Insider's Guide to Information Security and Avoiding Identity Theft Course Instructions

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Instructions to Participants

To assist the participant with navigating the learning process through to successful completion, this course has been produced with the following elements:

Overview of Topics / Table of Contents: In this electronic format you'll find a slide menu on the left side of the screen. This serves as your overview of topics for the program. You may navigate to any topic by clicking on the slide name.

Definition of Key Terms / Glossary: You'll find key terms defined for this program in the course information on the following page(s).

Index / Key Word Search: You can find information quickly in the PDF materials (slide handout plus any additional handouts) by using the search function built into your Adobe Reader.

Review Questions: Questions that test your understanding of the material are placed throughout the course. You'll see explanatory feedback pop up for each incorrect answer, and reinforcement feedback for the correct answer for every review question.

Final Exam: The final exam measures if you have gained the knowledge, skills, or abilities outlined in the learning objectives. You may submit your final exam at the end of the course. Exams are graded instantly. A minimum score of 70% is required to receive the certificate of completion. **You have one year from date of purchase to complete the course.**

Course Evaluation: Once you have successfully passed your online exam, please complete our online course evaluation. Your feedback helps Wolters Kluwer maintain its high quality standards!

About This Course

This section provides information that is important for understanding the course, such as course level and prerequisites. Please consider this information when filling out your evaluation after completing the course.

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Course Description
Identity theft is the fastest growing crime in America with approximately 10 million occurrences every year. On average, it will cost the victim several hundred dollars and dozens of hours to resolve. It can cause irrevocable damage to an organization's public opinion and reputation. This course will examine the major causes, factors, and outcomes of identity theft and organizational security breaches. Participants will be presented with current examples from a wide range of industries and attack types. This course will show participants how to identify when theft occurs, what information is most at risk, where the stolen information is used, and best practices on how to prevent it from occurring. This course is recommended for anybody concerned about their online safety and responsible for safeguarding their organizational data.

Participants are encouraged to bring their technology devices to follow along with interactive discussions, technology demonstrations, and demo tools. Financial professionals will walk away from this course with valuable tools and insights into understanding, managing, preventing security theft in their organizations.

Learning Objectives
Upon successful completion of this course, participants should be able to:

- Identify and classify potential threats in technology areas, which leave organizations susceptible to privacy breaches, data theft and distribution
- Identify the major causes of identity theft, how it occurs and best practices for preventing from happening to you or your family
- Recognize how to build an action plan to safeguard personal and organizational data from potential threats and identity theft
- Identify the threat actors and areas of data risk based on industry profile
- Describe how to implement data security best practices for their personal and organizational information
- Identify a general sign of identity theft you should be on the lookout for
- Recognize what to do if you have determined that you're a victim of identity theft,
- Describe security recommendations and how to best utilize
- Identify types of internet-based data backup solution
- Recognize best practices with respect to the use of social media and preventing identity theft
- Identify what is typically involved regarding child identity theft
- Identify the primary government agency for managing identity theft crimes

NASBA Field of Study
Computer Software & Applications. Some state boards may count credits under different

categories—check with your state board for more information.

Course Level
Basic. Program knowledge level most beneficial to CPAs new to a skill or an attribute. These individuals are often at the staff or entry level in organizations, although such programs may also benefit a seasoned professional with limited exposure to the area.

Prerequisites
None.

Advance Preparation
None.

Course Expiration
AICPA and NASBA Standards require all Self-Study courses to be completed and the final exam submitted within 1 year from the date of purchase as shown on your invoice. No extensions are allowed under AICPA/NASBA rules.

Key Terms

- **Enforced Antivirus:** A software to detect and remove malware from a computer.
- **Equifax:** One of three U.S. consumer credit reporting agencies.
- **Firewall:** A physical device or software package that prevents unauthorized access into or out of a network.
- **Identity Fraud:** All types of crime in which someone involves frames or deceives, typically for economic gain.
- **Identify Theft:** The fraudulent practice of using another person's name and personal information to obtain credit, loans, etc.
- **Medical Identity Theft:** Occurs when a perpetrator uses a victim’s name, health insurance information, or identifying information to see a doctor, get prescription drugs, file a health insurance claims, or get other care.