

Course Outline & Learning Options

SEC 100 – Introduction to Online Safety

Building Confidence in Today's Digital World

Course Information

Course Title	Introduction to Online Safety
Course Number	SEC 100
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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Course Description

The internet offers countless opportunities to communicate, learn, shop, bank, work, and stay connected. It also presents risks that everyone should understand.

This introductory workshop provides a practical overview of today's most common online safety concerns and the simple steps everyone can take to better protect themselves. Participants will learn how to recognize common online threats, safeguard personal information, develop safer online habits, and use technology with greater confidence.

Designed for beginners, this workshop requires no technical knowledge and emphasizes practical advice that participants can apply immediately in their everyday lives.

Learning Outcome

Upon completion of this course, participants will have the knowledge, practical skills, and confidence to recognize common online threats, protect their personal information, adopt safer online habits, and use technology more safely and confidently in their everyday lives.

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 the importance of online safety
- Recognize common online risks and scams
- Protect personal and sensitive information
- Develop safer online habits
- Recognize suspicious emails, messages, and websites
- Understand the importance of software updates
- Know where to find reliable online safety resources

Who Should Attend?

This course is designed for:

- Adults wanting to improve their online safety skills
- Individuals new to computers or the internet
- Parents and grandparents
- Small business owners
- Community organizations
- Anyone wishing to build greater confidence when using technology

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

- Knowledge checks
- Guided exercises
- Real-world scenarios
- Hands-on activities
- Self-assessment

Module Breakdown

Module 1 – Why Online Safety Matters

Understanding Today's Digital World

Key Topics:

- Understanding today's digital world
- Common online risks
- Why everyone is a potential target
- Developing safe digital habits

Module 2 – Common Online Threats

Recognizing Common Online Scams and Threats

Key Topics:

- Phishing emails
- Text message scams (Smishing)
- Phone scams (Vishing)
- Fake websites
- Online shopping scams
- Social media scams
- Romance and investment scams

Module 3 – Protecting Your Personal Information

Keeping Your Information Safe

Key Topics:

- Personal information criminals seek
- Safe sharing practices
- Privacy settings
- Protecting financial information
- Identity theft awareness

Module 4 – Safe Everyday Technology Practices

Building Safe Digital Habits

Key Topics:

- Strong passwords
- Multi-factor authentication
- Software updates
- Secure Wi-Fi
- Safe downloading
- Backing up important information

Module 5 – What to Do if Something Goes Wrong

Responding Quickly and Recovering Safely

Key Topics:

- Recognizing warning signs
- Responding to suspicious activity
- Reporting scams
- Changing passwords
- Monitoring accounts
- Finding trusted help and resources

Digital Resources Included

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

- Online Safety Quick Reference Guide
- Practical Safety Checklist
- Digital Resource Package
- Post-course safety reminders and practice activities
- Certificate of Participation, if applicable

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

Participants will leave with practical next steps they can apply immediately, including how to identify suspicious communications, protect personal information, strengthen everyday technology habits, and find trusted support when needed.

Responsible Use

Participants are encouraged to think critically, protect their personal information, verify unfamiliar communications, exercise caution before clicking links or sharing sensitive information, and seek trusted advice whenever something seems suspicious.

After This Course

Participants wishing to continue building their online safety skills may wish to register for:

- SEC 101 – Online Safety Essentials
- SEC 102 – Passwords & Identity Protection
- SEC 103 – AI Safety, Misinformation, and Responsible AI

About MCT Office Services



**Helping you work more efficiently, stay organized,
and use technology with confidence.**

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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Questions?

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consultation.

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