

Topic: Viruses and Malware

Date: _____

Trainer Checklist

Task	Date Completed
1. Print Trainee Checklist, fill in employee names.	
2. Review objective and training materials on the viruses and malware web page at https://sites.google.com/site/kissatisat/topics/virusesmalware .	
3. Choose one or more methods for employees to learn about viruses and malware.	
4. Communicate requirement to employees to complete training.	
5. Verify employees can demonstrate knowledge of how to protect information/systems/networks from damage by viruses, spyware, and other malicious code.	
6. Document employee progress on Trainee Checklist and/or ISA Training Checklist.	

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Trainee List

Employee Name	Supervisor/Department	Trainer Initials
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Lesson Plan

Objective: Protect information/systems/networks from damage by viruses, spyware, and other malicious code.

The recommendations to ensure computers in the office network are protected from virus, spyware, and other malicious code include:

1. Anti-virus and anti-spyware software should be updated on a regular basis.
2. Anti-virus should be set to auto update daily, for example at 12 midnight and then do a scan one half hour later.
3. Anti-spyware should be set to auto update daily, for example at 2:30 AM and then a full system scan one half hour later. This procedure makes sure that only one activity is performed at a time.
4. If the employees work from home, they should also have anti-virus and anti-spyware installed on their home computers.

Source: *Small business information security workbook, version 2.2.* Lincke, 2011.

Activities

- https://www.facebook.com/msftmmpc/app_236330836495399

Games

- Beware of Spyware - <http://www.onguardonline.gov/media/game-0002-beware-spyware>

Glossaries

- Malware Terms - http://www.noticebored.com/18_NB_glossary_for_malware.pdf
- Microsoft Malware Protection Center - <http://www.microsoft.com/security/portal/threat/encyclopedia/glossary.aspx>

How To

- Coordinating Virus and Spyware Defense – <http://www.us-cert.gov/ncas/tips/ST06-009>
- Understanding Anti-Virus Software - <http://www.us-cert.gov/ncas/tips/ST04-005>

Lessons

Title	URL	Duration
InfraGard Awareness Information Security Awareness Training Course – Lesson 7 Protecting against viruses, spyware, and spam	https://www.infragardawareness.com	6 Minutes, 30 Seconds

Presentations

- Presentation on Malware - http://www.noticebored.com/02_NB_staff_seminar_on_malware.pdf

Videos

- Protect Your Computer from Malware - <http://www.onguardonline.gov/media/video-0056-protect-your-computer-malware>

Post Assessments

- Cybercrime Post-Assessment Quiz - http://securingourency.org/resources/presentations/quiz_2/player.html
- Microsoft Digital Literacy Computer Security and Privacy Assessment - *Recommended
<http://www.microsoft.com/about/corporatecitizenship/citizenship/giving/programs/up/digitalliteracy/eng/curriculum3.mspx>
30 Questions