

# Security for IT Users Level 2

## Module Goals

This module sets out essential concepts and knowledge relating to security for users at an intermediate level. Candidates will obtain understanding of:

- How to gain protection from malicious programs: do not open email attachments from unknown users, treat messages, files, software and attachments from unknown sources with caution.
- How a firewall can protect the computer against the risk of infiltration.
- How to be aware of threats of software and data when downloading software from the internet.
- Downloading software patches and updates to protect software.
- Encrypting software before sending confidential information.
- How to keep data confidential.
- Steps to take to keep a personal identity secure: whether to use a real name or a pseudonym, what an avatar is and how this can protect a personal identity.
- How to follow privacy policies within their organisation.

## Module Chapters

1. System Performance Technology
2. System & Information Security & Integrity
3. Access to Information Sources
4. Guidelines & Procedures
5. Data Security

## Additional Course Information

Estimated learning time: 30 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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## Progression Options

### Certificate IT User Skills (ECDL Extra)

Word Processing Level 2

Spreadsheets Level 2

Presentations Level 2

Improving Productivity Level 2

### Microsoft Office Specialist



## Rewards Training

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