

## Course Overview

Cyber security affects everyone who uses digital systems, whether at work or at home. This practical awareness course helps learners understand common cyber risks and develop safer online habits without requiring any technical knowledge.

The course covers everyday topics such as protecting information, recognising scams, managing passwords, using devices securely, and knowing what to do if something goes wrong. Realistic scenarios are used to show how cyber incidents happen and how simple actions can reduce risk. Suitable for individuals and organisations across all sectors, this course supports confident, responsible use of technology and helps build a stronger security-aware culture.

## Learning Objectives

- Understand common cyber security risks and how they affect individuals and organisations
- Recognise and respond appropriately to cyber threats, scams, and security incidents
- Apply practical steps to protect information, accounts, and devices in everyday situations

## Module One:

- Chapter 1: Introduction to Cyber Security
- Chapter 2: Understanding Information and Data
- Chapter 3: Cyber Threats and Attack Methods
- Chapter 4: Common Types of Cyber Attacks
- Chapter 5: Email, Messaging, and Online Scams
- Chapter 6: Passwords, Accounts, and Access Security
- Chapter 7: Devices, Systems, and Software Security
- Chapter 8: Working Securely Online
- Chapter 9: Social Media and Online Presence
- Chapter 10: Organisational Cyber Security Practices
- Chapter 11: Incidents, Mistakes, and Reporting
- Chapter 12: Legal, Ethical, and Professional Responsibilities

## Duration: Approx. 2 hours

As with all of our courses, you are able to take this in your own time, on any device and are able to pause and restart from the place you left off. Time taken will vary depending on your experience and how many of the many optional links and activities you choose to view.

