

## **COURSE DESCRIPTION**

## **KEY SKILLS**

STATE OF SECURITY	Learn the importance of modern cyber security by exploring its past, present, and potential future.	<ul> <li>Assess your likelihood of getting hacked</li> <li>Identify potential cyber threats and issues</li> </ul>
ACCEPTABLE USE: COMPANY COMPUTERS, EMAIL, PERSONAL DEVICES & WI-FI	Learn best practices for securely using company computers, email, personal devices, and Wi-Fi.	<ul> <li>Recognize the dangers of the internet</li> <li>Compare your current computer practices to ideal state</li> </ul>
SCAM AWARENESS	Become a master at identifying and avoiding social engineering such as phishing scams and malware.	<ul> <li>Identify and differentiate phishing, spear- phishing, and spam</li> <li>Adopt best practices to avoid becoming a victim of scams</li> </ul>
PASSWORD MANAGEMENT	Discover the importance of password management along with best practices for password construction and management.	<ul> <li>Adopt password construction and management best practices</li> <li>Recognize password-related pitfalls</li> </ul>
DATA PROTECTION	Learn the importance of data protection and making sure the data you collect is needed and used lawfully.	<ul> <li>Recognize how sensitive information is and how to classify, handle, and share that information</li> <li>Identify your organization's blind spots when it comes to data protection</li> </ul>
WORKPLACE VIOLENCE OVERVIEW	Uncover best practices on how to identify and handle violence if you encounter it in the workplace.	<ul> <li>Recognize violent warning signs in others</li> <li>Master the RUN, HIDE, FIGHT concept if you encounter an active aggressor</li> </ul>
WORKPLACE VIOLENCE PREVENTION TACTICS	Limit your chances of becoming a victim of workplace violence by adopting personal safety habits and eliminating the opportunity for crime.	<ul> <li>Practice being aware of your surroundings in and outside the workplace</li> <li>Recognize the Crime Triangle and how to not fall victim to it</li> </ul>