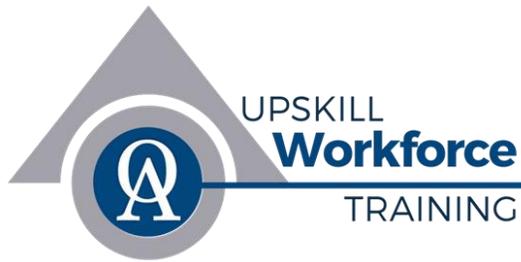




Computer Maintenance and Security I

Sub-Topic 1	Computer Security Overview
Description	Maintaining your devices is essential to keep them running smoothly and securely. Protect against viruses, spyware, and more. Practice general safe computing habits every day: keep your passwords private, stay aware of e-mail scam attempts, and report any suspected security compromises.
Sub-Topic 2	What is Spyware? – What is Malware? – What is a Virus
Description	Define the categories
Sub-Topic 2	How Infections Can Occur
Description	The risk of being infected by any number of these methods can be compounded by not having anti-virus software installed, not having a firewall running, and not keeping your software up-to-date. Spyware/malware/viruses take advantage of security holes and security exploits, as well as computers unprotected by security software.
Sub-Topic 3	Create Secure Passwords
Description	Create secure Internet ID passwords (remember, longer is stronger!) to protect your paychecks, banking information, personal information, and more; don't share it with friends, family, coworkers, instructors, or managers.
Sub-Topic 4	Protect Your Data
Description	<p>a) Lock your screen when you step away to keep others from accessing information on your computer. Secure sensitive data with encryption software.</p> <p>b) Beware what you share on social media. Could someone find the answers to your security questions (birthdate and town, mother's maiden name, model of your first car, name of your grade school)?</p>



	c) Back up data regularly to a secure offsite or cloud-based location.
Sub-Topic 5	Protect Your Devices
Description	<ul style="list-style-type: none"> a) Install antivirus software on computers and set it to run weekly scans. b) Check weekly for updates to software or apps c) Download apps with caution d) Uninstall or delete unused apps, photos, music, etc e) Check weekly for updates to software or apps you use regularly on computers
Sub-Topic 6	Protect Your Company
Description	<ul style="list-style-type: none"> a) Learn the key identifiers of email scams to avoid sharing login information b) Connect to a secure wireless network c) Browse wisely; use common sense to avoid websites that seem questionable.
Sub-Topic 7	Update All Software Or Apps
Description	<p>Check weekly for updates to software or apps you use regularly on computers, smartphones, or tablets, including:</p> <ul style="list-style-type: none"> a) Operating system b) Security software (antivirus, antispysware, firewall, etc.) c) Productivity suites (Microsoft Office) d) Internet browsers e) Email client f) QuickTime g) Adobe software (Reader, Flash Player) h) Java