

Digital Security Course Outline

Training Course Outline on Digital Security, have to know for safety life.

Veritas Academy
(A Strategic Business Unit of DATCO Group)

Duration: 03 Days Course (03 Hours/Day)

Organized by: DATCO Group

Course Outline

Day 1 (3 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00 AM-11:00 AM	Session 1: Introduction. Objectives and importance of Digital Security, and expectations.	Handout, PPT, Lecture. Group Discussion, Group Work	Multimedia, White Board, Flip Chart and Marker Pen, Flash Card, Masking Tape, Board Pin	
11:00 AM-11:15 AM	Tea Break			
11:15 AM-12:00 PM	Session 2: What are the digital security and Digital Security Act 2018? Section discussion (01-20).	Handout, PPT, Group Discussion, Group Work	Multimedia, White Board, Flip Chart, Marker Pen, Masking Tape. Flash Card, Board Pin	
12:00 PM-13:00 PM	Session 3: Section discussion (21-40).	Handout, PPT, Group Discussion & Group Work & Quiz Competition	Multimedia, White Board, Flip Chart, Marker Pen, Masking Tape. Poster Papers. Board Pin	
13:00 PM-13:15 PM	Recap Session	Group Discussion	Flip Chart and Marker Pen	
13:15 PM -14:00 PM	Prayer and Lunch Break			

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Day 2 (3 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00 AM-11:00 AM	Session 4: Section discussion (41-62).	Handout, PPT, Group Discussion & Group Work & Quiz Competition	Multimedia, White Board, Flip Chart and Marker Pen, Flash Card, Masking Tape, Board Pin	
11:00 AM-11:15 AM	Tea Break			
11:15 AM-12:00 PM	Session 5: Caution in using social media. Use of email in institutional communication and necessary precautions.	Handout, PPT, Group Discussion & Group Work	Multimedia, White Board, Flip Chart and. Poster Papers. Marker Pen	
12: 00 PM-1:00 PM	Session 6: Caution and action to be taken in using a web browser. Smartphone and app usage warnings.	Handout, PPT, Group Discussion. Group Work & Quiz Competition	Multimedia, White Board, Flip Chart, Flash Card, and Marker Pen	
13:00 PM-13:15 PM	Recap Session	Group Discussion	Flip Chart and Marker Pen	
13:15 PM-14:00 PM	Prayer and Lunch Break			

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Day 3 (3 Hours)

Time	Contents	Methodology	Materials	Remarks
10:00 AM-11:00 AM	Session 7: Caution regarding online financial transactions. Security of computer and internet use and do's and don'ts.	Handout, PPT, Lecture. Group presentation	Multimedia, White Board, Flip Chart, and Marker Pen. Poster Papers. Board Pin	
11:00 AM-11:15 AM	Tea Break			
11:15 AM-12:15 PM	Session 8: Types of cybercrime and what to do with the victim, etc.	Handout, PPT, Group Discussion & Group Work & Quiz Competition	Multimedia, White Board, Flip Chart, Flash Card, and Marker Pen. Board Pin	
12:15 PM-13:00 PM	Session 9: Recap and closing	PPT, Group Discussion	Multimedia, White Board, Flip Chart, and Marker Pen	
13:00 PM -14:00 PM	Prayer and Lunch Break			

Digital Security, have to know for safety life Course Outline Prepared by:

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