

Title – Cyber Security

Mode of delivery – Online

Seat Time – 6 min

Learning Objectives:

At the end of this module you will be able to:

1. Explain what cyber security is
2. Recognize the importance of cyber security
3. Identify the signs of potential threats to information and data
4. Recall the best practices to keep your organization safe from cyber threats

Alignment

Section	Lesson	Learning objectives covered
1. Introduction	<ul style="list-style-type: none">• Introduction• Learning Objectives	
2. Cyber Security and its Best Practices	<ul style="list-style-type: none">• Definition of cyber security	1
	<ul style="list-style-type: none">• Why should you maintain cyber security	2
	<ul style="list-style-type: none">• 5 security best practices to identify and avoid security risks	3,4
3. Conclusion	<ul style="list-style-type: none">• Summary	1,2,3,4

Section 1 - Introduction			
Screen #	Type/interactivity	On-screen text /Narration	Graphic/navigation
1.1	Animation	We do a lot of work online and deal with a lot of important information over the internet. And we do them securely... our IT heroes make sure of that! But as we get smarter to protect our systems, so do those who want to exploit us. So, what do we do? In this module, we will learn what potential dangers are out there and how to keep our information safe.	Icon animation
1.2	Text	Learning Objectives: At the end of this module you will be able to: <ol style="list-style-type: none">1. Explain what cyber security is2. Recognize the importance of cyber security	

		<p>3. Identify the signs of potential threats to information and data</p> <p>4. Identify the best practices to keep your organization safe from cyber threats</p>	
Section 2 - Cyber Security			
2.1	Image and text	<p>Hi, my name is Jo. I am an IT expert in OCS and I am here to answer your queries regarding cyber security and guide you towards the best practices to keep OCS secure.</p> <p>Select Continue when you are ready.</p>	<p>Photographic male character</p> <p>Continue button to next screen</p>
2.2	Same screen – questions appear as interactive buttons	<p>Select the questions to ask Jo.</p> <p>Button 1 - What is cyber security?</p> <p>Button 2 - Why should you maintain cyber security?</p>	<p>Button 1 > Go to slide 1.3</p> <p>Button 2 > Go to slide 1.4</p>
2.3		<p>You probably are acquainted with the term cyber security, but let's hear it from our expert.</p> <p>Button 1 - What is cyber security?</p> <p>Cyber security refers to the body of technologies, processes, and practices designed to protect networks, devices, programs, and data from attack, damage, or unauthorized access. Cyber security may also be referred to as information technology security.</p>	
2.4		<p>Button 2 - Why should you maintain cyber security?</p> <p>Cyber security is important because we have unprecedented amounts of data on computers and other devices stored every day. A significant portion of that data can be sensitive information, whether that be intellectual property, financial data, personal information, or other types of data for which unauthorized access or exposure could have negative consequences.</p> <p>As you work each day, you transmit sensitive data across networks and to other devices in the course of doing</p>	<p>Next Button to continue</p>

		<p>business, and cyber security describes the discipline dedicated to protecting that information and the systems used to process or store it.</p> <p>As the volume and sophistication of cyber attacks grow, my team at OCS is tasked with safeguarding all this information. But we cannot fully protect without your support.</p> <p>To completely protect our sensitive business and all our personnel information, I need to make sure that you are following the five cyber security measures. Don't worry, if you are not – I am here to help you out. Ready?</p>	
2.5	Multiple choice question	<p>Question 1 - What do you do before leaving your desk for grabbing a cup of coffee?</p> <ul style="list-style-type: none"> • Keep your screen on so that you can catch up where you left last • Lock your screen 	<p>Correct answer – lock your screen</p> <p>Submit moves to the feedback</p>
		<p>Feedback</p> <p>Tip #1 - Follow a clean desk policy</p> <p>When leaving your desk, be sure to lock your computer and put away sensitive documents.</p>	
2.6	Multiple choice question	<p>Question 2 – You are so happy about your recent client feedback and appreciation that you want to post it on social media. Would you review the draft before posting that you are not letting out any sensitive information?</p> <ul style="list-style-type: none"> • Yes, always. • No, I think a social media post cannot be harmful. 	<p>Correct answer – Yes, always</p>
		<p>Feedback</p> <p>Tip#2 – Consider carefully what information you put out there. Anything you have ever posted on the internet can be discovered by cybercriminals.</p>	
2.7	Multiple choice question	<p>Question 3 – You cannot recognize the woman sitting at the employee breakout area and she isn't wearing any employee badge either. Would you</p>	<p>Correct answer - Yes</p>

		<p>consider approaching her to verify she has authorized access to the premises?</p> <ul style="list-style-type: none"> • Yes • No 	
		<p>Tip#3 – Prevent unauthorized people from accessing your company. If you see a person you don't know without a badge, don't be shy to approach them and ask for their contact person so that you can verify their identity.</p>	
2.8	Multiple choice question	<p>Question 4 – You got a phone call from an unknown number where the person says he is calling from the HR department and need your system password to update their internal database. How would you react?</p> <ul style="list-style-type: none"> • Give it right away • Hang up and reach out to your HR desk to verify if they have called you 	<p>Correct answer – Hang up and reach out to your HR dept</p>
		<p>Tip#4 – Don't fall into the trick to give out sensitive information over the phone or email.</p>	
2.9	Multiple choice question	<p>Question 5 – You have received an email from an unrecognized address where you have been asked to install the attached plugin otherwise your system will lose subscription to MS Office. What will you do?</p> <ul style="list-style-type: none"> • Download the plugin and install it immediately because you have an important project to submit in the evening. • You have to work on the MS Office application for an urgent project but still take time to forward the email to the IT team to verify if you need to take any action. 	<p>Correct answer – Forward to the IT team</p>
		<p>Tip#5 – Don't fall for the Phishing scams Be cautious before opening emails from unrecognized senders. Potential hackers might want to trick you to get your username, password or make you download malware. If you get any suspicious email, do not open it. Forward it to the IT department.</p>	

Section 3 - Summary			
3.1	Character and text	<p>That's it. Let's summarize what we have learned.</p> <p>Cyber security is the technologies, processes, and practices designed to protect networks, devices, programs, and data from threats.</p> <p>It is important to safeguard the data and sensitive information of the company by following a few best practices like:</p> <ol style="list-style-type: none"> 1. Lock your computer before leaving your desk. 2. Consider carefully what information you post. 3. Prevent unauthorized people from accessing your company. 4. Don't give out sensitive information over the phone or email. 5. Beware of the phishing scams <p>Thank you for participating in this course.</p>	Exit course button

References:

Juliana De Groot (June 10, 2020). *What is Cyber Security? Definition, Best Practices & More*. Retrieved from <https://digitalguardian.com/blog/what-cyber-security>

Oliver- lucysecurity-com (Dec 26, 2016). *Security Awareness Video: 7 Tips for your employees to be able to identify and avoid risks* [video] Retrieved September 24, 2020, from <https://www.youtube.com/watch?v=i0iLy8racHI>