

## Agenda

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| <b>Topic 1</b> | <b>System Performance Security</b><br>Introduction to spam and the different types of malicious programs that can enter your computer.<br>Understanding that anti-virus software can help protect your computer against malicious programs.                                    |
| <b>Topic 2</b> | <b>Information Security</b><br>Understand that usernames and passwords limit the level of access you have to information on a computer.<br>Understand that information can be at risk from unauthorised access and therefore passwords and PIN numbers help protect your data. |
| <b>Topic 3</b> | <b>Technology Security</b><br>Looking at public networks, wireless networks and Bluetooth connectivity.<br>Know that portable devices are vulnerable and prone to loss or theft.   |
| <b>Topic 4</b> | <b>Guidelines and Procedures</b><br>Know where to find the guidelines and procedures for the secure use of IT within your organisation.<br>Understand the IT security checks you should carry out.   |
| <b>Topic 5</b> | <b>Data Security</b><br>Looking at the importance of creating backup copies of files.<br>Know how to safely store your personal data.  |