This guide is an introduction to the business resources at Liverpool 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.

Liverpool Library

College Street Liverpool NSW 2170
T 02 9827 5212
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

Accounts 657
Body language 153.69
Bookkeeping 657
Business letters 651.75
Communication 302.2
Communicating at work 658.45
Complaints handling 658.812
Customer service 658.812
Dictionaries - Bilingual 423.09
Dictionaries - English 423
Diversity 303.482
Document design 651.74
Emails 651.75
English grammar 425
Keyboarding 652.3
Mail 651.79
Meetings 658.456
Mentoring 658.3124
Microsoft Access 005.7565
Microsoft Excel 005.54
Microsoft Office 005.5
Microsoft Outlook 005.57
Microsoft PowerPoint 005.58
Microsoft Publisher 005.52
Microsoft Word 005.52
Networking 650.13
Non verbal comm. 658.45
Office procedures 651
Presentations 658.452
Spelling 428.13
Sustainability 658.4083
Telephone skills 651.73
time management 650.1
Work life balance 302.35
Work priorities 658.402
Writing 428.2

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 RTO Library website: swsi.tafensw.edu.au/Library

Online subject guide - Business Management - 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 -

- The administrative professional: technology & procedures (2017)
- Writing online: a guide to effective digital communication at work (2016)
- The business skills collection (2015)
- Microsoft Office 365 for dummies (2016)
- Excel basics in 30 minutes: the beginner’s guide to Excel, Excel Online, and Google Sheets (2016)

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 -

- Service for sales (2015)
- Finance and budgets (2015)
- Understanding accountability (2015)
- Planning and organising (2012)
- Environmental sustainability in business: A case study (2010)

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 RTO libraries. The service defaults to an email form out of hours. Access the live chat service at swsi-tafensw.libanswers.com