

Course Outline & Learning Options

SEC 101 – Online Safety Essentials

Protecting Yourself, Your Information, and Your Identity in Today's Digital World

Course Information

Course Title	Staying Safe Online
Course Number	SEC 101
Learning Series	Safety & Security Learning Series
Prerequisites	No previous technical knowledge is required.
Duration	Approximately 1 hour (plus 5–10 minutes for questions)
Delivery Format	• Self-Directed Learning • Live Online Workshop • On-Site Group Training • One-on-One Coaching
Languages	English, French, or bilingual delivery
Pricing	Refer to the current MCT AI Learning Options & Pricing Guide or contact MCT Office Services for a customized quote.
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Practical Skills You'll Gain

Learn practical skills to help protect your personal information, recognize scams, secure your devices, and confidently use the Internet, email, online banking, social media, and digital services.

Course Description

The Internet offers incredible opportunities for communication, learning, shopping, banking, and entertainment. Unfortunately, it also presents risks such as scams, identity theft, phishing attacks, malware, and online fraud.

This practical course provides participants with the knowledge and skills needed to stay safe online. Through real-world examples, demonstrations, and practical guidance, participants will learn how to recognize common online threats, protect personal information, secure their devices, create strong passwords, and confidently navigate today's digital world.

Learning Outcome

Upon completion of this course, participants will be able to recognize common online threats, protect their personal information, make informed online decisions, and use today's digital technology with greater confidence.

Learning Objectives

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

- Recognize common online scams and fraud.
- Identify phishing emails, text messages, and fraudulent websites.
- Create and manage strong passwords and passphrases.
- Understand the benefits of multi-factor authentication.
- Protect personal and financial information online.
- Practice safe Internet browsing habits.
- Secure computers, tablets, and smartphones.
- Respond appropriately when a scam or security incident occurs.

Course Level and Materials

This beginner-friendly course requires no previous technical knowledge. Participants may use a computer, tablet, or smartphone for demonstrations or practice activities when available. Internet access is recommended for live demonstrations and online practice.

Who Should Attend?

This course is designed for:

- Adults who want to improve their online safety skills.
- Seniors, parents, caregivers, and lifelong learners.
- Students, professionals, and small business owners.
- Community groups and organizations seeking practical cybersecurity awareness training.
- Anyone who uses the Internet, email, online banking, social media, or mobile devices.

Customization Options

- Duration may be adjusted to suit the audience, group size, and delivery format.
- Content may be customized for beginners, seniors, families, community groups, professionals, or small businesses.
- Additional demonstrations, guided practice, and question periods may be added.
- Industry-specific examples may be included for workplaces, community organizations, or small businesses.
- English, French, or bilingual delivery is available.
- Printed participant guides and reference materials are available upon request.
- Follow-up coaching and additional workshops are available.

Learning Activities

Participants will:

- Review real-world scam examples.
- Identify phishing attempts.
- Evaluate password strength.
- Practice recognizing fraudulent websites.
- Discuss safe online habits.
- Complete practical online safety exercises.

Module Breakdown

Module 1 – Understanding Online Threats

Understanding Today's Digital Risks

Key Topics:

- Why cybersecurity matters
- Common online risks
- Criminal tactics
- Social engineering
- Real-world examples

Module 2 – Recognizing Online Scams

How Criminals Try to Trick You

Key Topics:

- Email scams
- Text message scams (smishing)
- Phone scams (vishing)
- Fake websites
- QR code scams
- Romance scams
- Investment scams

Module 3 – Protecting Your Personal Information

Keeping Your Identity Safe

Key Topics:

- Personal information
- Privacy
- Identity theft
- Safe online shopping
- Online banking
- Social media privacy

Module 4 – Passwords and Account Security

Keeping Your Accounts Secure

Key Topics:

- Strong passwords
- Passphrases
- Password managers
- Multi-factor authentication
- Security questions
- Account recovery

Module 5 – Safe Browsing and Device Security

Protecting Your Devices and Staying Safe Online

Key Topics:

- Software updates
- Antivirus software
- Safe downloads
- Public Wi-Fi
- Device security
- Home Wi-Fi

Module 6 – What To Do If Something Goes Wrong

Taking Action and Recovering Safely

Key Topics:

- Suspected scams
- Compromised passwords
- Lost devices
- Reporting fraud
- Recovering accounts
- Trusted resources

Digital Resources Included

Participants receive digital learning resources to support learning during and after the course, which may include:

- Online Safety Checklist.
- Password Security Guide.
- Password Manager Comparison Guide.
- Identity Protection Checklist.
- Scam Recognition Guide.
- Online Privacy Checklist.
- Additional Learning Resources.
- Certificate of Participation, available 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 AI Learning Options & Pricing Guide for details.

Upon Completion

Upon completion of this course, participants will have gained the knowledge, practical skills, and confidence to recognize common online threats, protect their personal information, and use technology safely and responsibly in everyday life. Participants may also receive digital learning resources and, upon request, a Certificate of Participation.

Responsible Use

Participants are encouraged to protect personal information, verify information using trusted sources, keep software and devices updated, use strong passwords, and exercise caution when sharing information online. Good cybersecurity depends on informed decisions and safe digital habits.

After This Course

- SEC 103 – AI Safety, Misinformation, and Responsible AI
- SEC 103 – Using AI Safely and Responsibly
- SEC 103 – AI Safety and Critical Thinking

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.

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

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

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Questions?

Contact MCT Office Services for a free
consultation.

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