



# SECURE USE OF IT

[CRS-Q-0040719-ES]



## CERTIFIED SKILLS FOR A DIGITAL WORLD

DEMONSTRATE SECURE USE OF IT  
(ICDL SECURE USE OF IT)

- Security Concepts: Data Threats, Value of Information, Personal & File Security
- Security Breach Through Social Engineering
- Understanding & Protection Against Malware
- Network Security
- Access Control Levels & Methods
- Secure Communication, Web Browsing and Data Management



GLOBALLY  
RECOGNISED  
STANDARD



SSG APPROVED  
& SFC ELIGIBLE



OVER 16 MILLION  
PEOPLE CERTIFIED  
WORLDWIDE



DIGITAL SKILLS FOR  
EMPLOYABILITY &  
PRODUCTIVITY

**ENQUIRE NOW!**

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TRAINING LOCATION CONNECTED TO FARRER PARK MRT [NE8]



Cert. No.: EDU-2-2049  
Validity : 08/05/2017 - 07/05/2021

SSTC Institute  
Reg. No. 200402964R  
Validity: 20/05/2019 - 19/05/2023

# MODULE GOALS



## Successful candidates will be able to:

- ✓ Understand the importance of keeping information and data secure, and identify common data/privacy protection, retention and control principles.
- ✓ Recognise threats to personal security from identity theft and potential threats to data from using cloud computing.
- ✓ Be able to use passwords and encryption to secure files and data.
- ✓ Understand the threat of malware and be able to protect a computer, device or network from malware and address malware attacks.
- ✓ Recognise common network and wireless security types and be able to use personal firewalls and personal hotspots.
- ✓ Protect a computer or device from unauthorised access and be able to safely manage and update passwords.
- ✓ Use appropriate web browser settings and understand how to authenticate websites and browse the web securely.
- ✓ Understand communication security issues that can arise from using e-mail, social networks, voice over Internet protocol, instant messaging and mobile devices.
- ✓ Back up and restore data to local and cloud storage locations and delete and dispose of data and devices securely.



# COURSE CONTENT



# COURSE DETAILS



## 1. SECURITY CONCEPTS

- 1.1 Data Threats
- 1.2 Value of Information
- 1.3 Personal Security
- 1.4 File Security

## 2. MALWARE

- 2.1 Types and Methods
- 2.2 Protection
- 2.3 Resolving and Removing

## 3. NETWORK SECURITY

- 3.1 Networks and Connections
- 3.2 Wireless Security

## 4. ACCESS CONTROL

- 4.1 Methods
- 4.2 Password Management

## 5. SECURE WEB USE

- 5.1 Browser Settings
- 5.2 Secure Browsing

## 6. COMMUNICATIONS

- 6.1 E-mail
- 6.2 Social Networking
- 6.3 VoIP and Instant Messaging
- 6.4 Mobile

## 7. SECURE DATA MANAGEMENT

- 7.1 Secure and Back Up Data
- 7.2 Secure Deletion and Destruction



## DURATION

15.25 training hours  
0.75 assessment hours

## MODE OF TRAINING

Full Time/Part Time

## COURSE LANGUAGE

English

## ENTRY REQUIREMENTS

Demonstrate listening, speaking, reading, and writing skills (English) at a level equivalent to Employability Skills System (ESS) Literacy Level 4  
Demonstrate numeracy skills at a level equivalent to Employability Skills (ESS) Numeracy Level 4

## COST COMPONENTS PER TRAINEE

Course Fee (excluding GST)	\$410.00
Goods and Services Tax	\$28.70
<b>TOTAL</b>	<b>\$438.70</b>

## ICDL COURSES@SSTC

Word Processing	Advanced Presentation
Advanced Word Processing	Online Collaboration
Spreadsheets	Digital Marketing
Advanced Spreadsheets	Image Editing (Photoshop)
Presentation	ICT in Education