

Course Outline: Security 5

Learning Method: Instructor-led Classroom Learning

Duration: 2.00 Day(s)/ 16 hrs

Overview:

Who Should Attend:

- Office knowledge workers
- Home users
- Any non-IT person using computers in their office

Outline:

Module 1: Foundations of Security

- Essential terminology
- Defining security
- Need for security
- Cyber crime
- Information Security statistics
- IS triangle
- Security myths
- How to harden security

- Updating the system and configuring the updates
- Disable unnecessary services
- Strong password creation
- Deployment of antivirus and firewall
- Disable guest account access
- "Make Private" folders
- Security settings in MS Office application

Module 2: Basic Security Procedures

- Why do I need to worry about my computer's security?
- Introduction
- Hardening of Operating System

Module 3: Desktop Security

- What is file sharing?
- Types of file sharing

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- How to share folder?
- Configuring shared folder permissions
- Hiding files and folders
- File sharing tips
- File downloading tips
- How to backup data and restore?
- How to encrypt and decrypt files?
- How to kill suspect processes?

Module 4: Administering Windows Securely

- How to use the event viewer?
- How to enable auditing in windows?
- How to read logs on your system?
- How to close ports?
- Overview of the windows registry
- How to restore the registry?
- How to close a port?
- Common internal commands
- How to find services and ports they listen on?

Module 5: Recognizing Security Threats and attacks

- Phishing and its countermeasures
- Virus
- Trojan Horse
- Worms
- Spyware
- Adware
- Keylogger
- Social engineering
- Denial of Service
- Spamming

- Port Scanning
- Password cracking
- Basic security measures

Module 6: Secure Internet Access

- Basic browser security settings
- How to restrict site access
- Removing site from security zone
- Secure website detection
- Secure site and browser properties
- Tools: Internet Filtering Software
- Configuring Internet content access
- Activating Content Advisor
- How to deal with cookies
- Using P2P networks securely
- Choosing appropriate browser settings
- Wireless network security features

Module 7: Working on the Internet

- Precepts of Security
- Knowing Encryption
- Digital Certificate
- Digital Signature
- Working with e-mail (web based)
- Working with e-mail (mail client)
- Working with File Transfer- FTP
- Working with File Transfer – Web Folders

Module 8: Knowing Online Payment Systems

- Working with Credit Cards
- Working with Instant Messengers

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- Working across File Sharing Networks
- Working on Dial-in Networks
- Working with Portable Devices
- Working with Wireless Devices
- Working with USB devices
- Working with Media Files
- Working with 3rd party software

Module 9: Incident Response

- What is Incident Response?
- Incidents and responses:
 - Trojan attack
 - Boot sector virus attack
 - Corrupted registry
- Automatic running of CD-ROM (autorun.inf)

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