

Security for IT Users Level 1

Module Goals

This module sets out essential concepts regarding computer and internet security for beginners. Successful candidates will be able to:

- Understand that unwanted email and other messages, or 'spam', can be received on the computer
- Know how to protect yourself from malicious programs: do not open email attachments from unknown users, treat messages, files, software and attachments from unknown sources with caution
- Know that you can receive hoaxes: virus hoaxes, chain letters, scams, false alarms, misunderstandings, scares
- Understand that passwords and PIN numbers help to protect information from the risk of unauthorised access
- Know that you should not leave your computer unattended without logging off or locking it, to prevent the risk of access to your data
- Know that your internet security settings should be adjusted to prevent the risk of access to your network by other users
- Know where to find the relevant guidelines and procedures for the secure use of IT within your organisation

Module Chapters

1. System Performance Technology
2. Information Security
3. Technology Security
4. Guidelines & Procedures
5. Data Security

Additional Course Information

Estimated learning time: 10 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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Progression Options

Award in IT User Skills (ECDL Essentials)

Computer Essentials Level 1

Online Essentials Level 1

Flexible Certificate in IT User Skills Level 1

Word Processing Level 1

Spreadsheets Level 1

Presentations Level 1

Improving Productivity Using IT Level 1



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