



Reviewed by Albert Grantham

Albert Grantham is Head Teacher in Automotive Technology at Padstow College, South Western Sydney Institute. He has worked in the automotive industry for 36 years, including 14 years in TAFE NSW. He is also former

Program Manager for TAFE NSW, Metals, Engineering, Construction and Transport curriculum centre (MEC&T).

Approach to Automotive

Authors: Ed May and Les Simpson

Publisher: McGraw Hill

Published: 2009

IT is apparent that the target audience for this book is VET in Schools students, and it is in the context of the relevance to this cohort that I review it.

The book is slanted towards Automotive Mechanics and Automotive Electricians. For example, in the tools areas the content is great, but the authors could have included additional information on body repair and refinishing tooling and equipment.

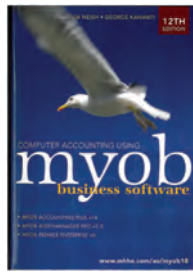
The section on the automotive industry is well written and useful. Very little information was previously available to students in textbooks, and Roger Green has also provided web links for readers to access additional information.

The book also has a very useful chapter on the green agenda. Responsible environment protection in the entire automotive sector is huge and good management practices are vital for the sustainability of the industry.

The layout of the book is good, it makes great use of colour reference diagrams and has up-to-date pictures. This aspect of the book could be further improved by the publishers including a CD/DVD to engage students in interactive learning activities.

While the book has useful information it does not address the essential requirements for all of the mandatory units for the Automotive Framework course. Students will need to use this book in conjunction with other resources, as the content and scope of the text is inadequate to meet the BOS requirements in the syllabus. Teaching staff and students will need other resources to successfully address the BOS requirements and prepare for the HSC Automotive Framework examination.

Overall the book should prove to be a good resource and provide useful insights into the automotive industry. Well done to the authors for creating a great reference book that provides an introduction to the world of automotive mechanics. ❖



Reviewed by Tim Riessen

Tim Riessen is Lecturer in Digital Content at Central TAFE Perth. He is a vocational lecturer with more than twenty years experience dealing with computer application technology, from business based software through to interactive digital media.

Computer Accounting Using MYOB Business Software (12th Ed)

Authors: William Neish and George Kahwati

Publisher: McGraw Hill

Published: 2009

AT close to 700 pages this book can appear daunting. The CD also contains the MYOB software and a support website is available.

The book's self-proclaimed aim is to cater for a range of accounting backgrounds while assuming only a modest computer literacy. To that end the introduction pages should be read in full to make best use of the rest of the book. As an introductory text it could be used to establish how MYOB works with basic accounting theory. For those with good understanding of accounting, it provides good examples of translating theory into MYOB practice.

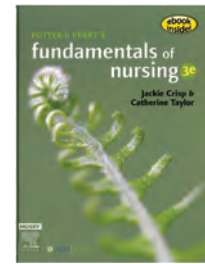
From the non-accountant perspective the book provides clear instructions on the computer aspects of using MYOB, such that a competent computer user could get reasonable use out of it while developing their comprehension of debits, credits and GST.

The structure of the book provides a series of generic steps to achieve outcomes. This is followed with examples to apply to a specific file from the CD, and then a self test exercises to try it yourself. There are "Competency Checklists" summarising the skills the user should have at that point. The end-of-chapter assessments also give opportunity to confirm the competency has been reached.

A good range of screen grabs are provided throughout to give visual clues to how processes are developed. Perhaps a minor criticism here would be that these are not in colour. There is also the assumption that processes will run as described.

Given that accounting processes build from simple to complex, this book does need to be approached in chapter order, and the book has warnings about jumping into later chapters without completing Chapters 1 and 2.

The book could be adapted for use with a range of delivery and assessment methodologies, from in-class face-to-face, to an adjunct to on-line delivery. ❖



Reviewed by Maree Kennedy

Maree Kennedy is employed as a Clinical Nurse Specialist in Respiratory & Chronic Care at Port Macquarie Community Health. She has over three years experience teaching in the Nursing & Aged Care Facility at the North Coast Institute in Port Macquarie.

Potter & Perry's Fundamentals of Nursing 3E

Authors: Jackie Crisp and Catherine Taylor

Publisher: Elsevier Publishing

Published: 2008

THIS book has a critical thinking focus — encouraging student nurses to have a broad knowledge base from which to provide care. The text is ideal for the current climate where resources in health care are stretched to the limit.

The text not only encourages nurses to become critical thinkers but also to become client advocates, clinical decision makers and client educators. Holistic care is such an important focus in nursing, and this text takes this into consideration by covering a broad spectrum of care services.

The book provides an excellent practice guide, with photos, teaching strategies, figures and evidence-based guidelines providing step-by-step instructions for the beginning practitioner. A good example of this is the comprehensive guide to medication therapy. This chapter provides a very detailed guide on how to administer medication with clear instructions and in depth photos of what nurses are required to do to ensure safe and effective practice.

Contents include eight units, with topics such as, *The Client and the Healthcare environment, Caring throughout the life span, Critical thinking in nursing practice, Professional Standards in nursing practice, Psychosocial and the scientific basis of nursing practice, Basic human needs and people with special needs*. Each unit covers topics that are relevant for nurses in many different fields. From conception to adolescents, young and middle adulthood through to aged care, the nursing student will get an excellent understanding of the variety of health care needs.

The text is very thorough and sets out objectives, teaching strategies and an evaluation for nurses who are able to provide education to patients in their care.

This textbook is ideal for the student nurse. It is very descriptive with the photos and contents providing essential information required by the student for clinical practice in today's healthcare environment. ❖



Reviewed by Kevin Heys

Kevin Heys is Faculty Director for Vocational Access programs in South Western Sydney Institute, TAFE NSW. He has substantial experience in Educational leadership, PD, Industrial relations, TAFE management and VET research development and a particular interest in labour market economics, organisational performance, industrial democracy, applied research, industry and community development and TAFE for individuals.

Principles of Internal Control and Corporate Governance

Author: Alan Trenerry

Publisher: McGraw Hill

Published: 2009

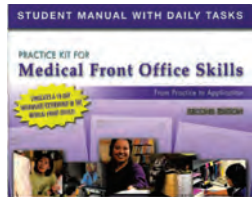
THE writer is a well established author of books for Accounting students in TAFE NSW. His books have been written for Certificate and Diploma level students. His publications are informed by his teaching and the relevant curriculum, training package, industry and professional association standards.

This edition takes up the topical area of internal control and corporate governance, which are highly relevant concepts given the global financial crisis and the need of organisations to apply and strengthen their financial management practices in a responsible manner.

The text addresses topics of corporate governance, the fundamentals of accounting operations and control mechanisms in relation to sales, cash, payroll inventory, technology, stocks, assets and liabilities. It also provides a practical guide on matters in relation to audits, corporate legislation and ethics which enable practitioners to bring professional judgement and decision-making to their organisation. The text is well indexed and extends over 377 pages. It has back up resources for teachers which are available through the McGraw Hill website.

The text is written in a clear and concise manner. It is written to benefit students who come from non-English speaking countries and it has been updated to include recent legislation on Corporate Responsibilities and the responsibilities of board members.

The text is written in keeping with competencies and performance criteria and it provides a list of key concepts, diagrams, case studies and questions. It also provides a glossary of key terms, a range of self-assessment exercises and an index reference guide to support users of this very valuable text. ❖



Reviewed by Annie Bracken

Annie is a full time teacher in Health, Aged Care and Nursing at Port Macquarie Campus of North Coast TAFE. She has also worked

as a casual RN at Wauchope Hospital for 16 years. Annie, sees the benefit and importance of promoting and fostering sustainable working relationships with health care workers within the community, which includes staff working within General Practice.

Medical Front Office Skills, 2nd Edition

Authors: Carol Buck and Cynthia Stahl

Publisher: Elsevier

Published: 2009

THIS comprehensive and extensive Practice Kit, which includes written and electronic material, is well designed and packaged. The writers have gone to extensive lengths to ensure that the kit contains appropriate information required by a new office worker, including client's charts, completed client history forms and relevant assessment forms. The accompanying text is clearly written, appendices are easy to access and throughout the text there are challenging activities which augment further learning and self reflection.

Unfortunately however, this Practice Kit is not designed for use within Australia. Yes, there is information provided on the generic office skills, including Occupational Health and Safety and the importance of confidentiality and effective communication. The OHS information is based on US laws, and client forms relate to US health insurance.

In addition, there are many activities for the reader related to the transcription of Doctor's notes and findings. After liaising with an extensive number of medical offices in our local area I was unable to locate any offices practising this process. Australian General Practitioners are using computer generated notes, or if not, their notes are not transcribed. Another point of contention is that the new office worker is expected to interpret pathology and radiology results and file these depending on the need for revision. Australian medical offices have an expectation for the practice nurse to interpret some results, but all results are reviewed and signed off by the practitioner.

I could easily see the usefulness of this type of practice kit for a new office worker, but it would need to be written specifically for the Australian context. ❖



Reviewed by Tim Riessen

Tim Riessen is Lecturer in Digital Content at Central TAFE Perth. He is a vocational lecturer with more than twenty years experience dealing with computer application technology, from business based software through to interactive digital media.

Use Technology in the Workplace and Create Simple Spreadsheets

Author: Greg Pazmandy

Publisher: Tekniks Publications

Published: 2008

AT more than five hundred pages, this book presents a large amount of information. Nearly half is devoted to working with spreadsheets, as indicated by the prominence of the title. However, significant sections on the use of Word and PowerPoint, plus getting started with Windows (TM), are also presented. The integration of spreadsheets with these other packages is the reason. The book uses Microsoft Office 2007 (TM) and one of its advantages is that it does not assume extensive existing knowledge. The primary audience could well be those working in a small office, or non-profit organisation seeking to better manage their business activities.

As a potential text book, it has been produced to readily provide easy to digest information on spreadsheets, as well as other topics. A good range of exercises and activities is provided to put content into practice.

The use of black and white production throughout makes publication relatively easy and inexpensive. However, the use of colour would enhance the book's usability for identifying screen shots presented.

This book would be a comprehensive guide if used as a self-paced text, but would require ongoing support in relation to the range of questions and activities provided. It may serve better as an in-class text where the trainer can provide direction for its best use.

As a start-up book, it is useful in building up knowledge toward the use of spreadsheets. It would be suitable as a text, or support reference, for a range of Certificate I to III units dealing with introductory to intermediate computer skills. ❖