

Advanced IT Security for Users

Module Goals

Advanced IT Security for Users requires the candidate to understand key security concepts and how to put measures in place to prevent loss of data. The candidate shall be able to:

- Evaluate the security issues that may threaten system performance
- Select, use and evaluate a range of security precautions to protect IT systems and monitor security
- Manage access to information sources securely to maintain confidentiality, integrity and availability of information
- Explain why and how to minimise security risks to hardware, software and data for different users
- Apply, maintain and develop guidelines and procedures for the secure use of IT
- Select and use effective backup and archiving procedures for systems and data

Module Chapters

1. Select, use and develop appropriate procedures to monitor and minimise security risk to IT systems and data

Additional Course Information

Estimated learning time: 20 hours

Versions available: 2010, 2016

Software needed: Microsoft Office Professional

Examinations: None, assignment based achievement.

Support available through video demonstrations, email, inhouse 1-2-1s and via phone.

Advanced IT Security for Users

Progression Options

Certificate IT User Skills (ECDL Advanced) - all 5 advanced modules.

ECDL Advanced Spreadsheets

ECDL Advanced Word Processing

ECDL Advanced Presentations

ECDL Advanced Improving Productivity

Microsoft Office Specialist

Microsoft Office Specialist Expert

Microsoft Office Specialist Master



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