

IT Security Awareness for Non-Technical Personnel

Course Code: ASKSA7

Course Duration: 2 days (16 hours), 9:00am - 5:00pm

Course Fee: \$535.00 (Inc. GST) per participant, SDF grant entitled

Course Date: Refer to Training Calendar <http://asktraining.com.sg/calendar.html>

Course Objectives: At the end of the course, you should be able to:

- Identify the various threats and reason for implementing security to your organisation
- Identify the physical security needed to secure your equipment or mobile devices
- Perform the Windows update and protection against antivirus and intruders
- Perform data backup and recovery
- Understand and implement basic network security
- Setting the browser security to secure your internet surfing experience
- Understand the various cybersecurity threats and prevention measures

Target Audience: The course is designed for non-technical users to understand the importance of computer security including physical security, system security to network security. This interactive workshop allows participant to acquire fundamental understanding of how to protect their system from network security threats such as identity theft, credit card fraud, online banking phishing scams, virus and backdoors, emails threats, loss of confidential information, hacking attacks and social engineering.

Course Outline:

Basic Terminology & Fundamentals of Security

- Understand basic terminology
- Why need computer security
- Elements of Security
- Security Concepts

Physical Security

- How to protect your device from unwanted access
- Securing Mobile Devices

System Security

- Windows Update and settings
- Protecting System with Antivirus
- Protecting against unauthorised personnel
- Data Backup and Recovery

Network Security

- Securing network connections

- SSID protection
- Encryption Level
- Using public network

Internet Browser Security

- Internet Explorer settings
- Google Chrome settings
- Mozilla Firefox Settings

Cybersecurity

- Secure Website
- Phishing scam
- Evaluating Links
- Reading download and install instruction
- Enabling two-factor authentication for your logins to your email
- Unsubscribing from email subscriptions
- Username consideration
- Using password management software
- Social Engineering and Identity Theft
- Security Social Networking Sites