Institute of Accountancy Arusha
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IAA/BP/3 27 May, 2013

Dear Sir/Madam,

RE: INVITATION TO ATTEND A SHORT COURSE ON ADVANCED COMPUTER SECURITY ESSENTIALS FOR EXECUTIVES AND PERSONAL ASSISTANTS

Reference is made to the above-captioned subject. The Institute of Accountancy Arusha will conduct a ten days short course on the above subject from **June 24 – July 5, 2013** at the Institute.

We are writing to invite you and your fellow members of staff to attend this important course. We are hereby enclosing the information about the course.

1.0 Background

It is nearly impossible nowadays to find an organization that has not computerized its activities. Among others, Computers and other IT systems like local Networks and the Internet are used to simplify and speed up organization's and individual's work. However, there are lots of security threats associated with usage of IT technologies.

For organizations to fully and appropriately benefit by the use of Computers and other IT systems they should be able to identify, protect from and solve these security problems (both at organizational level and individual level). If not; organizations and individuals may end up losing their valuable data, losing privacy, experiencing slow systems and many other inconveniences.

The aim of this course is to offer training that will lead to improved IT security and security awareness in the business functions and provide security to data and information of organizations.

2.0 Course Objective and Outcomes

2.1 Objective

The overall objective of this course is to enable participants (at the user level) to be able to understand, analyze and implement Computer/ IT security strategies in their day-to-day activities within and outside organizations.

2.2 Outcomes

At the end of the course participants will be able to:

(a) Explain different Computer security threats;
(b) Secure Electronic Office Documents;
(c) Physically secure Computer systems;
(d) Identify and handle different Computer Security threats;
(e) Identify different user authentication and identification systems;
(f) Apply appropriate Controls to Computer security threats;
(g) Use the Internet securely;
(h) Identify and solve Malware problems;

(i) Backup Data/Records; and
(j) Identify different Computer Forensics Tools

3.0 Contents

The course content is as follows:

(a) Electronic Records Management;
(b) Securing Electronic Office Documents;
(c) IT/Computer Physical Security;
(d) General Computer Security issues;
(e) User authentication and identification;
(f) Effective IT Controls;
(g) Software Security;
(h) Network and Internet Security;
(i) Malware and Antivirus;
(j) Data/Records Backup; and
(k) Overview of Computer Forensics

4.0 Target Participants

This short course is intended for employed and non employed individuals who use Computers and Internet services. These include but not limited to Human Resources Personnel, Managers, Administrative Personnel, Executive Assistants, Personal Assistants, Secretaries, Office Management Assistants, Records Management Personnel and Data Clerk Personnel.

5.0 Methodology

This short course will employ lectures, discussions/ sharing practical experiences as well as demonstrations.

6.0 Fees

The fee for the short course is **TSHS. 1,500,000**/= (One million five hundred thousand only) to cover for course materials, tea/coffee, and lunch. Payment may be in cash, cheques or bankers draft directly paid to our Bank Account No. **014103008078 NBC**, **Arusha** Branch or No. **01J1035916500 CRDB Bank Meru** Branch.

7.0 Dates & Venue

This course will be conducted from **June 24 – July 5, 2013 (ten days)** at the Institute of Accountancy Arusha – Njiro Hill in Arusha Tanzania.

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8.0 Contact Persons

For more details you may contact the following:

Course Directors

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APPLY TO:

The Rector,
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We thank you for your cooperation and support.

Yours sincerely,

INSTITUTE OF ACCOUNTANCY ARUSHA



FOR RECTOR

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