

Goals and Objectives

Goals of the Workshop

- a. To consolidate the information learned from reading the manual – ‘Security for IT Users’.
- b. To aid the learner in preparation for the Module 1 ECDL examination.

Objectives of the Workshop

After attending this Security for IT Users workshop the attendee will be able to:

1. Understand what ‘Spam’ is, how it can be received and how anti-spam software can protect your computer.
2. Understand what a malicious program is and how it can enter a computer system.
3. Understand anti-virus and anti-spyware software can help protect your computer from malicious programs.
4. Understand what a hacker is and how they can infiltrate a computer system.
5. Understand how a firewall helps protect the computer against unauthorised access.
6. Know you can receive hoax emails.
7. Identify hoax emails and take appropriate action.
8. Know the purpose of passwords and PIN numbers.
9. Respect the confidentiality of the data you have access to.
10. Know what phishing is and how to avoid identify theft.
11. Understand what a public network is.
12. Be aware that wireless networks may be visible or accessible to other users.
13. Know what Bluetooth connectivity is.
14. Be aware that portable devices are vulnerable to loss or theft.
15. Understand the IT security guidelines and procedures for your organisation.
16. Know how to prevent data theft.
17. Understand the importance of creating backups of your data.