

Key to Information Security

Course Syllabus

Course Overview

Course Description:

The Key to Information Security course provides a high level overview of important aspects of information and Internet security of which learners should be aware. Addressing such topics as online and offline threats and vulnerabilities, learners will be presented with examples of current issues, and best practices to help avoid or mitigate risks encountered. This course will take approximately 30 minutes to complete.

Course Objectives:

Upon completion of this course, you will be able to:

- Explain the necessity of protecting personal and company information from unauthorized access.
- Identify the consequences of failing to follow information security regulations and practices.
- Demonstrate how you can help keep your company's network and data safe when presented with online or offline security threats.
- Categorize acceptable and unacceptable use of company resources and equipment.

Course Outline:

- Introduction & Overview
 - What is information security, and why is it important?
 - Data categories
 - The cost of inadequate security
 - Laws, regulations, and standards impacting security and privacy
 - Consequences for non-compliance
- Information Security Threats & Vulnerabilities
 - Social engineering
 - Phishing
 - Malware
 - Tailgating
 - Baiting
 - Clear Desk Simulation
- Acceptable Use Policies in the Workplace
 - Equipment and software usage
 - Internet usage
 - Unethical, illegal, and disallowed activities

Required Course Materials:

All materials required for the course are contained within the course. No external materials are required.

Earning Your Certificate:

After completing the course materials, you will have multiple attempts to pass the final assessment. You must receive a score of 70% or better to receive your certificate of completion.

Course Background:

We created this course through the combined efforts of industry experts, instructional designers and developers.

Course Administration

Course Policies:

All students must be honest and forthright in their academic studies. Students are expected to do their own work. If you do not pass the assessment, we recommend further reviewing the course materials before retaking the final assessment.

Course Deadline:

Students have 12 months from the subscription date to complete the course. You may complete the course at any time during this period.

Course Evaluation:

After you have earned your certificate, you will have an opportunity to provide feedback that will assist us with improving our courses.

Technical Requirements/Support:

Students must have an Internet connection and an Internet browser that supports the course files. Refer to the AllRegs Academy Student System Requirements to ensure your browser supports our courseware. If you need additional assistance, consult the AllRegs Academy FAQs.

Course Help:

Contact us by emailing learning@elliemae.com. Please provide the course title, related slide number(s), browser and version, and your contact information in your communication.