BRIEF OF THE COURSE

"PRINCIPLES OF NETWORKING, INTERNET AND NETWORK SECURITY"

Course requirement: Officials with some experience on computer are expected to take part in this training.

Objective of the Course: This course is intended to give awareness about the Networking concepts and its security along with operational knowledge of Internet and Email.

Significance of the Course: This course is very important in the present scenario, keeping in view the increased use of networking in our user offices as well as in the auditee organizations. In the meantime awareness about the information security is also an important aspect. In addition to it, the frequent use of Internet and use of Web sites for various official purposes has also become very common in the day- to- day working. Offices must have sufficient trained personnel to handle the work as headquarters too requires various reports and information through Internet and E-mail. Most of the user offices have planned total networking in their offices, which will require more skilled staff in the user offices. Thus, this training course is expected to be very useful for the user offices.

About the Course : It is a 05 days course which covers topics on Networking, Network security and Internet Browsing, Surfing, Creating of E-mail Account, method of sending and receiving mails and a brief idea about web designing.

On the first day networking concepts, its components and its configuration will be taught. Importance of IP addresses in the net working and its fixing will be discussed in detail. The 2nd day is devoted for security concerns in networking. Although computerization has been done in a big way yet people are not conscious about security measures to be adopted in the Government organizations. Security of Information

systems is a process and it has to be groomed up by training and various other activities. Therefore, these sessions are meant to develop awareness about the security and the technologies used for effective network security. On the 3rd day, the Internet will be taken up. Internet itself is an example of Wide Area Network (WAN) and is widely used in the present scenario. Surfing on the Internet, and its use for the creative purposes will be discussed. The afternoon sessions will be used for teaching e-mail. The most important use of Internet is email. Therefore, trainees will be given awareness about the best use of it. Creation of E-mail Accounts and configuration of outlook express will be discussed. E-Commerce and E-Governance etc will also be covered in this course. Therefore, first hand information will be given to the trainees on the topic in the first two sessions on the 4th day. All of us go through various web sites for information. How these web sites are designed and posted on the web page will be discussed in the last two sessions. On the last day 1st and 4th sessions will be utilised for assessment test and valediction respectively. 2nd & 3rd sessions will be used to explain about the Security Policy of IA&AD & Code of Ethics in IA&AD.

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