Dilawer, Syed Ali. *Project Management in the Construction Industry*. Laxmi Publications Pvt Ltd, 2016. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2196224&site=ehost-live>.

Gruneberg, Stephen, and Noble Francis. *The Economics of Construction*. Agenda Publishing, 2018. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2143942&site=ehost-live>.

LeFevre, Michael. *Managing Design : Conversations, Project Controls and Best Practices for Commercial Design and Construction Projects*. 1st edition, Wiley, 2019.

https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913407362605261

Lester, Albert. *Project Management, Planning and Control : Managing Engineering, Construction and Manufacturing Projects to PMI, APM and BSI Standards*. Butterworth-Heinemann, 2014.

EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=486496&site=ehost-live>.

Ottosson, Hans. *Practical Project Management for Building and Construction*, 1st ed., vol. 11, ESI International, 2013,

https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913251632105261

Rapp, Randy R, and Bradley L. Benhart. *Construction Site Planning and Logistical Operations : Site-Focused Management for Builders*. Purdue University Press, 2015. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=996362&site=ehost-live>.

Sinclair, Dale. *Assembling a Collaborative Project Team: Practical Tools Including Multidisciplinary Schedules of Services*. 1st ed., RIBA Publishing, 2019,

https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913957326805261

Waheed, Uzair. *Time-Cost Optimization of Building Projects*. Project Management Institute, 2015. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1244305&site=ehost-live>.

Ward, Garth G. F. *Effective Project Management : Guidance and Checklists for Engineering and Construction*. 1st edition, Wiley Blackwell, 2018.

https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913387171805261

Construction Law

Databases

NexisUni: Offers access to more than 17,000 news, legal and business sources, including print and online journals; television and radio broadcasts; newswires and blogs; local, regional, national and international newspapers with deep archives; **extensive legal sources for federal and state cases and statutes, including U.S. Supreme Court decisions since 1790**; and business information on more than 80 million U.S. and international companies and more than 75 million executives. (Updated daily)

Construction Leadership and Communication

Online Books

Abramson, Hal. *Beyond the Courtroom : Resolving Disputes Through Agreement. Collected Articles and Essays by Hal Abramson*. Touro University Press, 2020. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=24462602&site=ehost-live>.

Amsler, Lisa Blomgren, et al. *Dispute System Design : Preventing, Managing, and Resolving Conflict*. Stanford University Press, 2020. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2445636&site=ehost-live>.

Biech, Elaine. *The ASTD Leadership Handbook*. 1st edition, ASTD Press, 2010. https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1j4mc06/alma9913444506705261

Brunner, Brigitta. *Public Relations Theory : Application and Understanding*. Edited by Brigitta R. Brunner, 1st edition, John Wiley & Sons, Inc., 2019. https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913402474105261

Burton St. John III, et al. *Cases in Public Relations Strategy*. SAGE Publications, Inc, 2019. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2685426&site=ehost-live>.

Cleary, Patrick J., and Roman Howell. *The Negotiation Handbook*. Tantor Media, Inc, 2022. https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9915333612505261

Doorley, John, and Helio Fred Garcia. *Reputation Management : the Key to Successful Public Relations and Corporate Communication*. Fourth edition, Routledge, 2020. https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1j4mc06/alma9914806800805261

Goldsmith, Marshall., et al. *The AMA Handbook of Leadership*. 1st edition, American Management Association, 2010.
https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913194535105261

Katz, Harry C., et al. *An Introduction to U.S. Collective Bargaining and Labor Relations*. ILR Press, 2017. EBSCOhost,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1589152&site=ehost-live>.

Medvec, Victoria. *Negotiate Without Fear : Strategies and Tools to Maximize Your Outcomes*. John Wiley & Sons, Inc., 2021.
https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9915074616805261

Rees, Sian. *Public Relations, Branding and Authenticity : Brand Communications in the Digital Age*. Routledge, 2020.
https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9915098991105261

Weiss, Joshua N., and William Ury. *The Book of Real-World Negotiations : Successful Strategies from Business, Government, and Daily Life*. Wiley, 2020.
https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913770879605261

Wilkinson, Adrian, et al. *The Routledge Companion to Employment Relations*. 1st ed., vol. 1, Routledge, 2018,
https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913427648005261

Construction Correspondence and Technical Writing

Online Books

Appleman, Jack E. *10 Steps to Successful Business Writing*, 2nd ed., Association for Talent Development, 2017. EBSCOhost,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1616419&site=ehost-live>.

Atwood, Christee Gabour. *Presentation Skills Training*. Association for Talent Development, 2017. EBSCOhost,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1458209&site=ehost-live>.

Booher, Dianna. *Faster, Fewer, Better Emails*. Berrett-Koehler Publishers, 2019.
https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1flkcmg/alma9913551212705261.

Forsyth, Patrick. *Smart Skills: Business Writing*. Legend Business, 2018. EBSCOhost,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1633025&site=ehost-live>.

Frances Kay. *3 Steps to Success: Presentations*. Legend Business, 2018. EBSCOhost,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1713704&site=ehost-live>.

Marshall, Carrie. *Technical Writing for Business People*. BCS, The Chartered Institute for IT, 2018. EBSCOhost,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1929432&site=ehost-live>.

O'Quinn, Ken. *Business Writing for Managers*. Association for Talent Development, 2017. EBSCOhost,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1535651&site=ehost-live>.

Sankrusme, Sinee. *International Business Correspondence*. Anchor Academic Publishing, 2017. EBSCOhost,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1641107&site=ehost-live>.

Taylor, Shirley. *Email Essentials : How to Write Effective Emails and Build Great Relationships One Message at a Time*. Marshall Cavendish International, 2017. EBSCOhost,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1505918&site=ehost-live>.

Thomsett, Michael C. *Style Guide for Business Writing : Second Edition*. De Gruyter, 2018. EBSCOhost,
<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1882403&site=ehost-live>.

Structural Systems & Building Systems

Online Books

Aghayere, Abi O., and Jason Vigil. *Structural Steel Design*. Mercury Learning & Information, 2020. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2363561&site=ehost-live>.

De Proft, K., et al. *Timber Structures and Engineering*. WIT Press, 2018. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1708694&site=ehost-live>.

Di Tommaso, Angelo, et al. *Mechanics of Masonry Structures Strengthened with Composite Materials III*. Trans Tech Publications Ltd, 2019. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2233843&site=ehost-live>.

Dvořák, Karel, et al. *Binders, Materials and Technologies in Modern Construction III*. Trans Tech Publications Ltd, 2017. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1617404&site=ehost-live>.

Fan, Mizi and Feng Fu. *Advanced High Strength Natural Fibre Composites in Construction*. Woodhead Publishing, 2017. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1144596&site=ehost-live>.

Green, Michael and Jim Taggart. *Tall Wood Buildings : Design, Construction and Performance*. Birkhäuser, 2017. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1513659&site=ehost-live>.

Markus Hudert, and Sven Pfeiffer. *Rethinking Wood : Future Dimensions of Timber Assembly*. Birkhäuser, 2019. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2376030&site=ehost-live>.

Kaufmann, Hermann et al. *Manual of Multistorey Timber Construction*. DETAIL, 2018. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2111513&site=ehost-live>.

Megalooikonomou, Konstantinos G. *Seismic Assessment and Retrofit of Reinforced Concrete Columns*. Cambridge Scholars Publishing, 2019. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2036774&site=ehost-live>.

Reiterman, Pavel. *Special Concrete and Composites 2017*. Trans Tech Publications Ltd, 2018. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1690704&site=ehost-live>.

Robinson, Sharon. *Reinforced Concrete : Design, Performance and Applications*. Nova Science Publishers, Inc, 2017. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1488063&site=ehost-live>.

Rodrigues, Hugo. *Masonry: Design, Materials and Techniques*. Nova, 2018. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2000478&site=ehost-live>.

Simmonds, Peter. *ASHRAE Design Guide for Tall, Supertall, and Megatall Building Systems*, 2nd ed.. ASHRAE, 2020. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2737034&site=ehost-live>.

Andrew Watts. *Modern Construction Case Studies : Emerging Innovation in Building Techniques*. Birkhäuser, 2019. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2376048&site=ehost-live>.

Construction Finance

Online Books

Fields, Edward. *The Essentials of Finance and Accounting for Nonfinancial Managers*. AMACOM, 2016. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1133035&site=ehost-live>.

Guha, P. K. *Management and Economics of Building Projects*. New Central Book Agency, 2019. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2239702&site=ehost-live>.

Hawkins, Anne. *Smart Skills: Mastering the Numbers*. Legend Business, 2018. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1732748&site=ehost-live>.

Microsoft Excel Formulas and Functions (Office 2021 and Microsoft 365). Microsoft Press, 2022. <https://learning.oreilly.com/library/view/microsoft-excel-formulas/9780137559268/>

Paul, S.Kr. *Financial Accounting : Theory and Practice*. Central Educational Enterprises, 2019. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2239598&site=ehost-live>.

Paul, S.Kr. *Management Accounting*. New Central Book Agency, 2019. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2239701&site=ehost-live>.

Rafanelli, Pasquale (Editor). *What It's Worth: Valuing Residential and Commercial Construction Companies*. Business Valuation Resources, 2020. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2399677&site=ehost-live>.

Shelton, Crystallynn. *Mastering QuickBooks 2023. Packs*, 2022. <https://learning.oreilly.com/library/view/mastering-quickbooks-r-2023/9781803243634/>

Tracy, Tage C. *Business Financial Information Secrets : How a Business Produces and Utilizes Critical Financial Information*. Wiley, 2021. <https://learning.oreilly.com/library/view/business-financial-information/9781119779001/>

Warner, Stuart, and Si Hussain. *The Finance Book*. Pearson Education, 2022. <https://learning.oreilly.com/library/view/the-finance-book/9781292402000/>

Construction Math

Online Books

Ball, Leo et al. *Simply Math*. Penguin Random House LLC, 2022. <https://learning.oreilly.com/library/view/simply-math/9780744064155/chapter-01.html>

Geveci, Tunc. *Introductory Calculus I: Understanding the Integral*. Momentum Press, 2015. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1164959&site=ehost-live>.

Horvath, Joan and Rich Cameron. *Make: Calculus*. Make: Community, 2022. <https://learning.oreilly.com/library/view/make-calculus/9781680457384/>

Jorgensen, Rebekah. *Everything You Need to Know About Fractions & Rational Expressions*. BrainMass Inc, 2012. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=529796&site=ehost-live>.

Kleppner, Daniel, Norman Ramsey, and Peter A. Dourmashkin. *Quick Calculus : a Self-Teaching Guide*. 3rd ed., Wiley, 2022.

<https://learning.oreilly.com/library/view/quick-calculus-3rd/9781119743194/>

Libby, Jim. *Math for Real Life : Teaching Practical Uses for Algebra, Geometry and Trigonometry*. McFarland, 2017. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1458061&site=ehost-live>.

Peirce, Charles S. and Carolyn Eisele. *Algebra and Geometry*. De Gruyter, 2016. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1609995&site=ehost-live>.

Seymour B, Elk. *Calculus: The Logical Extension of Arithmetic*. Bentham Science Publishers, 2016. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2295564&site=ehost-live>.

Construction Safety & Health

Online Books

Allan, Hunt, H. and Marcus Dillender. *Workers' Compensation : Analysis for Its Second Century*. W.E. Upjohn Institute, 2017. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1521114&site=ehost-live>.

Association for Project Safety. *Principal Designer's Handbook: Guide to the CDM Regulations 2015*. RIBA Publishing, 2019, <https://doi.org/10.4324/9780429346521>.

Karmel, Jonathan D. *Dying to Work : Death and Injury in the American Workplace*. ILR Press, 2017. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1589181&site=ehost-live>.

Knight, Christy. *The Occupational Safety and Health Act : Standards, Provisions, Rights*. Nova Science Publishers, Inc, 2016. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1385394&site=ehost-live>.

Mansdorf, S. Z. *Handbook of Occupational Safety and Health*. 3rd, Wiley, 2019.

<https://learning.oreilly.com/library/view/handbook-of-occupational/9781118947265/>

Manuele, Fred A. *Advanced Safety Management: Focusing on Z10.0, 45001, and Serious Injury Prevention*. 3rd ed., Wiley, 2020.

<https://learning.oreilly.com/library/view/advanced-safety-management/9781119605416/>

Popov, Georgi, et al. *Risk Assessment: A Practical Guide to Assessing Operational Risks*. 2nd ed., Wiley, 2022. <https://learning.oreilly.com/library/view/risk-assessment-2nd/9781119755920/>

Sadiq, Naeem. *Establishing an Occupational Health & Safety Management System Based on ISO 45001*. ITGP, 2019. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2249485&site=ehost-live>.

Swuste, Paul, et al. *From Safety to Safety Science: The Evolution of Thinking and Practice*.

Routledge, 2021. <https://learning.oreilly.com/library/view/from-safety-to/9781000486810/>

Construction Graphics

Online Books

Bryant, Shaun C. *Tinkercad for Dummies*. John Wiley & Sons, Inc., 2018.

<https://learning.oreilly.com/library/view/tinkercad-for-dummies/9781119464419/>

Fane, Bill. *Autocad for Dummies*. Eighteenth edition., For Dummies, 2019.

https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913407485305261

Fane, Bill, et al. *SketchUp For Dummies*, 2nd Edition. For Dummies, 2020.

https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9913770859705261

Grabowski, Ralph. *Autocad for Dummies*. Nineteenth edition., John Wiley and Sons, 2022.

https://caccl-fc.primo.exlibrisgroup.com/permalink/01CACCL_FC/1abn3sk/alma9915213864205261

Hamad, Munir. *AutoCAD 2021 Beginning and Intermediate*. Mercury Learning & Information, 2020. EBSCOhost,

<https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2422588&site=ehost-live>.

Leite, Fernanda L.. *BIM for Design Coordination: A Virtual Design and Construction Guide for Designers, General Contractors, and Subcontractors*. Wiley-Blackwell, 2019.

<https://learning.oreilly.com/library/view/bim-for-design/9781119516019/>.

Pandey, Jaiprakash, and Yasser Shoukry. *Practical Autodesk AutoCAD 2023 and AutoCAD LT 2023*. 2nd ed., Packt Publishing, 2022.

<https://learning.oreilly.com/library/view/practical-autodesk-autocad/9781801816465>.

Pellegrino, Ernesto, et al. *Managing and Visualizing Your BIM Data: Understand the Fundamentals of Computer Science for Data Visualization Using Autodesk Dynamo, Revit, and Microsoft Power BI*. Packt Publishing, Limited, 2021.

<https://learning.oreilly.com/library/view/managing-and-visualizing/9781801073981>.

Shoukry, Yasser, and Jaiprakash Pandey. *Practical Autodesk AutoCAD 2021 and AutoCAD LT 2021 : a No-Nonsense, Beginner's Guide to Drafting and 3D Modeling with Autodesk AutoCADq*. 1st ed., Packt Publishing, 2020.

<https://learning.oreilly.com/library/view/practical-autodesk-autocad/9781789809152>.

Wing, Eric. *Revit 2020 for Architecture No Experience Required*. 2nd ed., Wiley, 2020.

<https://learning.oreilly.com/library/view/revit-2020-for/9781119560081>.

Sustainable Buildings

Online Books

Colmenar-Santos, Antonio. *Alternative Energy Systems in Buildings*. Nova, 2019. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2024795&site=ehost-live>.

Lawrence, Tom, et al. *ASHRAE GreenGuide : Design, Construction, and Operation of Sustainable Buildings*. ASHRAE, 2018. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1821336&site=ehost-live>.

Mohasseb, Sassan. *Design of Energy-Efficient Buildings*. Nova, 2020. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=2397403&site=ehost-live>.

Strong, David, and Victoria Burrows. *A Whole-System Approach to High-Performance Green Buildings*. Artech House, 2017. EBSCOhost, <https://search-ebSCOhost-com.foothill.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1511856&site=ehost-live>.