

Office Security

Computer security in the workplace is not the sole responsibility of the IT staff. Everyone in the company has a role to play in securing corporate resources and data. The course covers the risks, responsibilities, and liabilities (known and unknown) as well as simple protective steps to keep corporate data and systems secure. Easy-to-understand strategies for secure password management, surfing the Internet, email and file transfer, storing and disposing of sensitive customer data, and accessing corporate resources remotely are just some of the topics covered in this course.

→ Course Benefits

You will:

- o Be able to protect sensitive company information in the most effective way
- o Be able to select effective password
- o Be able to do secured data back up for important data
- o Be able to identify new Social Engineering tactics



→ Course Duration

7 hours (1 day)

→ Course Outline

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| <ul style="list-style-type: none"> ■ Phishing and spyware ■ Identity theft ■ Workplace access ■ Passwords ■ Viruses and Malware ■ Remote access ■ E-mail | <ul style="list-style-type: none"> ■ 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 |
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→ Certification

Certificate of achievement will be awarded upon completion of assessment.

→ Who Should Attend

Working professionals who use computers for daily work.

For more information, please contact: