



ACTIVATING WOMEN'S ENTREPRENEURIAL MINDSETS AND SOCIAL CHANGE THROUGH CREATIVITY AND CULTURE IN THE COVID-19 ERA

Intellectual Output 1 - A4: ENTREPRENEURIAL AND DIGITAL COMPETENCE FRAMEWORK



P4 – Emphasys Centre



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ACT4WOMEN FRAMEWORK

MODULE X: Improving your digital security skills to protect you and your business

1. General description of the module

In this module, digital security skills will be presented to the target group, aiming to the protection of their business from different online threats. By the end of this module, participants will have good IT security skills and they will manage to keep information and data secure.

Adults will learn how to:

1. Understand the various Internet security concepts.
2. Computer Networks security.
3. Online Communications and the Web.
4. Secure data management.

2. List of Topics:

Topic 1: Understand the various Internet security concepts

Short description: The main goal of this topic is to understand in theory the different internet security concepts and what they can prevent.

Topic 2: Computer Networks security

Short description: The main goal of this topic is to increase the awareness of users regarding network usage and to suggest ways to prevent network risks.

Topic 3: Online Communications and the Web

Short description: This topic presents all necessary information about keeping the computer safe while using email, instant messaging and the web browser.

Topic 4: Secure data management

Short description: The learning outcome from this task is to learn how to secure and back up important information in order to avoid loss.



MODULE X: Improving your digital security skills to protect you and your business

Topic 1 Understand the various Internet security concepts	Main Objectives:	KNOWLEDGE <i>(In the context of EQF, knowledge is described as theoretical and/or factual)</i>	SKILLS <i>(In the context of EQF, skills are described as practical)</i>	ATTITUDE <i>(In the context of the EQF, attitude is described as the ability of the learner to apply knowledge and skills autonomously and with responsibility)</i>	Activities/Lesson Plan
	The aim of this topic is to provide the necessary information about data threats and personal security	<ol style="list-style-type: none"> 1. I understand what threats are 2. I understand how threats can affect us 3. I understand the difference between data and information 4. I understand the terms of cybercrime and hacking 5. I understand threats to data from using cloud computing 6. I understand the reasons for protecting personal information 7. I understand the reasons for protecting workplace information 8. I understand how to identify online/digital theft 9. I understand the advantages and limitations of encryptions/passwords 	<ol style="list-style-type: none"> 1. I know the types of threats 2. I know how the threat can affect us 3. I know the differences between data and information 4. I know the terms of cybercrime and hacking 5. I know the threats to data from using cloud computing 6. I know the reason for protecting personal data 7. I know the reason to protect workplace information 8. I know how to identify online/digital theft 9. I know the advantages and limitations of encryptions and passwords 	<ol style="list-style-type: none"> 1. I am able to identify a threat 2. I am able to prevent a threat 3. I am able to identify the differences between data and information 4. I am able to protect my data from threats while using cloud computing 5. I am able to identify and prevent online/digital theft 6. I am able to encrypt and set a safe password to my computer 	Lesson Plans: 1 - 9



<p>Topic 2 Computer Networks security</p>	<p>Main Objectives:</p> <p>The aim of this topic is to increase the awareness about network connections and wireless security</p>	<ol style="list-style-type: none"> 1. I understand the term network and the common network types 2. I understand how connecting to a network has implications for security 3. I understand the role of network administrator 4. I understand the function and limitations of a firewall and the usage of it in personal and work environment 5. I understand different options of wireless security and their limitations 6. I understand that using an unprotected wireless network can lead to attacks 7. I understand the term of personal hotspot and how it works. 	<ol style="list-style-type: none"> 1. I know the term of network and the common network types 2. I know the security risks a network has 3. I know what firewall is and how to use it 4. I know the different wireless security options and their limitations 5. I know the consequences of using an unprotected wireless network 6. I know how to use personal hotspot 	<ol style="list-style-type: none"> 1. I am able to identify network types 2. I am able to protect my pc from the risks that a network has 3. I am able to use properly the firewall 4. I am able to use different wireless security options to protect my pc 5. I am able to prevent the exposure of my pc to an unprotected network 6. I am able to use a personal hotspot 	<p>Lesson Plans: 10 - 16</p>
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<p>Topic 3 Online Communications and the Web</p>	<p>Main Objectives:</p> <p>This task is focusing on communications and how to keep the emails and the instant messaging safe</p>	<ol style="list-style-type: none"> 1. I understand the possibility of a fraudulent email 2. I understand what is fishing and how I can report it 3. I understand the danger of infecting a computer by opening an executable file 4. I understand the importance of not disclosing personal information on social sites 5. I understand potential dangers when using social networking sites 6. I understand the security vulnerabilities of instant messaging 7. I understand the possible implications of using applications from unofficial application stores 8. I understand the term application permissions 9. I understand the secure connection on websites (https://) 10. I understand what is the role of browser cookies 11. I understand what browser history is 12. I understand the benefits and drawbacks of saving passwords in websites 	<ol style="list-style-type: none"> 1. I know how to identify a fraudulent email 2. I know how to identify and report a fishing email 3. I know the danger of an executable file for my computer 4. I know how to protect my personal data in social sites 5. I know how to protect myself using social networking sides 6. I know how to download applications from official stores 7. I know about application permissions 8. I know how to recognise secure websites 9. I know how to use browser cookies 10. I know how to view and delete browser history 11. I know how to save and remove passwords of specific websites 	<ol style="list-style-type: none"> 1. I am able to identify a fraudulent email 2. I am able to identify and protect my computer and myself from a fishing email 3. I am able to protect my computer from an executable file 4. I am able to protect my personal data in social sites 5. I am able to download applications from official stores 6. I am able to use only secure websites 7. I am able to use browser cookies 8. I am able to view and delete browser history 9. I am able to save and remove passwords of specific websites 	<p>Lesson Plans: 17 - 28</p>
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Topic 4 Secure data management	Main Objectives: This task is aiming to provide helpful guideline about security and backing-up data	<ol style="list-style-type: none"> 1. I understand ways of ensuring physical security of computer and devices 2. I understand the importance of having a backup procedure in case of loss of data 3. I understand the features of a backup procedure 4. I understand where I have to back up the data 5. I understand how to restore data from a backup location 6. I understand the differences between deleting and permanent deleting data 7. I understand the reason for permanently deleting data 8. I understand common methods of permanently deleting data 	<ol style="list-style-type: none"> 1. I know ways to ensure physical security of computer and devices 2. I know how to back up data 3. I know where I have to back up the data 4. I know how to restore back up data 5. I know the differences between deleting and permanent deleting of data 6. I know common methods for permanent deleting data 	<ol style="list-style-type: none"> 1. I am able to ensure physical security of computer and devices 2. I am able to back up my data in specific location 3. I am able to restore back up data 4. I am able to use common methods for permanent deleting of data 	Lesson Plans: 29 - 37
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References:

<https://www.icdleurope.org/workforce/it-security/>

<https://icdlarabia.org/uploads/files/syllabus/IT-Security-v2-en-syllabus.pdf>

<https://blog.usecure.io/12-security-awareness-topics-you-need-to-know-in-2020>