

Course Outline & Learning Options

SEC 102 – Passwords & Identity Protection

Protecting Your Accounts, Your Identity, and Your Digital Life

Course Information

Course Title	Passwords & Identity Protection
Course Number	SEC 102
Learning Series	Online Safety Series
Prerequisites	None
Duration	1 hour
Delivery Format	• Self-Directed Learning • Live Online Workshop • On-Site Group Training • One-on-One Coaching
Languages	English, French, Bilingual
Pricing	Please refer to the current MCT Learning Options & Pricing Guide for details.
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Practical Skills You'll Gain

Learn how to create strong passwords and passphrases, securely manage online accounts, use password managers and multi-factor authentication, recognize warning signs of identity theft, and confidently protect personal and financial information.

Course Description

Passwords are the first line of defence for protecting personal information, financial accounts, and digital identity. Weak passwords, password reuse, and poor security habits continue to be among the leading causes of compromised accounts and identity theft.

This practical workshop teaches participants how to create stronger passwords and passphrases, securely manage online accounts, use password managers and multi-factor authentication, recognize warning signs of identity theft, and respond quickly if an account or personal

information has been compromised. Through practical examples and easy-to-follow guidance, participants will develop safer digital habits they can apply immediately.

Learning Outcomes

Upon completion of this course, participants will have the knowledge, practical skills, and confidence to create stronger passwords, better protect their online accounts and personal information, reduce the risk of identity theft, and respond appropriately if their passwords or digital identity are compromised.

This course outline provides an overview of the course content, learning objectives, delivery options, activities, and available learning resources.

Learning Objectives

By the end of this course, participants will be able to:

- Understand why strong passwords remain essential.
- Create secure passwords and memorable passphrases.
- Recognize common password mistakes.
- Understand the risks of password reuse.
- Use password managers safely.
- Enable and use multi-factor authentication.
- Better protect their digital identity.
- Recognize warning signs of identity theft.
- Respond appropriately if an account is compromised.

Who Should Attend?

This course is designed for:

- Adults
- Students
- Parents and caregivers
- Small business owners
- Professionals
- Anyone wishing to improve their online security and protect their personal information

Customization Options

- Duration may be adjusted to meet client needs.
- Content may be customized for the audience, setting, and learning goals.
- Additional demonstrations may be included.
- Industry-specific examples may be added.
- English, French, or bilingual delivery is available.
- Printed participant guides and reference materials are available.
- Follow-up coaching and additional workshops are available.

Learning Activities

Participants will:

- Evaluate password strength.
- Create secure passwords and passphrases.
- Compare password management methods.
- Practice using multi-factor authentication.
- Identify common password mistakes.
- Review real-world identity theft scenarios.
- Develop a personal password security strategy.

Module Breakdown

Module 1 – Why Password Security Matters

Understanding Today's Password Risks

Key Topics:

- Why passwords still matter
- How cybercriminals steal passwords
- Data breaches
- Credential stuffing
- Password reuse
- Real-world examples

Module 2 – Creating Strong Passwords

Building Strong Password Habits

Key Topics:

- Passwords versus passphrases
- Characteristics of strong passwords
- Length versus complexity
- Memorable passphrases
- Common password mistakes
- Password examples

Module 3 – Managing Passwords Safely

Keeping Your Passwords Secure and Organized

Key Topics:

- Password managers
- Secure password storage
- Browser password storage
- Updating passwords
- Sharing passwords safely
- Emergency access

Module 4 – Multi-Factor Authentication

Adding an Extra Layer of Protection

Key Topics:

- What MFA is

- Authentication apps
- SMS verification
- Email verification
- Security keys
- When to enable MFA

Module 5 – Protecting Your Digital Identity

Reducing the Risk of Identity Theft

Key Topics:

- Personal information criminals seek
- Identity theft
- Social engineering
- Oversharing online
- Financial protection
- Privacy settings

Module 6 – If Your Identity Is Compromised

Responding Quickly and Recovering Safely

Key Topics:

- Recognizing warning signs
- Changing passwords
- Contacting financial institutions
- Credit monitoring
- Reporting fraud
- Recovery steps
- Trusted Canadian resources

Digital Resources Included

Participants receive the following digital learning resources to support learning during and after the course:

- Password Security Guide
- Password Strength Checklist
- Password Manager Comparison Guide
- Multi-Factor Authentication Guide
- Identity Protection Checklist
- Digital Resource Package
- Certificate of Participation (upon request)

Note

Optional printed participant materials, including printed participant guides and laminated reference resources, are available at an additional cost. Please refer to the current **MCT Learning Options & Pricing Guide** for details.

Upon Completion

Upon completion of this course, participants will have gained the knowledge, practical skills, and confidence to better protect their passwords, online accounts, and digital identity through stronger security practices and informed decision-making. Participants may also receive digital learning resources and, upon request, a Certificate of Participation.

Responsible Use

Participants are encouraged to create unique passwords for every account, enable multi-factor authentication whenever possible, protect personal information, regularly review the security of online accounts, and remain vigilant against identity theft and online fraud.

After This Course

Participants may wish to continue their learning with:

- SEC 103 – AI Safety, Misinformation, and Responsible AI
- AI 100 – Introduction to Artificial Intelligence
- AI 101 – Getting Started with Artificial Intelligence

About MCT Office Services

MCT Office Services provides **friendly, patient, and practical support** for individuals, **seniors**, community groups, and small businesses that need help **with technology, paperwork, organization, and digital learning**.

- Technology support and troubleshooting
- Forms, paperwork, and online applications
- Document creation, formatting, and organization
- Guidance with digital tools, including beginner-friendly AI support
- Administrative and organizational support
- One-on-one coaching and small-group workshops

No memberships. No contracts. Just practical help when you need it.

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Version 1.0

Effective Date: September 2026

Last Updated: July 2026