

16hrs - ICDL Secure Use of IT (IT Security)

Security Concepts

- Recognize Data Threats from various sources
- Understand Cybercrime and Hacking
- Understand the Confidentiality, Integrity & Availability of Information
- Identify privacy protection, retention and control principles
- Understand the term Identity Theft and its implications for Personal Security
- Methods of Identity Theft: Skimming, Pretexting and Information Diving
- File Security using encryption and its limitation

Malware

- Definition and Function
- Recognized types of malware and how it works. E.g. Adware, ransomware, keystroke login
- Use of Protection methods such as scanning and Anti-virus software
- Minimize risks of obsolete and unsupported software

Network Security

- Network administrator role to manage authentication, authorization, installing updates on Network Connections

- Different Wireless Security and limitations of WEP, WPA2, MAC and SSID
- Access Control by username, password, PIN, encryption and multi-factor authentication

Secure Web Use

- Methods to identify Authenticity of Website such as security certificate and validating domain owner
- Potential danger in Social Networking such as malicious links, cyber bullying and fraudulent content

Communications

- Identify fraudulent and unsolicited E-mails
- Security vulnerabilities in Instant Messaging and VoIP

Secure Data Management

- Securing and Backing Up Data using the physical locks and access control
- Distinguish types of Secure Destruction
- Non-permanent content deletion in social network, blog or cloud services

Course Fees & Schedule

Full Course Fee: \$360 + \$25.20 (gst) = \$385.20 (Inclusive of gst)

Company Sponsored

- Absentee Payroll applicable for both SMEs & Non-SMEs
 - For course commencement between 1 Jan 2021 to 31 Dec 2021, absentee payroll funding is at 80% of hourly basic salary, capped at \$7.50 per hour.
- WSS scheme trainees (Singaporean aged above 35 and earn less than \$2300)
 - Employers will be eligible for Absentee Payroll support at 95% of hourly basic salary (subject to WSS eligible criteria)

Self-Sponsored

- Skillsfuture Credit eligible for Singapore Citizens aged 25 and above.
- Singaporean aged 17 to 30 may use PSEA (Post-Secondary Education Account) for fee payment.
- You may use U-tap to defray 50% of the unfunded course fee, capped at \$250/year.
- Training Commitment Award (TCA) of \$100 for completing 2 WSQ courses.

Company Sponsored			Self-Sponsored	
SME	Non-SME		All Singapore Citizens and PRs aged ≥ 21 Years	Singapore Citizens Aged ≥ 40 Years (capped at \$25/hr or 90% of the course fee)
Singaporean & PR (90% of course fees, capped at \$25 per hour)	Singaporean & PR (80% of course fees, capped at \$17 per hour)	Singaporean aged ≥ 40 (capped at \$25/hr or 90% of the course fee)		
\$61.20	\$113.20	\$61.20	\$113.20	\$61.20

Trainees are entitled to the training grant when they meet 75% of the training attendance and pass the requisite assessment.