

# ECDL 5.0 Module 1

## Security for IT Users

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### Overview

This course provides the user with a broad understanding of IT Security issues, from dealing with spam, viruses and hoaxes to authentication, confidentiality and privacy issues. The user will learn how to carry out routine IT checks, protect equipment from theft, and store and backup data correctly and safely.



### Target Audience

This publication is intended for people who wish to prepare for Module 1 - Security for IT Users of the ECDL 5.0 syllabus.



### Pre-requisites

There are no prerequisites for this module. However, any experience you have with computers or the Windows environment will be beneficial.



### Objectives

At the completion of ECDL 5.0 Module 1 Security for IT Users you should be able to:

- understand potential electronic threats such as spam, malicious programs, hackers & hoaxes
- understand the benefits of protecting information
- understand about networks, devices and connecting to networks
- understand the importance of developing an Information Security Policy
- create backup copies of the data



### Course Duration is 5.2 hrs

*\* Approximate duration should be used as a guide only. Actual duration will depend upon the skills, knowledge, and aptitude of the participants.*



## Contents

The course focuses on practical work within ECDL 5.0 Module 1 giving learners ample opportunity to use their newly acquired skills through a series of graded exercises.

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### **System Performance Security**

- What is Spam?
- Dealing With Spam
- Understanding Malicious Programs
- Computer Viruses
- Protecting Against Malicious Programs
- What is Hacking?
- Understanding Firewalls
- Hoaxes
- Recognising a Hoax

### **Information Security**

- Understanding Information Security
- User Identity
- Password Security
- Understand Phishing
- Understanding Identity Theft
- Data Protection

### **Technology Security**

- About Networks
- Understanding Encryption
- Bluetooth Connectivity
- Hardware Theft
- Removable Devices

### **Guidelines and Procedures**

- Information Security Policy
- Privacy Policy

### **Data Security**

- Securing Data
- Data Backup
- Backup Methods & Procedures
- Personal Data

### **Concluding Remarks**