SKA

Computer Basics IC3

OFFICIAL ACADEMIC PROSPECTUS & CURRICULUM GUIDE

NQF Level: Industry Certification | **Credits:** N/A

Delivery: Online

PROGRAMME OVERVIEW

PROGRAMME DURATION	4 Weeks
ACADEMIC LEVEL	Industry Certification
TOTAL CREDITS	N/A
SAQA REGISTRATION	Pending
MODE OF DELIVERY	Online
TOTAL INVESTMENT	**R 4,000** (Registration Deposit: R 799)

Executive Introduction

Digital literacy is the most important skill in the modern economy, and the Computer Basics IC3 programme is the definitive gateway. This course is designed to take individuals with zero computer experience and turn them into confident, digitally-literate participants in the 2026 workforce. We believe that technology should be accessible to everyone, regardless of their background.

Participants will explore the core functions of hardware, software, and operating systems, learning how to manage files, navigate the internet safely, and use primary productivity tools. The curriculum is centered around 'Digital Citizenship,' teaching students the ethics of online communication, the importance of data privacy, and how to identify common online threats. We provide a supportive, hands-on environment where no question is too basic.

This track is the essential first step for anyone looking to enter the formal job market. By the end of the course, you will have the technical confidence required to apply for jobs online, communicate professionally via email, and use office software to complete daily tasks. You will graduate with a globally recognized certification that proves you are ready for the modern digital workplace.

PURPOSE OF THE LEARNING PROGRAMME

To provide absolute digital literacy for the marginalized workforce. The primary purpose is to ensure that every individual has the foundational skills required to participate in and benefit from the digital economy.

To demystify computer technology and reduce the digital divide. We aim to provide a clear, supportive introduction that allows individuals to see technology as a tool for personal and professional empowerment.

To promote safe and ethical digital citizenship. The objective is to produce graduates who understand the risks of the online world and can navigate it securely, protecting their personal and professional information.

To serve as the definitive entry point for all advanced technical training. This track provides the essential foundation for those who want to eventually pursue careers in Office Administration, IT Support, or Web Development.

To support the national strategy for skills development and employment. Our purpose is to ensure that every learner is equipped to meet the baseline technical requirements of modern employers, boosting their employability.

MODULE BREAKDOWN

Module 01: Computing Fundamentals

Hardware, OS, and Settings.

Module 02: Key Applications

Word, Excel, PowerPoint basics.

Module 03: Living Online

Internet, Email, and Social Media.

Module 04: Digital Safety

Security and Ethics.

PRACTICAL LAB ENVIRONMENTS

This programme includes intensive hands-on practical labs designed to bridge the gap between theoretical knowledge and real-world industrial application.

Lab 1: File Management & Organisation

Create folders, rename, and backup files. Deliverable: Organised directory structure.

Lab 2: Email & Calendar Setup

Configure email client and schedule events. Deliverable: Screenshot of configured inbox/calendar.

Lab 3: Web Search & Evaluation

Use advanced search operators and assess sources. Deliverable: Search strategy log + source evaluation.

Lab 4: Basic Troubleshooting Simulation

Resolve common hardware/software issues. Deliverable: Troubleshooting checklist + resolution notes.

CAREER FIELDS & OPPORTUNITIES

Graduates of this learning programme are aggressively equipped with the specialized competencies required to pursue the following elite professional roles within the global industry:

IT SUPPORT TECHNICIAN	Advance your career as a IT Support Technician in the industry.
HELP DESK ANALYST	Advance your career as a Help Desk Analyst in the industry.
OFFICE IT COORDINATOR	Advance your career as a Office IT Coordinator in the industry.
DATA ENTRY SPECIALIST	Advance your career as a Data Entry Specialist in the industry.
COMPUTER OPERATOR	Advance your career as a Computer Operator in the industry.
DIGITAL LITERACY TRAINER	Advance your career as a Digital Literacy Trainer in the industry.
TECHNICAL SUPPORT ASSISTANT	Advance your career as a Technical Support Assistant in the industry.

NEXT STEPS & APPLICATION

Ready to definitively advance your professional trajectory? Formal applications are currently open for the upcoming academic cycle. To securely guarantee your placement in the next intake for **Computer Basics IC3**, please complete our online application process or contact our admissions advisory team directly.

CONTACT ADMISSIONS

Official Email: apply@softkingsacademy.co.za

Academy Website: www.skacademy.co.za

WhatsApp: +27 69 271 9901

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DIGITAL STUDENT PORTALS

Studentzone: portal.skacademy.co.za

Exam Centre: exams.skacademy.co.za

Verify Certificate: skacademy.co.za/verify-certificate

APPLY ONLINE NOW