

Effective Leadership Skills for Construction Field Leaders

NEW EDITION
FALL 2020

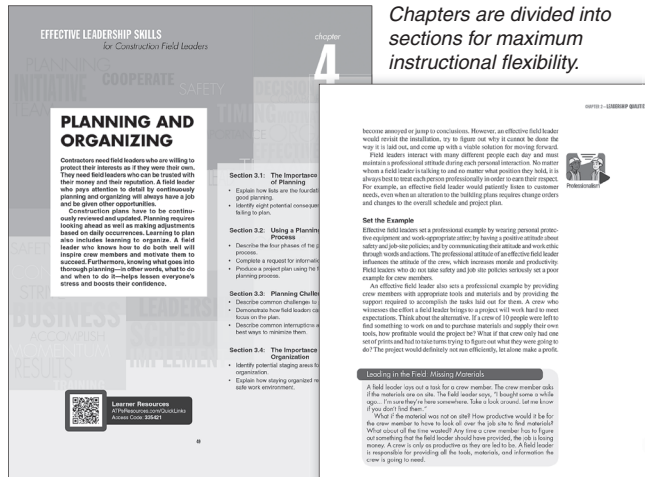
By Jason C. McCarty
© 2021, softcover, approx. 182 pgs., approx. 52 illus.

Effective Leadership Skills for Construction Field Leaders is packed with proven advice and case studies explaining how skilled tradesworkers transitioning into leadership roles can use new knowledge and strategies to advance their careers. This user-friendly textbook helps skilled construction workers develop the critical leadership skills that result in the efficient and productive completion of projects on time and within budget.

Online access is provided to interactive jobsite animations that highlight key leadership skills. Activities provide opportunities to demonstrate leadership concepts. Each chapter ends with a detailed case study that features real-world dialogue highlighting the knowledge and skills required to effectively lead a crew.

CONTENTS

- The Contracting Business**
 - The Contractor's View
 - The Cost of Doing Business
 - The Role of Field Leaders
 - Case Study 1
- Leadership Qualities**
 - Professionalism and Respect
 - Credibility and Character
 - Ethics and Integrity
 - Teaching and Learning
 - Case Study 2
- Effective Communication**
 - Speaking and Listening Skills
 - Observation Skills
 - Reading and Writing Skills
 - Case Study 3
- Planning and Organizing**
 - The Importance of Planning
 - Using a Planning Process
 - Planning Challenges
 - The Importance of Organization
 - Case Study 4
- Project Coordination**
 - Jobsite Safety
 - Documentation
 - Production Challenges
 - The Stress Factor
 - Case Study 5
- Jobsite Interactions**
 - Crew Support and Morale
 - Disruptive Behaviors and Conflicts
 - Case Study 6



Chapters are divided into sections for maximum instructional flexibility.

Leading in the Field scenarios describe field leaders addressing job-site challenges.



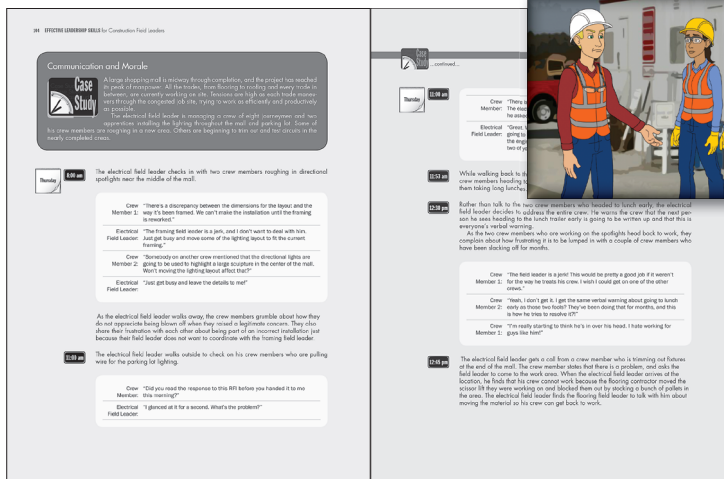
Animated videos in the online learner resources bring leadership on the job site to life.

LEARNER RESOURCES

- Quick Quizzes®
- Flash Cards
- Forms and Documents
- Discussion and Activities
- Leadership Animations
- Internet Resources

INSTRUCTOR RESOURCES

- ATPWebBook™
- Instructional Guide
- Premium PowerPoint® Presentations
- Image Library
- Leadership Animation Guides
- Case Study Guides
- Assessments (Test Banks)
- Answer Keys
- Learner Resources



Case studies provide authentic, detailed examples of field leadership in action.

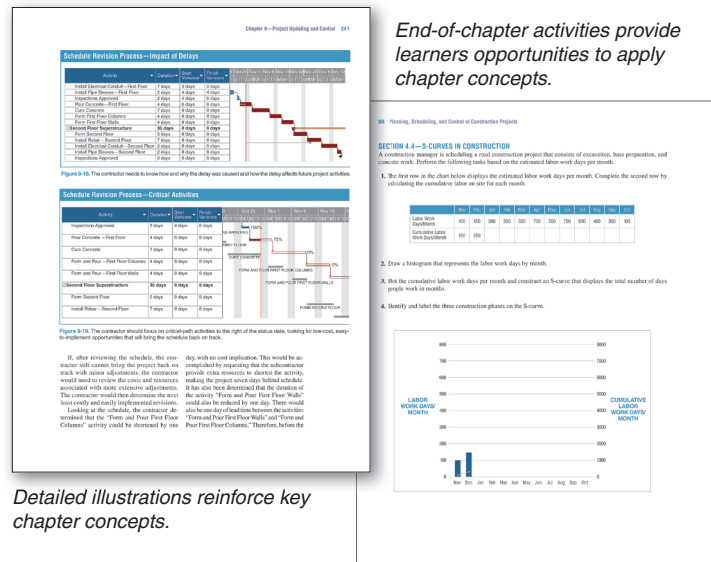
	Item No.	List Price	School Price
Textbook	4044-5	97.00	72.75
ATPWebBook™	4044WEB	97.00	72.75
*Premium Access Package™ (Includes Textbook and ATPWebBook™)	4044PKG	121.25	90.94
Online Instructor Resources	4045IR	360.00	—

* See page 2 for additional information and CoursePak™ options.

Planning, Scheduling, and Control of Construction Projects

By Tom Stephenson
© 2020, softcover, 368 pgs., 219 illus.

Planning, Scheduling, and Control of Construction Projects provides the skills and knowledge required to successfully plan, schedule, and control simple to complex construction projects in the residential and commercial construction sectors. Emphasis is placed on developing a complete work breakdown structure (WBS) and implementing the critical path method (CPM) to scheduling. Additional topics pertaining to the management and control of a project are also covered. Case studies, review questions, and activities provide additional learning opportunities to supplement the chapter content.



CONTENTS

- Project Management and Scheduling Principles
- The Work Breakdown Structure
- The Critical Path Method
- Planning and Monitoring Resources
- Schedule Development Principles for Residential and Commercial Projects
- Schedule Development for Commercial Projects
- Special Considerations for Schedule Development
- Cost Control
- Project Updating and Control
- Change and Claim Management
- Multiple Projects and Line of Balance Schedules
- Project Closeout and Review

LEARNER RESOURCES

- Quick Quizzes®
- Illustrated Glossary
- Flash Cards
- Section Checkpoints
- Forms and Documents
- Case Study Questions
- Media Library
- Internet Resources

INSTRUCTOR RESOURCES

- ATPWebBook™
- Instructional Guide
- Premium PowerPoint® Presentations
- Image Library
- Assessments (Test Banks)
- Answer Keys
- Learner Resources

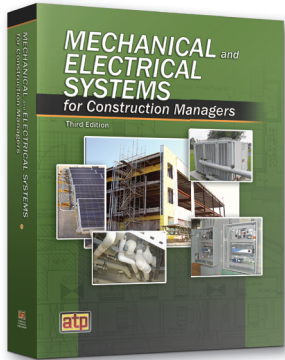
Detailed illustrations reinforce key chapter concepts.

Planning, Scheduling, and Control of Construction Projects			
	Item No.	List Price	School Price
Textbook	3825-1	132.00	99.00
ATPWebBook™	3825WEB	132.00	99.00
*Premium Access Package™ (Includes Textbook and ATPWebBook™)	3825PKG	165.00	123.75
Online Instructor Resources	3827IR	360.00	—

* See page 2 for additional information and CoursePak™ options.



Online instructor resources help facilitate and maximize learner comprehension.



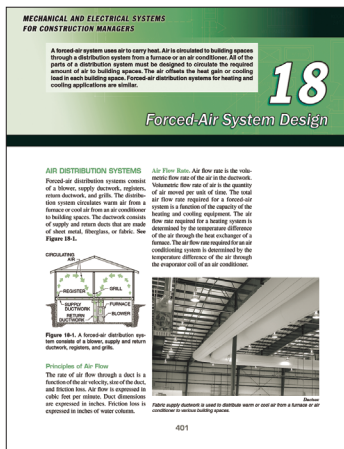
Mechanical and Electrical Systems for Construction Managers

© 2013 Third Edition, softcover, 710 pgs., 687 illus.

Mechanical and Electrical Systems for Construction Managers is designed for general contractors, construction managers, supervisors, and those desiring to enter the construction industry. This comprehensive edition includes sustainable construction methods and energy efficiencies along with building automation retrofits of existing mechanical, electrical, and plumbing systems.

CONTENTS

- Mechanical and Electrical Systems
- Plumbing Materials
- Sanitary Drainage, Vent, and Stormwater Drainage Piping
- Sizing Sanitary Drainage and Vent Piping
- Sizing Water Supply Piping
- Plumbing Fixtures and Appliances
- Testing and Inspecting Plumbing Systems
- Comfort
- Psychrometrics
- Forced-Air Heating Systems
- Steam and Hydronic Heating Systems
- Refrigeration Principles
- Air Conditioning Systems
- Heat Pumps
- Building Automation Control Systems
- Heating and Cooling Loads
- Load Calculations
- Forced-Air System Design
- Hydronic System Design
- Electrical Principles, Tools, and Safety
- Basic Quantities
- Test Instruments, Abbreviations, and Measurements
- Ohm's Law, The Power Formula, and Series and Parallel Circuits
- Electrical Plans and Connections
- Switches and Receptacles
- Nonmetallic-Sheathed Cable, Metallic-Sheathed Cable, and Conduit
- Service Entrances
- Transformers
- Resistance, Inductance, and Capacitance
- Commercial Circuits



Principles of Contracting

By Brenda K. Yamin, Robert A. Gillis
© 2018, softcover, 326 pgs., 209 illus.

Principles of Contracting provides a comprehensive introduction to the construction contracting process. This textbook addresses construction project types and participants, business ownership, financing, building codes, sustainability, job-site safety, and project documentation.

CONTENTS

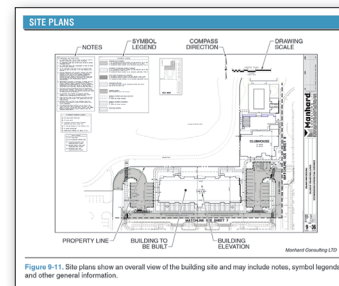
- Construction Project Types
- Construction Project Participants
- Business Ownership
- Labor Relations
- Designer Responsibilities
- Project Financing
- Construction Building and Zoning Codes
- Building Reuse and Sustainability
- Construction Contract Documents
- Bidding and Negotiation
- Construction Insurance and Bonds
- Construction Project Management
- Subcontractors and Suppliers
- Construction Job-Site Safety
- Project Closeout Documentation

LEARNER RESOURCES

- Quick Quizzes®
- Illustrated Glossary
- Flash Cards
- Forms and Documents
- Media Library
- Internet Resources

INSTRUCTOR RESOURCES

- ATPWebBook™
- Instructional Guide
- Premium PowerPoint® Presentations
- Image Library
- Assessments (Test Banks)
- Answer Keys
- Learner Resources

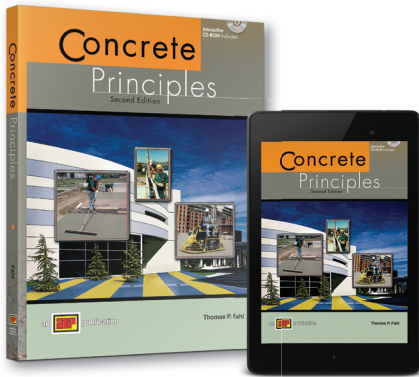


Construction documents, contracting terms, and illustrations are used to reinforce key concepts.

Mechanical and Electrical Systems for Construction Managers			
	Item No.	List Price	School Price
Textbook	9363-2	129.00	96.75
Workbook 186 pgs.	9364-9	32.00	24.00
Instructor's Test Bank DVD	9366-3	130.00	—

Principles of Contracting			
	Item No.	List Price	School Price
Textbook	3820-6	103.00	77.25
ATPWebBook™	3820WEB	103.00	77.25
*Premium Access Package™ (Includes Textbook and ATPWebBook™)	3820PKG	128.75	96.56
Online Instructor Resources	3822IR	360.00	—

* See page 2 for additional information and CoursePak™ options.



Concrete Principles

By Thomas P. Fahl

© 2009 Second Edition, softcover, 372 pgs., 373 illus.

Concrete Principles provides detailed coverage of current practices used in the concrete industry. Step-by-step placement, consolidation, and finishing procedures for flatwork and structures are featured, as well as formwork and reinforcement requirements. This edition includes updated coverage of concrete exposure safety, pervious concrete, precast and tilt-up construction, slip and flying forms, insulated concrete forms (ICFs), grouting and epoxy injection, self-consolidating and reactive powder concretes, and the use of concrete in sustainable design and LEED® certification.

CONTENTS

- Concrete
- Tools, Equipment, and Safety
- Soil Conditions and Preparation
- Flatwork
- Concrete Structures
- Concrete Consolidation
- Concrete Finishing
- Tool and Equipment Maintenance
- Concrete Quality, Testing, and Repair
- Concrete Construction Estimating

LEARNER RESOURCES—DISC

- Quick Quizzes®
- Illustrated Glossary
- Flash Cards
- Media Clips
- Internet Resources

INSTRUCTOR RESOURCES

- ExamView® Test Generator
- PowerPoint® Presentations
- Instructor's Guide
- Instructional Outlines
- Interactive Illustrations
- Pretest/Posttest
- Answer Keys
- Learner Resources

Workbook Contents

- True-false, completion, multiple-choice, and short answer questions
- Identification exercises
- Concrete-related activities and projects

Concrete Principles			
	Item No.	List Price	School Price
Textbook	0512-3	92.00	69.00
ATPWebBook™	0512WEB	92.00	69.00
*Premium Access Package™ (Includes Textbook and ATPWebBook™)	0512PKG	115.00	86.25
Workbook 156 pgs.	0513-0	30.00	22.50
Online Instructor Resources	0515-4	360.00	—

* See page 2 for additional information and CoursePak™ options.



Concrete Formwork

By Leonard Koel

© 2015 Fifth Edition, softcover, 392 pgs., 369 illus.

Concrete Formwork provides valuable information on the construction and safe assembly and disassembly of formwork for residential, light commercial, and heavy commercial structures. This edition includes updated and expanded information on the Occupational Safety and Health Administration's (OSHA's) Hazard Communication Standard (HCS) and safety data sheets (SDS), insulated concrete forms (ICFs), and total stations. New topics in this edition include wind turbine foundations, micropiles, bridge deck overhangs, building information modeling (BIM), form vibrators, and concrete structures such as bridges, dams, and grain elevators.

CONTENTS

- The Building Site
- Wall Form Methods and Materials
- Residential Foundations
- Flatwork
- Heavy Construction
- Precast Concrete Construction
- Concrete Mix and Placement
- Concrete Formwork Computations

LEARNER RESOURCES

- Quick Quizzes®
- Flash Cards
- Prints
- Interactive Calculations
- Media Library
- Internet Resources

INSTRUCTOR RESOURCES

- ATP WebBook™
- Instructional Guide
- Premium PowerPoint® Presentations
- Image Library
- Assessments (Test Banks)
- Answer Keys
- Learner Resources



NOW INCLUDES

- Spanish Language Closed-Captioning

Concrete Formwork			
	Item No.	List Price	School Price
Textbook	0773-8	93.00	69.75
ATPWebBook™	0773WEB	93.00	69.75
*Premium Access Package™ (Includes Textbook and ATPWebBook™)	0773PKG	116.25	87.19
Online Instructor Resources	0775IR	360.00	—

* See page 2 for additional information and CoursePak™ options.



Fluid Power Systems

By Patrick J. Klette
© 2014 Second Edition, softcover, 535 pgs., 307 illus.

Fluid Power Systems covers topics relating to the design, application, and maintenance of hydraulic and pneumatic systems. This edition includes expanded content on hydraulic pumps, fluid conductors, connectors, and means of transmission. The text/workbook addresses fluid power systems, components, and devices specific to industrial, commercial, and mobile power equipment applications such as pumps, valves, actuators, electrical controls, and troubleshooting techniques. Schematic symbols introduced throughout the text/workbook aid schematic diagram comprehension.

The included FluidSIM® 4.2 Student Version simulation software provides the learner with an added tool to create, build, and troubleshoot hydraulic circuits corresponding to specific activities in the text/workbook. Instructors can also use the software to create their own activities.

CONTENTS

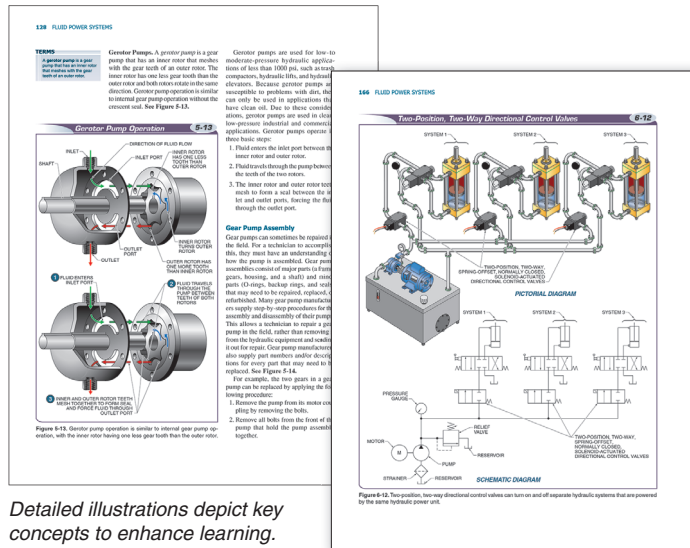
- Fluid Power Systems in Industry
- Fluid Power System Principles
- Hydraulic System Fundamentals
- Fluid Conductors and Connectors
- Hydraulic Pumps
- Directional Control
- Flow Control
- Hydraulic Actuators
- Pressure Control
- Hydraulic Fluid Maintenance
- Pneumatic System Fundamentals
- Pneumatic System Compression and Control
- Pneumatic System Conditioning
- Fluid Power System Electrical Control
- Fluid Power System Maintenance and Troubleshooting

LEARNER RESOURCES

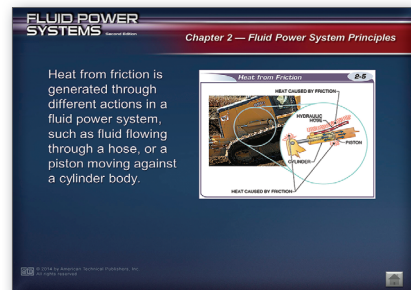
- Quick Quizzes®
- Illustrated Glossary
- Flash Cards
- Interactive Schematics
- Chapter Reviews
- Media Library
- Internet Resources

INSTRUCTOR RESOURCES

- ATPWebBook™
- Instructional Guide
- PowerPoint® Presentations
- Image Library
- Assessments (Test Banks)
- Answer Keys
- Learner Resources



Detailed illustrations depict key concepts to enhance learning.



Customizable PowerPoint® presentations provide instructional flexibility for maximum effectiveness.



Online resources help facilitate and maximize learner comprehension.

Fluid Power Systems			
	Item No.	List Price	School Price
Textbook	3634-9	140.00	105.00
ATPWebBook™	3634WEB	140.00	105.00
*Premium Access Package™ (Includes Textbook and ATPWebBook™)	3634PKG	175.00	131.25
Online Instructor Resources	3636IR	360.00	—

* See page 2 for additional information and CoursePak™ options.