



Professional IT Services
Serving the entire West Sound, Sequim, and Surrounding Areas

Internet Security & I.T. Essentials Class

(1.5-2 hours)

Overview:

Are your employees placing your company at risk? If your company allows personal web browsing in the workplace, it is important to make sure your employees are trained on safe internet usage. Almost 90% of cyber-attacks are caused by human error or behavior! By educating your employees, you will minimize your risk of security breaches.

Objectives:

We will educate you and/or your employees on how to safeguard your computing experience. Areas covered by this course include: safe internet browsing, network security, virus protection, data backups, maintenance, and creating secure passwords.

Price:

Session pricing varies depending on class size and type. Individual rates for the public are \$100/class per person. Discounts are available for groups - if you are interested in a workshop for a larger group, please contact us to discuss pricing!

Registration:

Call our office to register for a class, discuss pricing, or ask for more information. Registration is required for all classes, must be done at least 24 hours in advance, and is on a first-come, first-served basis. Payment is required upon registration. Because of the limited class sizes, classes are non-refundable; however, reschedule requests can be made up to 24 hours in advance.

Prerequisites:

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 10 environment, and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

See next page for a course content outline.



Course Content:

1. Safe internet browsing
 - a. Procedures
 - b. Safe devices
 - c. Email security – safe sending, recognizing fraudulent emails, etc.
 - d. Internet security
 - e. Avoiding fraudsters
2. Network security
 - a. How to lock down your network to prevent intrusions
 - b. How to use network equipment to help keep you safe
3. Virus protection malware
 - a. Importance of making sure your antivirus software is updated and scanned regularly
4. Data backup
5. Maintenance
 - a. Computer updates – why they are necessary
 - b. Cleaning out hard drive
 - c. System checks
6. Creating secure passwords
 - a. Easy to remember
 - b. Difficult to hack
7. Training Employees
8. Q&A
9. *More depending on Requests*