



Microsoft Office Computer Safety and Security

Course ISI-1508 3 Hours Instructor-led

Introduction

Students attending this three-hour, instructor-led course will learn about computer safety and identify and apply security techniques.

Prerequisites

Students should understand fundamental computer concepts, such as how to run applications, manage files, and use a web browser.

Student Materials

Each student receives a printed copy of all the material presented by the instructor.

Course Outline

Module 1: Importance of Security Training

- Employees are first line of defense
- Protect critical business operations

Module 2: Physical Locks and Strong Passwords

- Locking electronics
- Creating efficient and strong passwords

Module 3: Safe Internet Browsing

- Spotting ads in search results
- Browsing results tips
- Mistyping URLs

Module 4: Social Engineering

- How it works and why it's successful
- How to spot it

Module 5: Recognizing Suspicious Emails

- Tips to spot these emails
- Action to take in Outlook to prevent viruses, theft, or security issues

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Module 6: Software-Based Security Threats

- Summary to types of malware
- Malware signs on an infected machine

Module 7: Summary Quiz/Fun Facts and Discussion