

# IT ESSENTIALS FOR HEALTH MANAGERS

## COURSE 2: Introduction to Cyber Security

### Objective:

#### Learn How to Stay Safe Online

In this course, we'll learn how to keep ourselves safe while using the internet. We'll understand why it's so important to protect our information and learn some basic ways to do it.

### Subtopic 2.1: Introduction to Cyber Security

#### Why Cybersecurity Matters

We'll start by talking about why it's really important to keep our information safe when we're online. Just like we lock our doors to keep our homes safe, we need to protect our online stuff too.

#### Basic Ideas

Then, we'll learn some simple things about staying safe online. We'll talk about easy ways to protect ourselves from bad stuff that can happen on the internet. It's like learning how to cross the street safely, but for the online world.

### Subtopic 2.2: Common Cybersecurity Threats

#### What Can Go Wrong

Let's talk about some things that can cause trouble when we're online. These are like the "bad guys" on the internet that we need to watch out for.

- **Viruses:** These are like little programs that can make our computers sick. They can mess up our files or even steal our information.
- **Scams:** Sometimes people try to trick us into giving them our information or money. They might pretend to be someone they're not, like a company or a friend.
- **Fake Emails:** We might get emails that look real but are actually trying to trick us. They might ask for our personal information or tell us to click on links that can be dangerous.

Understanding these threats helps us be more careful online, like how knowing about bad weather helps us carry an umbrella.



## Subtopic 2.3: Password Safety & Secure Logins

### Good Passwords

We'll learn how to make strong passwords that are like secret codes to protect our online accounts. These passwords are like locks on our doors, but for our internet stuff.

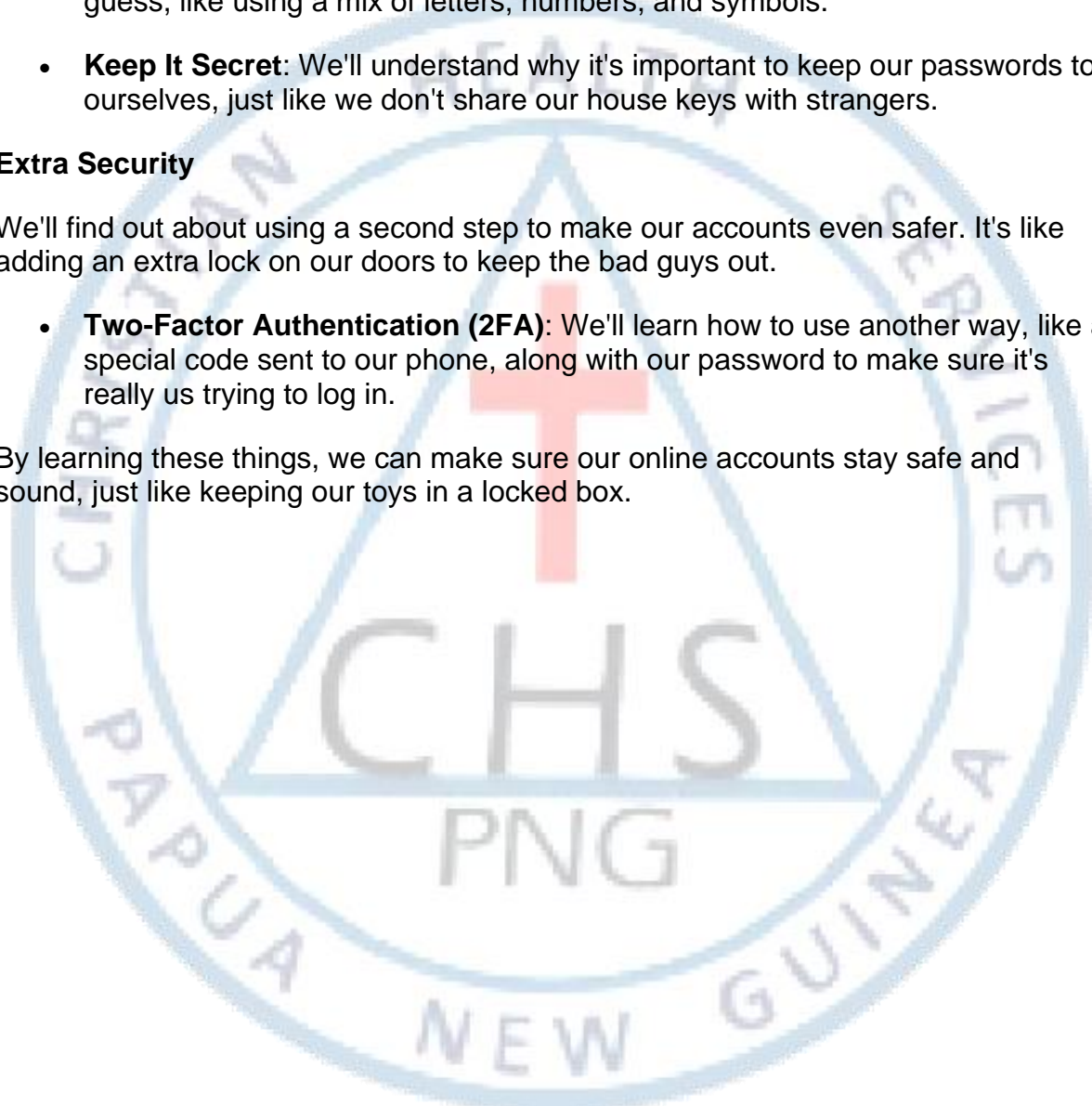
- **Make It Tricky:** We'll learn to create passwords that are hard for others to guess, like using a mix of letters, numbers, and symbols.
- **Keep It Secret:** We'll understand why it's important to keep our passwords to ourselves, just like we don't share our house keys with strangers.

### Extra Security

We'll find out about using a second step to make our accounts even safer. It's like adding an extra lock on our doors to keep the bad guys out.

- **Two-Factor Authentication (2FA):** We'll learn how to use another way, like a special code sent to our phone, along with our password to make sure it's really us trying to log in.

By learning these things, we can make sure our online accounts stay safe and sound, just like keeping our toys in a locked box.



## Subtopic 2.4: Email Safety & Spotting Fakes

### Fake Emails

We'll learn how to figure out if an email might be trying to trick us. Sometimes, bad guys send emails that look real but are actually trying to steal our information or do something bad to our computer.

- **Look for Signs:** We'll learn to look for clues, like strange email addresses or spelling mistakes, that show the email might not be real.
- **Trust Your Instincts:** We'll understand that if something seems fishy or too good to be true, it's okay to be cautious and not click on anything in the email.

### Dangerous Links

We'll understand how to stay safe by avoiding clicking on links in emails that might take us to bad websites. Just like we don't open doors to strangers, we won't click on links from people or places we don't know.

- **Hover First:** We'll learn to hover our mouse over a link to see where it will take us before clicking on it.
- **Be Careful:** We'll remember to be careful even if the email looks real, because sometimes bad links hide behind nice-looking emails.

### Checking Emails

We'll find out how to make sure an email is really from who it says it is. It's like checking if a gift is really from our friend or if it's a trick from someone else.

- **Check the Sender:** We'll learn to check the email address to see if it matches who the email claims to be from.
- **Contact Them Directly:** If we're not sure, we'll find another way to contact the person or company, like calling them, instead of replying to the email.

By learning these things, we can stay safe and keep our information secure when we're using email, just like being careful when we get a surprise package in the mail.

## Subtopic 2.5: Safe Internet Browsing

### Good Websites

We'll learn how to know if a website is safe to visit. It's like knowing if a playground is safe to play in before we go there.

- **Look for Signs:** We'll learn to look for clues on the website, like a padlock icon or "https" in the web address, that show it's safe.
- **Trustworthy Sources:** We'll understand that it's safer to visit websites from well-known and trusted sources, like big companies or official organizations.

### Downloading Safely

We'll understand how to make sure we're not accidentally downloading bad stuff to our computer. It's like checking the ingredients on a candy wrapper before eating it.

- **Be Careful:** We'll learn to be careful when downloading files from the internet, especially if they're from websites we don't know.
- **Scan for Viruses:** We'll find out how to use antivirus software to scan files we download to make sure they're safe to open.

### Safe Connections

We'll find out why it's important to use secure Wi-Fi connections, especially when we're in public places like coffee shops or airports. It's like making sure our clubhouse has a strong lock on the door.

- **Protect Your Information:** We'll understand that using secure Wi-Fi keeps our personal information safe from hackers who might try to steal it.
- **Use Passwords:** We'll learn to use passwords to protect our Wi-Fi connections, just like we use a secret password to unlock our phone or tablet.

By learning these things, we can have fun exploring the internet while staying safe and protecting our devices, just like wearing a helmet while riding a bike.

## Subtopic 2.6: Conclusion and Q&A

### Remembering What We Learned

We'll go over the important stuff we learned in the course to make sure we remember it well. It's like reviewing the main points of a story so we don't forget them.

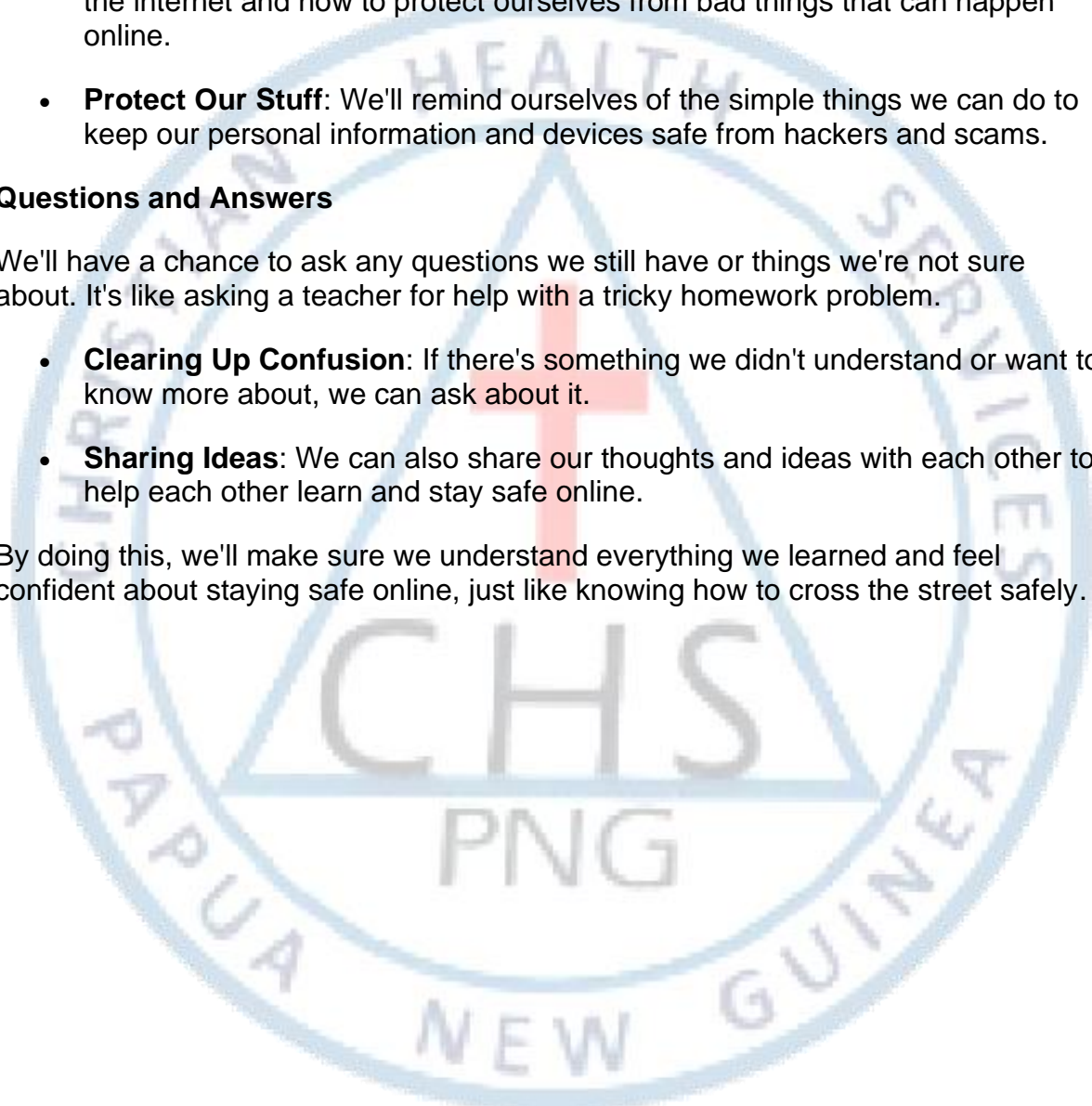
- **Stay Safe Online:** We'll remember why it's important to be careful when using the internet and how to protect ourselves from bad things that can happen online.
- **Protect Our Stuff:** We'll remind ourselves of the simple things we can do to keep our personal information and devices safe from hackers and scams.

### Questions and Answers

We'll have a chance to ask any questions we still have or things we're not sure about. It's like asking a teacher for help with a tricky homework problem.

- **Clearing Up Confusion:** If there's something we didn't understand or want to know more about, we can ask about it.
- **Sharing Ideas:** We can also share our thoughts and ideas with each other to help each other learn and stay safe online.

By doing this, we'll make sure we understand everything we learned and feel confident about staying safe online, just like knowing how to cross the street safely.



## Practice Spotting Fake Emails

We'll play a game where we pretend to be detectives and try to find out if emails are trying to trick us. It's like playing a game where we look for clues to solve a mystery.

- **Look Closely:** We'll carefully examine different emails to see if they seem suspicious or not. We'll pay attention to details like who sent the email and what it's asking us to do.
- **Find Clues:** We'll learn to spot signs that an email might be trying to trick us, like strange email addresses or spelling mistakes.

## Learn How to Report Them

We'll also learn what to do if we think an email is trying to trick us. It's like knowing what to do if we see something unusual or dangerous in our neighborhood.

- **Speak Up:** If we think an email is fake or suspicious, we'll know how to tell someone about it. We'll talk to a teacher, parent, or someone we trust to help us.
- **Stay Safe Together:** By reporting suspicious emails, we can help protect ourselves and our friends from getting tricked by cybercriminals. Just like working together to keep our neighborhood safe from bad guys.

Through this activity, we'll become better at spotting fake emails and knowing how to keep ourselves safe online, just like learning to cross the street safely.

