



**DID YOU KNOW THAT?**

**URBE University Library** has a Webpage with relevant information for your courses. You can access this page thru this link:

<https://library.urbe.university/>

The library webpage has different sections such as: Catalog, Academic Repository, Databases, Training and Docs, Remote Library Instruction and Contact.

The [Training and Docs](#) section include videos, Power Point Presentations, and other training documents for our students and professors.

**Library Instruction for New Students**

**DATE:** July 5, July 6 and July 7 (Zoom)

**TIME:** 2:00 PM to 3:00 PM

**How access Ebooks Collections**

**DATE:** July 11, July 12 and July 19 (Zoom)

**TIME:** 2:00 PM to 3:00 PM

**What is ?, and how to use, DLOC**

**DATE:** July 18 , July 25 (Zoom)

**TIME:** 2:00 PM to 3:00 PM

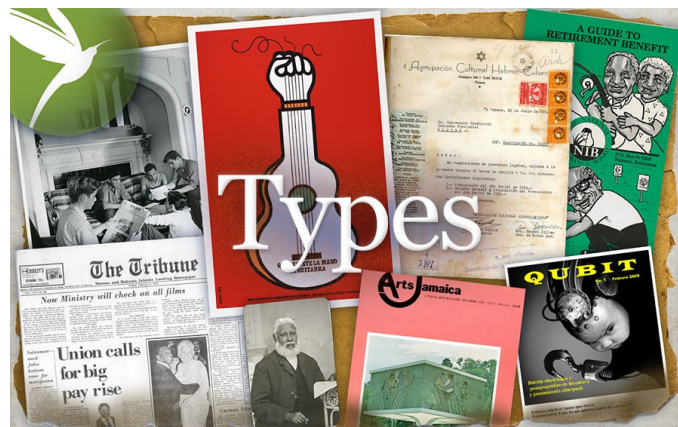
**dLOC** <https://www.dloc.com/>

## DIGITAL LIBRARY OF THE CARIBBEAN

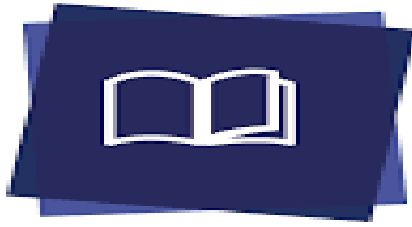
A MULTI-INSTITUTIONAL, INTERNATIONAL DIGITAL LIBRARY.

The Digital Library of the Caribbean (dLOC) brings together resources related to the Caribbean and its surroundings. It offers access to digital versions of cultural, historical and research materials on the Caribbean that are currently in archives and libraries in the region and also in private collections.

The collections include newspapers, photographs, archives of Caribbean leaders and governments, official historical documents, and historical and contemporary maps. Its collections stand out, such as Archives of Voodoo Culture and Religion, Panama and the Canal, and Celebrating Cuba! Collaborative Digital Collections of Cuban Heritage, etc.



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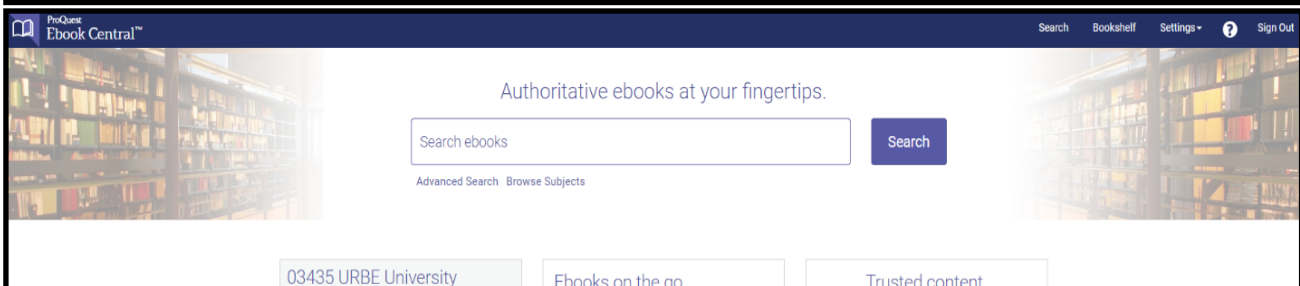
ProQuest  
Ebook Central™

## DID YOU KNOW THAT ?

URBE UNIVERSITY has access to **Proquest Ebook Central Database**, thru LIRN . This Database include the most complete collection with nearly 1.85 million EBooks from 1,300+ leading publishers covering all academic disciplines, researchers have access to everything they need in one place.

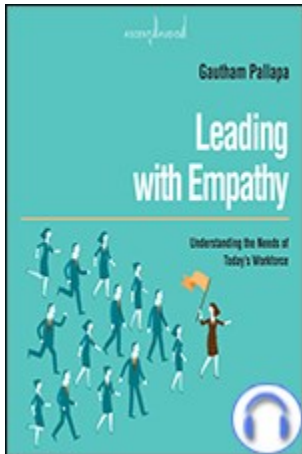
## Quick Guide for access to: PROQUEST EBOOK CENTRAL

1. Go to: <https://library.urbe.university/>
2. Click on: **Databases** and click on: <https://www.lirn.net/>
3. **Sign in for full access** with the library credentials and choose the Database: **Proquest Ebook Central**



4. **Search for books** by entering a Keyword, ISBN, or other terms into the search box. For more search options, click "Advanced Search" or "Browse Subjects"
5. **Narrow search results** using Year Published, Subject, and other filters at the left.
6. **Learn more about a book** by clicking its title or "Table of Contents and more". The detail page will show the book's availability for online reading and download, copy and print allowances, and bibliographic data.
7. **Save a link to a book** into your bookshelf by clicking "Add to bookshelf"





[LEADING WITH EMPATHY \(AUDIOBOOK\)](#)

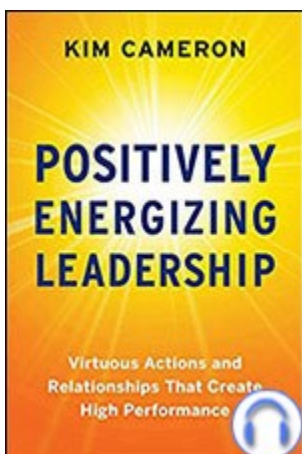
In *Leading with Empathy*, acclaimed strategist and business leader Dr. Gautham Pallapa presents an insightful road map to leading people through adversity and empowering humans in the workplace, the home, and society.

*Leading with Empathy* also includes: stories, anecdotes, and personal musings that grant visibility and validation to the suffering of others; exercises and strategies to reduce stress, anxiety, and improve happiness and positivity; and actions that enable leaders to empower people through empathy, collaboration, and communication.



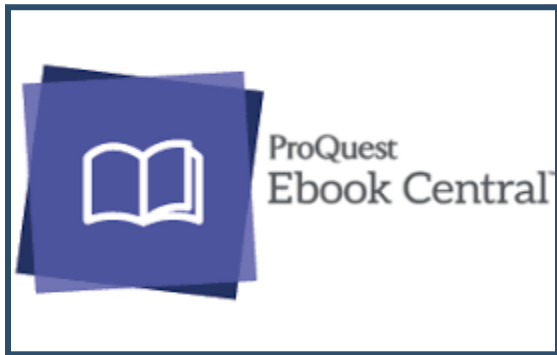
[Coaching de equipos \(Coaching Teams\) - Audio \(Audio Book\)](#)

El mayor tesoro que tienen las organizaciones son las personas que trabajan en ellas. Por ello, es necesario tener siempre presente que, aunque como individuos son importantes, como equipo pueden ser invencibles. Para conseguirlo, es fundamental que los coaches, formadores, consultores y líderes conozcan las realidades de sus equipos: sus complejidades y la mejor forma de facilitar su desarrollo. Con este libro, los autores proponen las técnicas, herramientas, dinámicas y conocimientos necesarios para promover cambios que estimulen mejoras en el desempeño de los equipos: evaluar las diferentes visiones en ellos, identificar posibles disfunciones, crear un buen clima emocional, optimizar la comunicación y establecer la alianzas correctas para multiplicar resultados

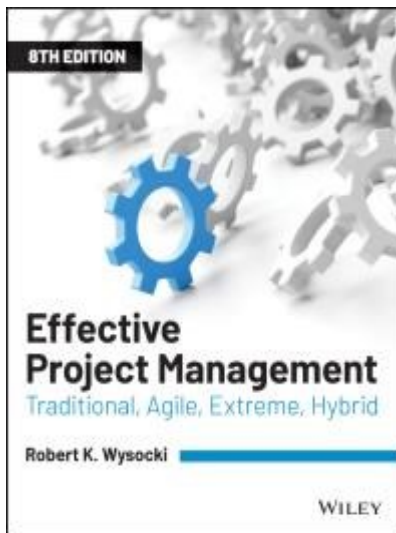


**POSITIVELY ENERGIZING LEADERSHIP (AUDIO BOOK)**

This book reveals one of the most important but frequently ignored factors that lead to spectacular performance in organizations. Kim Cameron, a true pioneer in the study of positive leadership, offers validated scientific evidence that all individuals are inherently attracted to and flourish in the presence of positive energy, a principle known in biology as heliotropism. Further, he shows that the positive relational energy generated by leaders' virtuous behaviors—such as generosity, compassion, gratitude, trustworthiness, forgiveness, and kindness—is tightly linked to extraordinary organizational outcomes like greater innovation, higher profits, and increased engagement and retention.

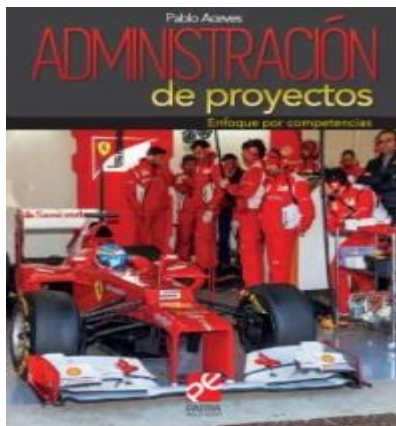


## NEW ADDITIONS PROJECT MANAGEMENT



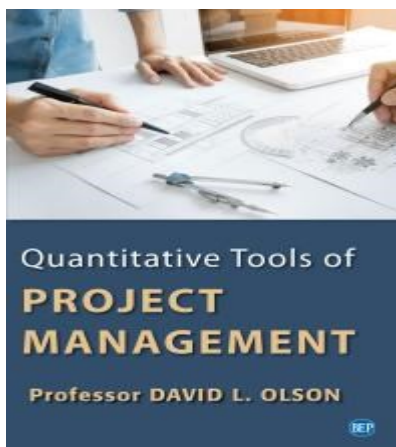
### [Effective Project Management : Traditional, Agile, Extreme, Hybrid \(2019\)](#)

The popular guide to the Project Management body of knowledge, now fully updated. Now in its Eighth Edition, this comprehensive guide to project management has long been considered the standard for both professionals and academics, with nearly 40,000 copies sold in the last three editions! Well-known expert Robert Wysocki has added four chapters of new content based on instructor feedback, enhancing the coverage of best-of-breed methods and tools for ensuring project management success. With enriched case studies, accompanying exercises and solutions on the companion website, and PowerPoint slides for all figures and tables, the book is ideal for instructors and students as well as active project managers. professionals



### [Administración de Proyectos: enfoque por competencias \(2018\)](#)

En el ámbito de la administración de proyectos, las personas involucradas en un Proyecto suelen buscar en determinadas circunstancias diversas alternativas para hacer una mejor propuesta. No obstante, en la mayoría de los casos, los integrantes se encuentran con entornos desconocidos, de los que no conocen sus riesgos propios de éste. Por esa razón, es importante utilizar herramientas que permitan obtener respuestas más reales.



### [Quantitative Tools of PROJECT MANAGEMENT. \(2020\)](#)

This book addresses the use of quantitative tools to support general project management. Part I of the book deals with critical path modeling. Part II discusses risk modeling tools to include Program Evaluation and Review Technique (PERT), critical chain modeling, and agile/scrum approaches. Project control through earned value analysis is also covered. Part III is a Microsoft Project orientation. A feature of the book is an effort to tie content to that of the Project Management Body of Knowledge (PMBOK). Each chapter includes reference to how each chapter relates to the PMBOK structure and its relationship to the 2020 Project Management Professional (PMP) Exam Outline.

<https://library.urbe.university/>



## Tips for a more efficient search

- Note **key concepts** that relate to your topic.
- **Find an appropriate search tool**. Consider your subject matter, discipline, type of information needed, etc.
- Construct a search.
- Use **OR** to join synonyms or related terms.
- Use **AND** to join dissimilar terms.
- Use **quotations** to search for a phrase.
- Use **truncation** to pick up various endings of a word.
- Incorporate appropriate **limiters** as needed before conducting the search or after viewing the results list, such as language, date, type of article, etc.
- Skim results; **read abstracts** to determine an article's relevance.
- Use **subject terms** to direct you to other articles with the same tags.
- **Revise search** as needed. Consider using **other terminology** you discover from titles and descriptors.
- **Locate full-text** of the article either through a HTML/PDF link, UCe-Links button, or Request (ILL) through UC-eLinks.
- **Review a relevant source's reference list** to locate other articles, books, or authors who have written on the same topic.
- If you're not finding information that exactly matches your topic, **use pieces of information** from sources that are related.



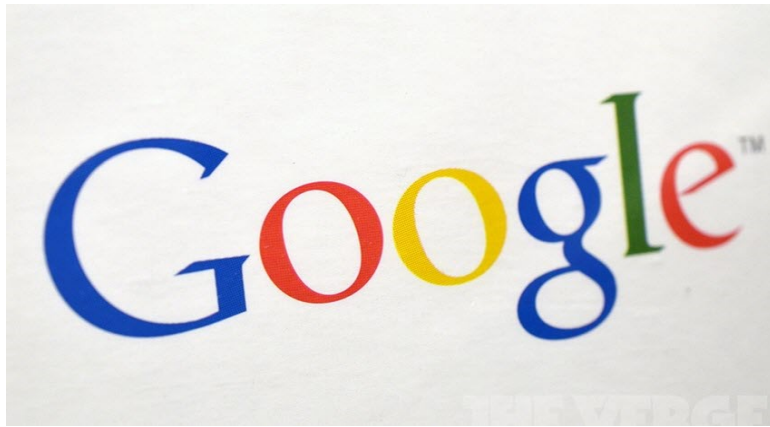
## 20 Tips for More Efficient Google Searches

For millions of people Google is an indispensable search tool that they use every day, in all facets of their lives. From work or school, research, to looking up movies and celebrities to news and gossip, Google is the go-to search engine.

Some of these are obvious ones, that you probably know about. But others are lesser-known, and others are known but not often used. Use this guide to learn more about, or be reminded of, some of the best ways to get exactly what you're looking for, and quickly.

- **Either/or** Google normally searches for pages that contain all the words you type in the search box, but if you want pages that have one term or another (or both), use the OR operator — or use the “|” symbol (pipe symbol) to save you a keystroke. [dumb | little | man]
- **Quotes** If you want to search for an exact phrase, use quotes. [“dumb little man”] will only find that exact phrase. [dumb “little man”] will find pages that contain the word dumb and the exact phrase “little man”.
- **Not** If you don't want a term or phrase, use the “-” symbol. [-dumb little man] will return pages that contain “little” and “man” but that don't contain “dumb”.
- **Similar terms** Use the “~” symbol to return similar terms. [~dumb little man - dumb] will get you pages that contain “funny little man” and “stupid little man” but not “dumb little man”.
- **Wildcard** The “\*” symbol is a wildcard. This is useful if you're trying to find the lyrics to a song, but can't remember the exact lyrics. [can't \* me love lyrics] will return the Beatles song you're looking for. It's also useful for finding stuff only in certain domains, such as educational information: [“dumb little man” research \*.edu].
- **Advanced search** If you can't remember any of these operators, you can always use [Google's advanced search](#).

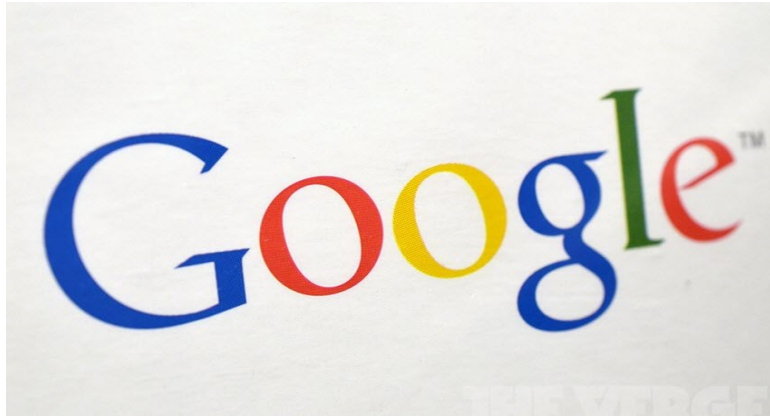




## 20 Tips for More Efficient Google Searches

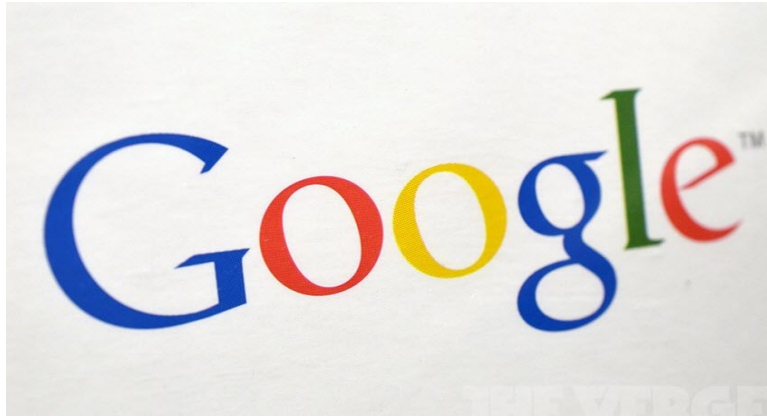
- **Definitions** Use the “define:” operator to get a quick definition. [define: dumb] will give you a whole host of definitions from different sources, with links.
- **Calculator** One of the handiest uses of Google, type in a quick calculation in the search box and get an answer. It’s faster than calling up your computer’s calculator in most cases. Use the +, -, \*, / symbols and parentheses to do a simple equation.
- **Numrange** This little-known feature searches for a range of numbers. For example, [“best books 2002..2007] will return lists of best books for each of the years from 2002 to 2007 (note the two periods between the two numbers).
- **Site-specific** Use the “site:” operator to search only within a certain website. [site:dumblittleman.com leo] will search for the term “leo” only within this blog.
- **Backlinks** The “link:” operator will find pages that link to a specific URL. You can use this not only for a main URL but even to a specific page. Not all links to an URL are listed, however.
- **Vertical search** Instead of searching for a term across all pages on the web, search within a specialized field. Google has a number of specific searches, allowing you to search within blogs, news, books, and much more:
  - [Blog Search](#)
  - [Book Search](#)
  - [Scholar](#)
  - [Finance](#)
  - [Images](#)
  - [Local/Maps](#)
  - [News](#)





## 20 Tips for More Efficient Google Searches

- [Patent Search](#)
- [Product Search](#)
- [Video](#)
- **Movies** Use the “movie:” operator to search for a movie title along with either a zip code or U.S. city and state to get a list of movie theaters in the area and show times.
- **Music** The “music:” operator returns content related to music only.
- **Unit converter** Use Google for a quick conversion, from yards to meters for example, or different currency: [12 meters in yards]
- **Types of numbers** Google algorithms can recognize patterns in numbers you enter, so you can search for:
  - \* Telephone area codes
  - \* Vehicle ID number (US only)
  - \* Federal Communications Commission (FCC) equipment numbers (US only)
  - \* UPC codes Federal Aviation Administration (FAA) airplane registration number (US only)
  - \* Patent numbers (US only)
  - \* Even stock quotes (using the stock symbol) or a weather forecast regarding the next five days



## 20 Tips for More Efficient Google Searches

- **File types** If you just want to search for .PDF files, or Word documents, or Excel spreadsheets, for example, use the “filetype:” operator.
- **Location of term** By default, Google searches for your term throughout a web page. But if you just want it to search certain locations, you can use operators such as “in url:”, “intitle:”, “intext:”, and “in anchor:”. Those search for a term only within the URL, the title, the body text, and the anchor text (the text used to describe a link).
- **Cached pages** Looking for a version of a page the Google stores on its own servers? This can help with outdated or update pages. Use the “cached:” operator.
- **Answer to life, the universe, and everything** Search for that phrase, in lower case, and [Google will give you the answer](https://www.google.com/search?q=42).

For more on Google’s search syntax see this guide

[https://www.googleguide.com/using\\_advanced\\_operators.html](https://www.googleguide.com/using_advanced_operators.html)

The screenshot shows the GoogleGuide website interface. At the top, it says "GoogleGuide making searching even easier". Below this is a search bar with the text "Search Google Guide" and a "Go" button. To the left, there is a "Google Guide by Category" section with a list of links: Overview (2), Favorite Features (14), Part I: Query Input (15), Part II: Understanding Results (18), Part III: Search Tools (20), Part IV: Services (12), Part V: Developing a Website (8), and Appendix (1). Below this is a "Part III: Search Tools" section with a list of links: 1. Search Tools Intro, 2. Making Google Easier with Google Tools, 3. Shortcuts: Introduction, 4. Shortcuts: Calculator, 5. Shortcuts: Phone Numbers and Addresses, 6. Shortcuts: Street View, 7. Shortcuts: Stock Quotes, 8. Shortcuts: Definitions (Google Glossary), 9. Shortcuts: Travel Conditions, 10. Shortcuts: Search by Number, and 11. Appendix (1). Below this is an "Other Pages" section with a list of links: Table of Contents, About Google Guide, Introduction, Printing Google Guide, Google HQ Q&A, Google Guide Tips, Games: Where Did They Come From?, and Resources/Related. Below this is a "Top Tags" section with a list of tags: queries, results, favorites, services, tools, summary, special, characters, narrowing, search, shortcuts, fine, tune, developing, websites, preferences, URLs, advanced, search, google, guide, accounts, translation, browser, also, world, search, box, prices, PayPal's, news, dictionary, cookies, ads, toolbar, spelling, search, terms, search, operators, safe, search, phone, phone, number, operators, numbers, hyper, typing, directions, browsing, search, wikipedia, calculator. Below this is a "Part III: Search Tools" section with a sub-section "Search Tools Intro" and a "Making Google Easier with Google Tools" section. The "Search Tools Intro" section contains text about the course segment and a link to "read all of Search Tools Intro". The "Making Google Easier with Google Tools" section contains text about using Google even when the www.google.com page isn't currently in the browser and a list of tools and features: Desktop, Browser Buttons, Built-in Browser Support, Setting Google as your home page, Setting Google as your default search engine, 1. Toolbar, and 2. Toolbar. Below this is a "read all of Making Google Easier with Google Tools" link. The bottom of the screenshot shows a Windows taskbar with the search bar and several open applications.

OPEN  ACCESS

"Open-access (OA) literature is digital, online, free of charge, and free of most copyright and licensing restrictions. What makes it possible is the Internet and the consent of the author or copyright holder."

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JOURNALS

doab directory of  
open access  
books

NDLTD Networked Digital Library of  
Theses and Dissertations

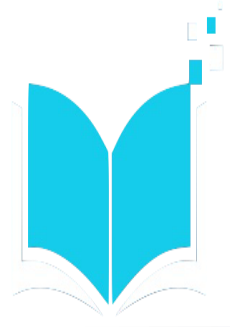
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**Business**  
CASE STUDIES

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# BOOKS RECOMMENDATION

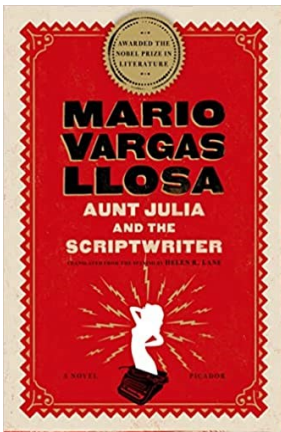
## Nobel prize for literature winner

### Mario Vargas Llosa



#### The Time of the Hero

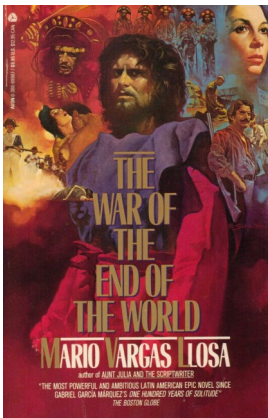
The action of *The Time of the Hero*, Nobel Prize-winning author Mario Vargas Llosa's first novel, takes place at the Leoncio Prado Military Academy in Lima, Peru. There, four angry cadets who have formed an inner circle in an attempt to ward off the boredom and stifling confinement of the military academy set off a chain of events that starts with a theft and leads to murder and suicide. *The Time of the Hero* presents, with great accuracy and power, the cadets' nightmare life: brutal initiation rights, poker in the latrines, drinking contests; and, above all else, the strange military code which, whether broken or followed, can only destroy.



#### Aunt Julia and the Scriptwriter

Mario Vargas Llosa's brilliant, multilayered novel is set in the Lima of the author's youth, where a young student named Marito is toiling away in the news department of a local radio station. His young life is disrupted by two arrivals.

The first is his aunt Julia, recently divorced and thirteen years older, with whom he begins a secret affair. The second is a manic radio scriptwriter named Pedro Camacho, whose racy, vituperative soap operas are holding the city's listeners in thrall. Pedro chooses young Marito to be his confidant as he slowly goes insane.



#### The War of the End of the World

Hailed as a tragic masterpiece, the novel was inspired by true events in Bahia, Brazil, in the late 19th century. At a time of economic decline following the breakdown of the Empire of Brazil, the poor are drawn to a charismatic preacher, Antonio Conselheiro, who is predicting the end of the world. Condemned by the church, Conselheiro takes his rag-tag band of followers to build a town at Canudos, set to be a new utopia. But Canudos exists in defiance of the national government, and violent conflict ensues when armies are sent to bring the prophet to order.



## GUEST WRITER COLUMN

### Dr. JESUS FUENMAYOR

URBE University Instructor



#### ERRORS TO AVOID AT ALL COSTS IN COMMUNICATION

<https://jesusfuenmayor.com/2020/07/23/errores-que-se-deben-evitar-a-toda-costa-en-la-comunicacion/>

We all communicate every day, but occasionally some of us get it wrong. However, the best leaders, the best bosses, and the best entrepreneurs are those who take the best care of their communication and avoid common mistakes at all costs.

Here I present some failures for you to take into account and be more careful next time:

#### - **Communicate equally with everyone**

When communicating with a group of people, some get the message right away, while others need more explanation. Different people have different needs and expectations.

## GUEST WRITER COLUMN

For this reason, consider the variety of learning styles of those with whom you are communicating and plan a communication strategy that addresses them all.

#### - **Neglect the tone**

Often in times of crisis, you can have a nervous tone. Tone is important at any time, but especially when you're in the middle of a challenge.

No matter what the circumstances, learn to pay attention to the tone. One trick: before you speak, pause and breathe. Then communicate what needs to be said.

#### - **Avoid difficult conversations**

We all face conflict and avoiding it does not make it go away. Learn how to plan and carry through a difficult conversation by providing clear and actionable feedback, even when it's difficult for you.

#### - **Hold what's on your mind**

Speaking is saying what you need while still considering the wants and needs of others. Speak clearly and state your requests, gently but confidently, while maintaining good relationships.

#### - **React instead of respond**

When you feel compelled to react with anger and frustration, wait. Take a deep breath and consider all the facts (including the ones you may not know). When you pause to reflect, you can respond instead of react.

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### - **Communicate speculation**

Unfounded conversations not only ruin reputations but also erode trust. Even if you don't mean to be cruel, it can have devastating consequences.

Leave no room for gossip, innuendo, or speculation if you wish to be considered a communicator (and, for that matter, a human being).

### - **Close your mind**

Today there are all kinds of religions, cultures and sexual orientations. Excluding any one of them would reflect a closed point of view. Open your heart and start embracing diversity. When you accept, you improve your communication through a wide range of experiences and creativity that benefits everyone.

### - **Talk without listening**

To stay on top of any situation, stop talking and listen. When you listen more than you talk, you open yourself up to learning and empathy, which in turn helps you achieve more.

### - **To think that they have understood you**

Take the time to check that people have understood your message. It sounds simple, but misunderstandings abound and can have dire consequences.

## GUEST WRITER COLUMN

Communication is a precious commodity. When you can avoid these fundamental mistakes, you will benefit, along with your communication, your leadership, your effectiveness, your success, and your business.



## **Why do we celebrate the 4th of July?**

This day is incredibly significant in American history, as it marks the day the United States officially became its own nation. The Declaration of Independence was adopted on July 4th, 1776—and thus, America was born. American citizens celebrate America's birthday with festivals, parades, fireworks, barbecues, sparklers, and other festive activities.

America declared its independence from Great Britain. Before America was its own country, it was comprised of 13 colonies established by Great Britain. The first colony was settled in Jamestown, Virginia, in 1607. European countries, especially Great Britain, continued to colonize America throughout the 17th century and a good portion of the 18th century. By 1775, an estimated 2.5 million settlers lived in the 13 Colonies: New Hampshire, Massachusetts, Connecticut, Rhode Island, Delaware, New York, New Jersey, Pennsylvania, Maryland, Virginia, North Carolina, South Carolina, and Georgia.

On July 2, 1776, Lee's motion for independence was approved. Two days later, on July 4, 1776, the Declaration of Independence was officially adopted—and America became a free nation. After declaring independence, America continued to fight in the Revolutionary War and officially defeated Great Britain in September 1783.



The history of the 4th of July is incredibly interesting, but there are other interesting 4th of July facts every American should know. Here are six interesting ones to take note of:

- Some colonists celebrated Independence Day during the summer of 1776 by putting on mock funerals for King George III of England—symbolizing the death of the Crown’s rule on America.
- The first annual commemoration of Independence Day happened on July 4, 1777, in Philadelphia.
- John Adams, a Founding Father and the second president of the United States, strongly believed Independence Day should be celebrated on July 2nd. He even refused to attend 4th of July events because he felt so strongly about July 2nd being the correct date.
- Adams, along with Thomas Jefferson, another Founding Father, both died on July 4, 1826. James Monroe, another U.S. president, also died on July 4th, but he passed in 1831.
- Thomas Jefferson was the first president to celebrate Independence Day at the White House, in 1801. The celebration featured horse races, parades, food, and drinks—similar to the 4th of July celebrations we see today.
- Although the 4th of July has been celebrated each year since 1776, it didn’t become a federal holiday until 1870. And it didn’t become a paid holiday for federal employees until 1941.