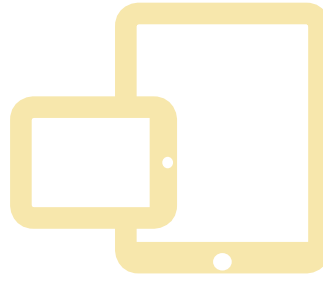


Computer Security Basics Online Training Program



Our E-Learning Programs are **FREE** to all CIRMA members.

Course Description:

Security is important in all areas of our lives, whether it be our financial, personal, or electronic. Along with the conveniences of the Internet comes a responsibility on the part of the user.

This course will help your employees keep their personal and business information and files safe from viruses and other dangers.

Time: Approximately 30 minutes [Preview Computer Security Basics online training program here.](#)

Learning Objectives:

- Identify who can intrude into your computer and how
- Recognize the most common and current ways to keep your technology secure
- Determine simple ways to prevent viruses in order to avoid losing valuable information

Key Topics Include:

- The Technology Age
- Internet Delivery Options
- The High-Speed Revolution
- The Legacy of Dial-Up
- The Susceptibility of Your Computer
- Attack of the Hackers
- Safeguarding Your Computer
- Common Hacker Tactics
- Internal Computer Security
- Opening E-mail Attachments
- External Computer Security
- Security Precautions for External Devices
- Security Precautions for Data Storage Mechanisms
- Security Precautions for Hardware
- Security Precautions for Software
- Guarding Valuable Information
- The "Do's and Don'ts" of Passwords
- Helpful Hints for Login Passwords
- Methods for Choosing a Good Password
- Electronic Data Protection

To access CIRMA's E-Learning Center or to see a complete schedule of CIRMA's instructor-led Training & Education programs, please visit —

www.CIRMATraining.org

To register for this course, please contact your organization's E-Learning Administrator.