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Professional Education

Second Edition

Computer Security

20 Things Every Employee
Should Know

THE EMPLOYEE HANDBOOK FOR
SECURING THE WORKPLACE

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Ben Rothke, CISSP

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H Kauffman



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Computer Security: 20 Things Every Employee Should Know Ben Rothke, 2005-09-08 Publisher's Note Products purchased from Third Party sellers are not guaranteed by the publisher for quality authenticity or access to any online entitlements included with the product Securing corporate resources and data in the workplace is everyone's responsibility Corporate IT security strategies are only as good as the employee's awareness of his or her role in maintaining that strategy This book presents the risks responsibilities and liabilities known and unknown of which every employee should be aware as well as simple protective steps to keep corporate data and systems secure Inside this easy to follow guide you'll find 20 lessons you can use to ensure that you are doing your part to protect corporate systems and privileged data The topics covered include Phishing and spyware Identity theft Workplace access Passwords Viruses and malware Remote access E mail Web surfing and Internet use Instant messaging Personal firewalls and patches Hand held devices Data backup Management of sensitive information Social engineering tactics Use of corporate resources Ben Rothke CISSP CISM is a New York City based senior security consultant with ThruPoint Inc He has more than 15 years of industry experience in the area of information systems security and privacy

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