



EQUALS
international

2019 Required and Recommended Resources List



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Introduction

EQUALS has collated a list of recommended and required resources to empower students with the information needed to support their learning experience.

Computing and printing facilities

All students are required to have reliable and ongoing access to a computer, internet and printing facilities. Students must also have access to a word processor that can view and edit Word and PowerPoint files. Student can access computing and printing facilities in the quiet study and computing lounge areas at each campus. Students can borrow multi-media equipment for preparation of assignments and presentations.

For information and bookings, please contact Student Services on 08 8110 1200 or e-mail your request to studentservices@equals.edu.au.

EQUALS Library

The EQUALS Library can provide students with a range of useful books, videos, DVDs and journals in both print and/or electronic format.

Students may borrow resources using their valid Student IS card or other identification. For details on the library collection, please refer to <http://equals.edu.au/students/>.

For information and to borrow a resource, please contact Student Services on 08 8110 1200 or e-mail your request to studentservices@equals.edu.au.

UniSA Library

Students who are interested in becoming a member of the University of South Australia should contact [UniSA](#) for more details.

Student/community borrowers will have access to:

- Main collection
- Select electronic resources and the internet using guest access PCs
- Print journals (in-library use only)
- Photocopiers and scanners

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Ayurveda Programs

HLT52615 Diploma of Ayurvedic Lifestyle Consultation

Required Resources:

Lad, V., 2002, *Textbook of Ayurveda – Volumes 1 & 2*, 1st Edition, The Ayurveda Press, Albuquerque

Professional Experience Required Resources:

Therapist apron – available for purchase from Student Services

Oil bottle (250ml) – available for purchase from Student Services

Approved Sesame Oil

2 Large bath towels

2 Hand towels

Recommended Resources:

Atreya, 2000, *Secrets of Ayurvedic massage*, 1st edition, Lotus Press, USA

Frawley, D., Ranade, S., 2001, *Ayurveda: nature's medicine*, 1st edition, Lotus Press, USA

Frawley, D., 2007, *Ayurveda and the mind*, 1st edition, Lotus Press, USA

Lad, V., 2012, *Textbook of Ayurveda – Volume 3*, 1st edition, The Ayurveda Press, Albuquerque

Lad, V., 1990, *Ayurveda: the science of self-healing*, 1st edition, Lotus Press, USA

Svoboda, R., 1998, *Prakriti – your Ayurvedic constitution*, 2nd edition, Lotus Press, USA

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HLT62615 Advanced Diploma of Ayurveda

Required Resources:

Lad, V., 2002, *'Textbook of Ayurveda – Volumes 1 & 2'*, 1st Edition, The Ayurveda Press, Albuquerque

Pole, S., 2006, *'Ayurveda medicine'*, 1st edition, Elsevier, USA

Sharma, R.K., Dash, B., 2009, *'Caraka Samhita Volumes 2-6'*, 2nd edition, Chaukhamba Sanskrit Series, India

Professional Experience Required Resources:

Therapist apron – available for purchase from Student Services

Oil bottle (250ml) – available for purchase from Student Services

Approved Sesame Oil

2 Large bath towels

2 Hand towels

Recommended Resources:

Frawley, D., Ranade, S., 2001, *'Ayurveda: nature's medicine'*, 1st edition, Lotus Press, USA

Rao, M.S., 2008, *'Sareera Kriya Vignanam: Physiology in Ayurveda'*, 9th edition

Sastry, J.L.N., 2009, *'Dravyaguna Vijnana: Fundamental principles of pharmacotherapeutics in Ayurveda Volume 1'*, 1st edition

Tiwari, M., 1995, *'Ayurveda secrets of healing'*, 1st edition, Lotus Press, USA

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Business Programs

BSB50415 Diploma of Business Administration

Required Resources:

Cole, K., 2018, *'Leadership and management: theory and practice'*, 7th edition, Cengage, Australia

BSB60215 Advanced Diploma of Business

Required Resources:

Cole, K., 2018, *'Leadership and management: theory and practice'*, 7th edition, Cengage, Australia

DuBrin, A., Dalgish, C., Miller, P., 2012, *'Leadership: second Asia Pacific edition'*, 2nd edition, Cengage, Australia

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Community Services Programs

CHC42015 Certificate IV in Community Services

Required Resources:

Lewis, J., Packard, T., Lewis, M., 2012, *'Management of human service programs'*, 5th edition, Cengage, USA

Summers, N., 2015, *'Fundamentals of case management practice: skills for the human services'*, 5th edition, Cengage, USA

CHC52015 Diploma of Community Services

Required Resources:

Lewis, J., Packard, T., Lewis, M., 2012, *'Management of human service programs'*, 5th edition, Cengage, USA

Summers, N., 2015, *'Fundamentals of case management practice: skills for the human services'*, 5th edition, Cengage, USA

CHC62015 Advanced Diploma of Community Sector Management

Required Resources:

Chenoweth, L., McAuliffe, D., 2017, *'The road to social work and human service practice'*, 5th edition, Cengage, Australia

Lewis, J., Packard, T., Lewis, M., 2012, *'Management of human service programs'*, 5th edition, Cengage, USA

Summers, N., 2015, *'Fundamentals of case management practice: skills for the human services'*, 5th edition, Cengage, USA

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Counselling Programs

CHC51015 Diploma of Counselling

Required Resources:

Corey, G., 2017, *'Theory and Practice of Counseling and Psychotherapy'*, 10th edition, Cengage Learning USA

Geldard, K., Geldard, K., Foo, R., 2017, *'Basic Personal Counselling: A Training Manual for Counsellors'*, 8th edition, Cengage Learning Australia

Hough, M., 2014, *'Counselling Skills and Theory'*, 4th Edition, Hodder Education Publishers

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Dental Assisting Programs

HLT35015 Certificate III in Dental Assisting

Required Resources:

Phinney, D., Halstead, J., 2018, *'Dental assisting: a comprehensive approach'*, 5th edition, Cengage, USA

Recommended Resources:

Phinney, D., Halstead, J., 2015, *'Dental assisting instrument guide'*, 2nd edition, Cengage, USA

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Early Childhood Programs

CHC30113 Certificate III in Early Childhood Education and Care

Required Resources:

Kearns, K., 2017, *'Frameworks for learning and development'*, 4th edition, Cengage, Australia

Recommended Resources:

Arthur, L., Beecher, B., Death, E., Dockett, S., Farmer, S., 2017, *'Programming and planning in early childhood settings'*, 7th edition, Cengage, Australia

Bruce, T., 2011, *'Cultivating creativity: for babies, toddlers and young children'*, 2nd edition, Hodder Education, UK

Bruce, T., 2015, *'Early childhood education'*, 5th edition, Hodder Education, UK

Bruce, T., 2011, *'Learning through play: for babies, toddlers and young children'*, 2nd edition, Hodder Education, UK

Nixon, D., Gould, K., 1999, *'Emerging: child development in the first three years'*, 2nd edition, Cengage, Australia

Marotz, L., Allen, K., 2015, *'Developmental profiles: pre-birth through adolescence'*, 8th edition, Cengage, USA

CHC50113 Diploma of Early Childhood Education and Care

Required Resources:

Kearns, K., 2017, *'Frameworks for learning and development'*, 4th edition, Cengage, Australia

Recommended Resources:

Arthur, L., Beecher, B., Death, E., Dockett, S., Farmer, S., 2017, *'Programming and planning in early childhood settings'*, 7th edition, Cengage, Australia

Bruce, T., 2011, *'Cultivating creativity: for babies, toddlers and young children'*, 2nd edition, Hodder Education, UK

Bruce, T., 2015, *'Early childhood education'*, 5th edition, Hodder Education, UK

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Bruce, T., 2011, *Learning through play: for babies, toddlers and young children*, 2nd edition, Hodder Education, UK

Nixon, D., Gould, K., 1999, *Emerging: child development in the first three years*, 2nd edition, Cengage, Australia

Marotz, L., Allen, K., 2015, *Developmental profiles: pre-birth through adolescence*, 8th edition, Cengage, USA

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First Aid

HLTAID003 Provide First Aid

Required Resources:

Haines, J., 2018, *'Emergency first aid'*, 19th edition, APL Healthcare

HLTAID004 Provide an emergency first aid response in an education and care setting

Required Resources:

Haines, J., 2018, *'Emergency first aid for carers and teachers'*, 5th edition, APL Healthcare

Recommended Resources:

APL Healthcare, 2017, *'Provide an emergency first aid response in an education and care setting: Theory assessment workbook'*, APL Healthcare

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Foundation Skills Programs

FSK20113 Certificate II in Skills for Work and Vocational Pathways

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Health Services Assistance Programs

HLT33115 Certificate III in Health Services Assistance

Required Resources:

Austin, K., Arnott, G., 2017, *Health services assistance: supporting nursing in acute care*, 1st edition, Cengage, Australia

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Hospitality Programs

SIT20316 Certificate II in Hospitality

SIT30616 Certificate III in Hospitality

SIT30816 Certificate III in Commercial Cookery

SIT50416 Diploma of Hospitality Management

Required Resources:

Cole, K., 2018, *Leadership and management: theory and practice*, 7th edition, Cengage, Australia

SIT60316 Advanced Diploma of Hospitality Management

Required Resources:

Cole, K., 2018, *Leadership and management: theory and practice*, 7th edition, Cengage, Australia

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Individual Support Programs

CHC33015 Certificate III in Individual Support

Required Resources:

Croft, H., Croft, S., 2017, *'The Australian Carer: a training manual for aged care workers'*, 4th edition, Cengage, Australia

Arnott, G., 2017, *'The individual support worker: ageing, disability, home and community'*, 1st edition, Cengage, Australia

Recommended Resources:

Arnott, G., 2016, *'The disability support worker'*, 2nd edition, Cengage, Australia

CHC43015 Certificate IV in Ageing Support

Required Resources:

Croft, H., 2016, *'The Experienced Carer: frontline leaders in Australia's aged care workplaces'*, 2nd edition, Cengage, Australia

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Leadership and Management Programs

BSB51918 Diploma of Leadership and Management

Required Resources:

Cole, K., 2018, *'Leadership and management: theory and practice'*, 7th edition, Cengage, Australia

DuBrin, A., Dalgish, C., Miller, P., 2012, *'Leadership: second Asia Pacific edition'*, 2nd edition, Cengage, Australia

BSB80215 Graduate Diploma of Strategic Leadership

Required Resources:

Cole, K., 2018, *'Leadership and management: theory and practice'*, 7th edition, Cengage, Australia

DuBrin, A., Dalgish, C., Miller, P., 2012, *'Leadership: second Asia Pacific edition'*, 2nd edition, Cengage, Australia

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Mental Health Programs

CHC43315 Certificate IV in Mental Health

Required Resources:

Lewis, J., Packard, T., Lewis, M., 2012, *'Management of human service programs'*, 5th edition, Cengage, USA

Muir-Cochrane, E., Barkway, P., Nizette, D., 2018, *'Pocketbook of mental health'*, 3rd edition, Elsevier, Australia

Summers, N., 2015, *'Fundamentals of case management practice: skills for the human services'*, 5th edition, Cengage, USA

CHC53315 Diploma of Mental Health

Required Resources:

Lewis, J., Packard, T., Lewis, M., 2012, *'Management of human service programs'*, 5th edition, Cengage, USA

Muir-Cochrane, E., Barkway, P., Nizette, D., 2018, *'Pocketbook of mental health'*, 3rd edition, Elsevier, Australia

Summers, N., 2015, *'Fundamentals of case management practice: skills for the human services'*, 5th edition, Cengage, USA

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Nursing Programs

Nursing Kit

All students studying the HLT54115 Diploma of Nursing and/or HLT64115 Advanced Diploma of Nursing are required to purchase a nursing kit containing navy blue or black stethoscope, pouch, pen torch, fob watch, retractable ID card holder, safety glasses and sphygmomanometer.

All students can purchase their kits online via 'enurse' available via this link:

<https://www.enurse.com.au/eshop/nurses-equipment-supplies/nursing-kits-value-packs>

Use the code 'studentsrule' for a discount at checkout.



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Required Resources:

- Abbott, B., De Vries, S., 2016, *'Monitoring and administration of IV medications for the enrolled nurse'*, 1st edition, Cengage, Australia
- King, J., Hawley, R., 2014, *'Australian Nurses' Dictionary'*, 6th edition, Elsevier, China
- Koutoukidis, G., Stainton, K., Hughes, J., 2016, *'Tabbners Nursing Care Theory and Practice'*, 7th edition, Elsevier, China
- Levett-Jones, T., Reid-Searl, K., Bourgeois, S., 2018, *'The Clinical Placement: An essential guide for nursing students'*, 4th edition, Elsevier, China
- Patton, K., Thibodeau, G., 2013, *'Human Body in Health and Disease'*, 6th edition, Elsevier, China
- Tollefson, J., Watson, G., Jelly, E., Tambree, K., 2019, *'Essential clinical skills: Enrolled Nurses'*, 4th edition, Cengage, China

Recommended Resources:

- Bassot, B., 2016, *'The reflective journal'*, 2nd edition, Palgrave MacMillon, United Kingdom
- Brotto, V., Rafferty, K., 2016, *'Clinical Dosage Calculations for Australia & New Zealand'*, 2nd edition, Cengage, Australia
- Broyles, B., Reiss, B., McKenzie, G., Pleunik, S., Page, R., 2016, *'Pharmacology in nursing: Australian & New Zealand edition'*, 2nd edition, Cengage, China
- Bryant, B., Knights, K., Darroch, S., Rowland, A., 2019, *'Pharmacology for health professionals'*, 5th edition, Elsevier, China
- Evans, K., Nizette, D., O'Brien, A., 2017, *'Psychiatric and mental health nursing'*, 4th edition, Elsevier, China
- Gray, S., Ferris, L., White, L.E., Duncan, G., Baumle, W., 2019, *'Foundations of nursing: Enrolled Nurses'*, 2nd edition, Cengage, China
- Harris, J., Roussel, L., Thomas, T., 2018, *'Management and leadership for nurse administrators'*, 8th edition, Cengage, Australia
- Herily, B., 2018, *'The human body in health and illness'*, 6th edition, Elsevier, China
- Jarvis, C., (adapted by Forbes, H., Watt, E., 2016, *'Jarvis's pocket companion for physical examination & health assessment Australia and New Zealand'*, 2nd edition, Elsevier, China

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Muir-Cochrane, E., Barkway, P., Nizette, D., 2018, *'Pocketbook of mental health'*, 3rd edition, Elsevier, Australia

Smith, J.D., 2016, *'Australia's rural, remote and indigenous health'*, 3rd edition, Elsevier, Australia

Stein-Parbury, J., 2018, *'Patient & person: interpersonal skills in nursing'*, 6th edition, Elsevier, China

Walker, S., Wood., M., Nicol, J., 2017, *'Mastering medical terminology: Australia and New Zealand'*, 2nd edition, Elsevier, China

HLT64115 Advanced Diploma of Nursing

Required Resources:

Abbott, B., De Vries, S., 2016, *'Monitoring and administration of IV medications for the enrolled nurse'*, 1st edition, Cengage, Australia

DeLaune, S., Ladner, P., McTier, L., Tollefson, J., Lawrence, J., 2016, *'Fundamentals of nursing: Australia & NZ edition – revised'*, 1st edition, Cengage, Australia

Enrolled Nurse Medication Upgrade (HLTENN007)

Required Resources:

Abbott, B., De Vries, S., 2016, *'Monitoring and administration of IV medications for the enrolled nurse'*, 1st edition, Cengage, Australia

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Pathology Programs

HLT37215 Certificate III in Pathology Collection

Required Resources:

Kumar, V., Abbas, A., Aster, J.C., 2018, *'Basic pathology'*, 10th edition, Elsevier, Canada

Warekois, R., Robinson, R., 2016, *'Phlebotomy'*, 4th edition, Elsevier, USA

Recommended Resources:

Hoeltke, L., 2018, *'The complete textbook of phlebotomy'*, 5th edition, Cengage, Australia

McCall, R., Tankersley, C., 2016, *'Phlebotomy essentials'*, 6th edition, Wolters Kluwer, Philadelphia

Walker, S., Wood., M., Nicol, J., 2017, *'Mastering medical terminology: Australia and New Zealand'*, 2nd edition, Elsevier, China

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Remedial Massage Programs

HLT52015 Diploma of Remedial Massage

Required Resources:

Casanelia, L., Stelfox, D., 2009, *'Foundations of massage'*, 3rd edition, Elsevier, UK

Grace, S., 2012, *'Textbook of remedial massage'*, 1st edition, Elsevier, Sydney

Muscolino, J., 2009, *'Musculoskeletal anatomy coloring book'*, 3rd edition, Elsevier, USA

Professional Experience Required Resources:

Therapist apron – available for purchase from Student Services

Oil bottle (250ml) – available for purchase from Student Services

Massage Oil

2 Large bath towels

Recommended Resources:

Cash, M., 2012, *'Advanced remedial massage and soft tissue therapy'*, Ebury Press, UK

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