



**2 HOUR
SEAT TIME**

CYBERSECURITY ESSENTIALS FOR WORK

This CareerSafe® course provides a solid foundation of essential cybersecurity knowledge employees, interns, and students should possess in order to make them informed and engaged digital citizens poised to protect an organization's electronic data and digital infrastructure from common cybersecurity threats.



TOPIC MODULES:

- Introduction to Cybersecurity** - 20 min

 - Recognize why cybersecurity is important to your organization.
 - List the different types of cybersecurity threats and vulnerabilities.
 - Describe the types of information that must be protected due to law requirements.
 - Describe the best practices you can use to reduce cybersecurity risks.

- Cyber Hygiene** - 30 min

 - Explain the considerations when sending sensitive information.
 - Describe the importance of situational awareness.
 - Recall best practices to keep your information secure.
 - Define the internet of things (IoT) and cyber hygiene.
 - Identify how the use of common, everyday devices can pose cybersecurity risks to both yourself and your employer.

- Insider Threats** - 30 min

 - Describe social engineering and how it is used to trick employees.
 - Recognize the importance of detecting and reporting potential insider threats.
 - Recognize indicators of insider threat behavior.
 - Comply with counterintelligence and security reporting requirements.

- Don't Take the Bait!** - 40 min

 - Explain why phishing poses a threat to you and your organization.
 - Explain why links and attachments can be dangerous.
 - Describe the different ways in which you could be targeted.
 - Describe common signs that you have been infected by ransomware.
 - Explain best practices when receiving phone calls to avoid falling victim to social engineering attacks.
 - Describe the importance of timely reporting.