

Student Name: \_\_\_\_\_

## Cyber Security Awareness Employee Training Brochure

### Assignment 3

**Due Date: April 18<sup>th</sup>**

**Task:** You will modify the CISA 3358 Cyber Training Brochure (Microsoft Publisher) document provided by the professor. You will format the document to meet the requirements below. All requirements listed below but be included in the brochure in order to receive full credit. You will add, delete, change, and/or insert items in the brochure provided as needed.

**Requirements:** Using the provided brochure, you will create an updated Cyber Security Training Flyer for your organization's customers. Sections do not have to be in the order listed below with the exception of the cover page/ 1<sup>st</sup> page, references page, and contact us. The point count for each task is listed next to the task. The specific details of each task must be exact.

When creating your brochure, **address the items as they relate to your Texas A&M University major**. Some items will be the same across all industries like password guidance.

Create a training flyer that includes all of the following items/specifications:

- **(15 points)** Brochure/trifold must meet the following requirements:
  - Be a minimum of 4 pages in length. **(5 of 15 points)**
  - You must have sections for Frequently asked questions (FAQs). Populate this section with actual questions that employees may have about Cybersecurity. You must have a minimum of five (5) FAQs. **(5 of 15 points)**
  - One (1) reference/source slide is required. List all sources you got information from. **(5 of 15 points)**
- **(10 points)** Cover Page – The cover page must include the following:
  - Your name: *Firstname Lastname*
  - School Information: Texas A&M – San Antonio
  - Class information – CISA 3358, Fall 2019
  - Organization's Name – (Create one related to your Major)
- **(10 points)** Bulleted lists – You must include at least one (1) bulleted list with the top 10 things that employees must do to practice good Cyber Security habits.

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- **(5 points)** Images – You must include a minimum of three (3) related images.
- **(10 points)** Password Guidance – You must include a passwords Do's and Don't section that list a minimum of five (5) things you should do in relation to your password and five (5) things you shouldn't do.
- **(10 points)** Phishing Attacks – Include a section for Phishing. This section should provide a definition for the different types of Phishing attacks, for example, vishing, whaling, and spear-phishing. You will then address how to guard against these types of attacks.
- **(10 points)** Physical Security – Include a section that addresses physical security. Include what Piggybacking and Tailgating is and instruct employees on what to do to avoid these types of attacks.
- **(5 points)** Include a section that addresses actual real-world incidents and/or statistics that have occurred in an organization similar to yours.
- **(10 points)** Hyperlinks sections – Create a hyperlinks section that provides links to additional informational resources. At least five (5) links from credible sources like the Department of Homeland Security.
- **(5 points)** Include a Contact Us section. Create names and phone numbers for the IT Department for employees to contact if they have questions.
- **(5 points)** Include a Report Suspicious Activity section. Create names and phone numbers for the Information Security and Emergency Response personnel for employees to contact if they witness an incident or need to report something of concern.

**Submission:** When you submit your brochure/trifold, include your major in the notes section in Blackboard. Title your project ***LAST NAME, FIRST NAME – Major*** Cyber Security Employee Training **(5 points)**

**Information in the submission section above in bold italics need to be specific to your name and major.**