BARBARA'S LEGACY

DIGITAL LITERACY ACADEMY

Instructor Guide & Six-Course Curriculum

Empowering Women Through Technology, Education & Opportunity

A beginner-friendly, hands-on learning program designed to help adult women build practical digital skills, confidence, safety awareness, and greater independence.

Suggested delivery: 6 weeks • 2 classes per week • 60–90 minutes per class • 12 lessons total

Suggested audience: Adult learners, including women with little or no prior computer experience.

Program status: Foundational curriculum draft. Local partners should review it and adapt it to available devices, accessibility needs, and community resources.

Program Overview

Purpose. Equip learners with practical skills to use computers and smartphones, communicate online, protect personal information, pursue employment, and access trustworthy community resources.

Learning approach. Demonstrate, practice together, practice independently, and celebrate progress. Use plain language, repeat demonstrations, allow extra practice time, and never shame learners for asking questions.

Suggested class rhythm (75 minutes). Welcome/check-in (5); review (10); instructor demonstration (15); guided practice (20); independent task (15); reflection/exit check (10). Adjust to 60 or 90 minutes as needed.

Materials. Laptops or desktops where possible; smartphones; reliable Wi-Fi; projector or large display; power strips; printed student workbook; sample files; pens; headphones; and a list of verified local support resources.

Accessibility and inclusion. Offer large-print copies, high-contrast materials, captions, slower demonstrations, verbal instructions, breaks, and paired practice. Ask learners what support helps them.

Privacy rule. Learners should not share passwords, verification codes, Social Security numbers, banking details, medical records, or other sensitive information with instructors or classmates. Use fictional sample data for practice.

Assessment. Use low-pressure demonstrations and short reflections. A learner who needs more practice should receive another opportunity, not be excluded.

Completion. Award a certificate of completion for participation and demonstrated practice. It is not a professional certification or guarantee of employment.

Course Map

Course	Focus	Lessons
1: Computer & Technology Basics	Computer & Technology Basics	2
2: Smartphone & Everyday Technology	Smartphone & Everyday Technology	2
3: Email, Internet & Online Communication	Email, Internet & Online Communication	2
4: Internet Safety & Digital Protection	Internet Safety & Digital Protection	2
5: Digital Job Readiness	Digital Job Readiness	2
6: Digital Independence & Everyday Life	Digital Independence & Everyday Life	2

Course 1: Computer & Technology Basics

Course outcome: Learners will practice the essential skills in this topic and explain when and how to use them safely.

Lesson 1: Getting to Know Your Device

Learning objectives: Identify the main parts of a laptop or desktop; understand power, charging, volume, and basic settings.

Instructor-led practice: Instructor models each part, then learners point to and name it. Learners practice turning a device on and off safely.

Evidence of learning: Label a simple device diagram and demonstrate how to adjust volume and brightness.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Lesson 2: Keyboard, Mouse & Touchpad Skills

Learning objectives: Use click, double-click, right-click, scroll, drag, and common keyboard keys.

Instructor-led practice: Practice typing names and short sentences; use Shift, Backspace, Enter, Spacebar, and Ctrl/Cmd shortcuts.

Evidence of learning: Complete a short typing task and demonstrate five pointer actions.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Course reflection: Ask learners: What can you do now that felt difficult before? What would you like to practice again?

Course 2: Smartphone & Everyday Technology

Course outcome: Learners will practice the essential skills in this topic and explain when and how to use them safely.

Lesson 1: Smartphone Confidence

Learning objectives: Navigate the home screen, settings, Wi-Fi, volume, camera, and accessibility features.

Instructor-led practice: Learners practice opening and closing apps, adjusting text size, connecting to trusted Wi-Fi, and taking a photo.

Evidence of learning: Show how to find settings, adjust text size, and take a photo.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Lesson 2: Apps, Photos & Sharing

Learning objectives: Install apps carefully, manage permissions, send photos, and recognize app-store warning signs.

Instructor-led practice: Demonstrate app-store search and permissions. Practice attaching a photo to a message without sharing private information.

Evidence of learning: Explain why an app permission may be unnecessary and attach a sample photo.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Course reflection: Ask learners: What can you do now that felt difficult before? What would you like to practice again?

Course 3: Email, Internet & Online Communication

Course outcome: Learners will practice the essential skills in this topic and explain when and how to use them safely.

Lesson 1: Email Essentials

Learning objectives: Create or access an email account, compose a message, reply, and identify To, Subject, and attachment fields.

Instructor-led practice: Use a practice address or learner-owned account. Demonstrate a clear subject line and attaching a non-sensitive practice file.

Evidence of learning: Send a practice email with a subject line and attachment.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Lesson 2: Searching & Online Forms

Learning objectives: Use search terms, assess results, navigate websites, and complete common online forms.

Instructor-led practice: Compare search results, identify official websites, and practice a sample form using fictional information.

Evidence of learning: Find an official resource and complete a fictional practice form.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Course reflection: Ask learners: What can you do now that felt difficult before? What would you like to practice again?

Course 4: Internet Safety & Digital Protection

Course outcome: Learners will practice the essential skills in this topic and explain when and how to use them safely.

Lesson 1: Passwords, Privacy & Account Safety

Learning objectives: Create strong unique passwords, use a password manager where appropriate, and enable multifactor authentication.

Instructor-led practice: Discuss passphrases, password reuse, verification codes, privacy settings, and never sharing login codes.

Evidence of learning: Identify three account-protection steps and create a sample passphrase (not a real password).

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Lesson 2: Scams, Phishing & Safe Decisions

Learning objectives: Recognize suspicious messages, links, urgent payment demands, impersonation, and job or housing scams.

Instructor-led practice: Inspect fictional scam examples. Practice pausing, verifying through a known official channel, blocking, and reporting.

Evidence of learning: Mark warning signs in a sample message and explain a safe response.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Course reflection: Ask learners: What can you do now that felt difficult before? What would you like to practice again?

Course 5: Digital Job Readiness

Course outcome: Learners will practice the essential skills in this topic and explain when and how to use them safely.

Lesson 1: Resume & Job Search Basics

Learning objectives: Create or update a basic resume, search legitimate job sites, and save job details.

Instructor-led practice: Demonstrate a simple resume structure and compare legitimate employer pages with suspicious postings.

Evidence of learning: Draft a resume outline and record two verified job leads.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Lesson 2: Online Applications & Virtual Interviews

Learning objectives: Complete application fields, upload documents, communicate professionally, and prepare for video interviews.

Instructor-led practice: Practice a fictional application, file naming, camera/microphone checks, and interview etiquette.

Evidence of learning: Complete a practice application checklist and rehearse a short introduction.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Course reflection: Ask learners: What can you do now that felt difficult before? What would you like to practice again?

Course 6: Digital Independence & Everyday Life

Course outcome: Learners will practice the essential skills in this topic and explain when and how to use them safely.

Lesson 1: Finding Community Resources Online

Learning objectives: Locate trustworthy housing, benefits, education, health, and community-service information.

Instructor-led practice: Teach learners to verify agency names, contact information, eligibility dates, and secure website addresses. Avoid entering sensitive information in class.

Evidence of learning: Find one relevant official resource and list its contact details and next step.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Lesson 2: Documents, Video Calls & Intro to AI

Learning objectives: Download and organize documents, join video calls, and use AI tools thoughtfully.

Instructor-led practice: Practice creating folders, downloading a sample document, joining a mock call, and asking AI to explain a general topic while checking its answer.

Evidence of learning: Organize a sample file and identify two ways to verify AI-generated information.

Suggested 75-minute plan: 5-minute welcome; 10-minute review; 15-minute demonstration; 25-minute guided practice; 10-minute independent task; 10-minute reflection and next steps.

Course reflection: Ask learners: What can you do now that felt difficult before? What would you like to practice again?

Facilitator Safety & Quality Checklist

Before each session: test devices and internet; prepare fictional sample data; check accessibility needs; print materials; and identify a way learners can ask for help privately.

During each session: model first; let learners control their own devices; avoid collecting passwords or sensitive information; explain that websites and apps can change; and encourage learners to pause before clicking links or sharing data.

After each session: record attendance only with appropriate consent; note skills practiced without recording private account details; offer optional extra practice; and update examples if websites or procedures change.

Community-resource accuracy: Before teaching specific housing, benefits, employment, or service links, verify the organization, current eligibility rules, contact information, and application process. Do not promise eligibility or outcomes.

Certificate language

This certificate recognizes participation in Barbara’s Legacy Digital Literacy Academy and completion of beginner-level learning activities. It does not represent an accredited credential, professional license, or guarantee of employment.