This guide is an introduction to the business admin resources at Miller Library. You may borrow up to 15 physical items (books, magazines or DVDs) and most loans are for two weeks. You also have unlimited access to the online library. You will need your TAFE user name and password for access. If you need help with finding resources, using technology or finishing assessments please ask us for help.

**Miller Library**

Cnr Banks and Hoxton Park Roads
Miller NSW 2168
T 02 9825 7414
W swsi.tafensw.edu.au/Library
E swsi-tafensw.libanswers.com
What’s on the shelves?

Browse the shelves, ask for help
or search the catalogue—
tafecat.tafensw.edu.au

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<th>Category</th>
<th>Call No.</th>
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<td>Business letters</td>
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Dictionaries - Bilingual 423.09
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Computer software

Microsoft Office including Access, Word, Excel, Publisher and PowerPoint is installed on all student PCs in the library.

Typequick Professional is designed to teach adults keyboard skills. Create your account and complete the tutorials at your own pace. Available on all student computers in the library.

Microsoft Project is designed to assist the project manager in developing a plan, assigning resources, tracking progress, managing the budget and analysing workloads. It is available on one student PC.

Useful resources and equipment

The library provides a range of equipment, facilities and services to assist you in your studies.

- Air-conditioned/heated study space
- Printing / scanning facilities
- Headphones
- USB recharge cables and charge station
- Charge station for TAFEcard

- Wi-Fi assistance - TAFENSW
- Username lookup and password reset
- Food and drink friendly (but please take your rubbish with you).
- Student PCs
- Librarian support
- Research assistance
The online library

SWS RT0 Library website: swsi.tafensw.edu.au/Library

Online subject guide - Business Administration - swsi-tafensw.libguides.com

TAFE Library catalogue - tafecat.tafensw.edu.au/tafecat.html

eBooks

A comprehensive range of resources are available online as eBooks. You will need your TAFE username and password to access them from https://swsi-tafensw.libguides.com/ebooks/home

Some sample titles -

- Effective email: concise, clear writing to advance your business needs (2014)
- Winning Meetings and Events for Your Venue (2014)

eVideos

The online library includes streamed videos covering a wide range of business topics. These can be viewed on mobile devices. You will need your username and password to view them from https://swsi-tafensw.libguides.com/online_videos/BySubject

Some sample titles -

- Safety First: OHS in the Office (2010)
- Playing Your Part 1: Diversity in the Workplace (2012)
- Greeting and introducing (2014)
- De-Cluttering the Office (2012)

Software programs and online tools

The following online tools and resources will assist you with your studies.

Lynda.com provides access to quality online courses in business, software, technology and creative skills. Log in with your TAFE username and password. Tutorials are available in five languages.

Need help?

LibChat is a live chat service run by SWS RT0 libraries. The service defaults to an email form out of hours. Access the live chat service at swsi-tafensw.libanswers.com