

COMPANY PROFILE

Bridging People to Technology

Practical digital skills for work, business, education and everyday life.



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AT A GLANCE

5

progressive levels

33

practical modules

3

ways to learn

R1950

Level 1 course fee

01 • WELCOME

Technology should open doors, not close them.

TechStep Academy offers structured technology training designed to take learners from essential computer knowledge to practical digital, business and technology skills.

Every day, more of life happens on a screen: applying for a job, running a business, helping children with homework, banking, staying in touch with family. People who are confident with technology move forward. People who are not are too often left behind.

TechStep Academy exists to close that gap. We meet each learner where they are, and take them forward one clear step at a time, from switching on a computer for the first time to building their first web application.

This profile introduces who we are, the five-level programme we teach, the people and organisations we serve, and how to work with us.

“From learning how to use technology to learning how to create with it.”

OUR GOAL

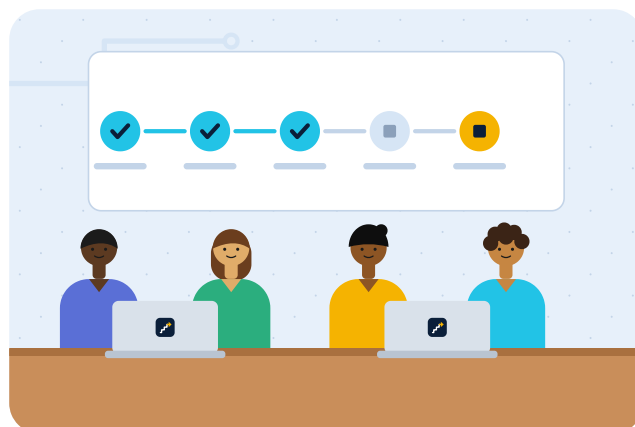
02 • WHO WE ARE

A technology training academy built around one idea: progress you can see.

TechStep Academy offers structured technology training designed to take learners from essential computer knowledge to practical digital, business and technology skills.

Our programme is organised into five levels. Each level has a clear purpose, a defined set of modules and practical outcomes. Learners start at the level that matches their skills today and step up when they are ready.

We train individuals, employees, business owners, students and educators, in classrooms and on-site at organisations.



OUR VISION

A society where everyone has the digital confidence to work, learn, build and thrive.

OUR MISSION

To bridge people to technology through structured, practical and affordable training that takes every learner from using technology to creating with it.

S

Structured

A clear five-level pathway. Every learner knows where they are and what comes next.

P

Practical

Skills taught through real tasks for work, business, education and daily life.

I

Inclusive

Patient teaching for every age and background, at a fair price.

R

Responsible

Online safety and the responsible use of AI are built into the programme.

03 • WHY DIGITAL SKILLS MATTER

Digital skills are now **life skills**.

Technology is changing how South Africans work, learn and live. AI tools are arriving in offices and classrooms, and the gap between people who are confident with technology and people who are not is widening. TechStep Academy focuses on the four areas where digital skills make the biggest difference.

Work

Most jobs now ask for email, Word and Excel as a minimum. Digital confidence widens the roles a person can apply for and grow into.

Business

Small businesses compete online. Owners who can manage documents, spreadsheets and a web presence save money and reach more customers.

Education

Learners, students and educators research, submit and collaborate online. Digital literacy supports every subject.

Everyday life

Banking, government services, health bookings and family contact have moved online. Safety and confidence protect people from scams.

OUR RESPONSE

A single pathway from first click to first code

Rather than isolated short courses, TechStep Academy offers one connected programme. Learners build on what they already know, never repeat what they have mastered, and always have a clear next step.

04 • THE TECHSTEP PATHWAY

Five levels. One clear pathway.

Each level builds on the one before it. Levels 1 to 3 build confidence in using technology. Levels 4 and 5 move learners into creating with it.



LEVELS 1 TO 3

Using technology

Computer confidence, workplace productivity, digital literacy and AI.

LEVELS 4 AND 5

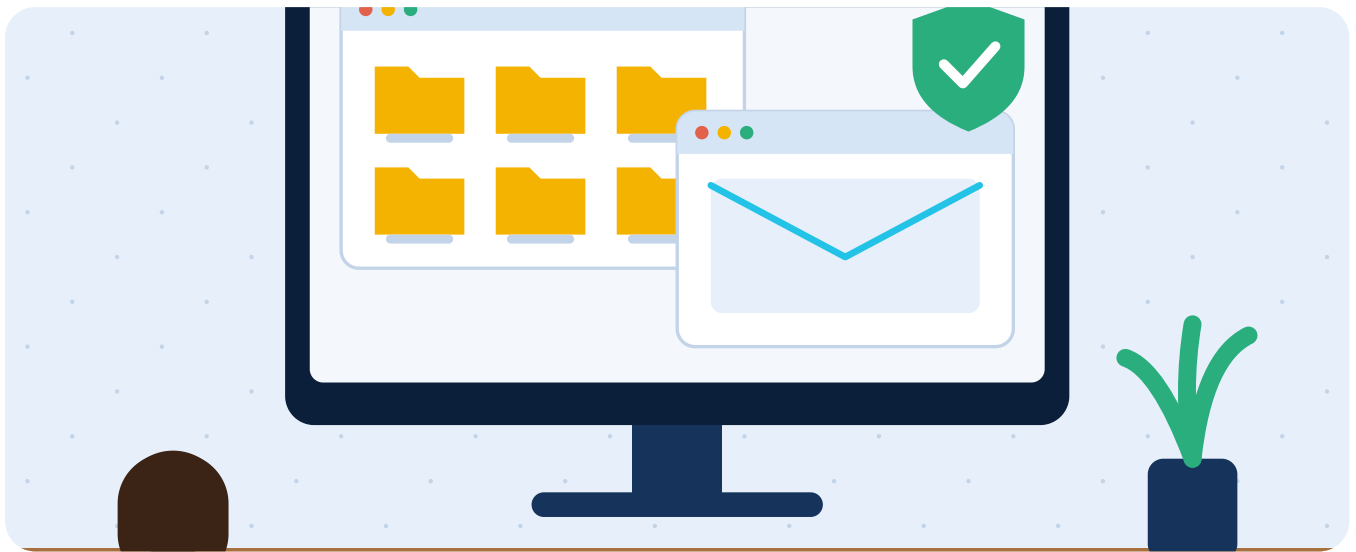
Creating with technology

Websites, HTML and CSS, coding and basic web applications.

FULL PATHWAY

All five levels for R13950

Learners who commit to the full pathway save R2800 on the separate fees of R16 750, with a guaranteed place in each level as they progress.



 LEVEL 1 OF 5

Computer Foundations

Building confidence with computers and essential digital tools.

Level 1 is the starting point for anyone who is new to computers or wants to fill the gaps. You learn how a computer works, how to find your way around it, and how to get online safely.

Ideal for: First-time computer users, anyone returning to technology after a long break, learners who want a solid base before office or business software.

MODULES

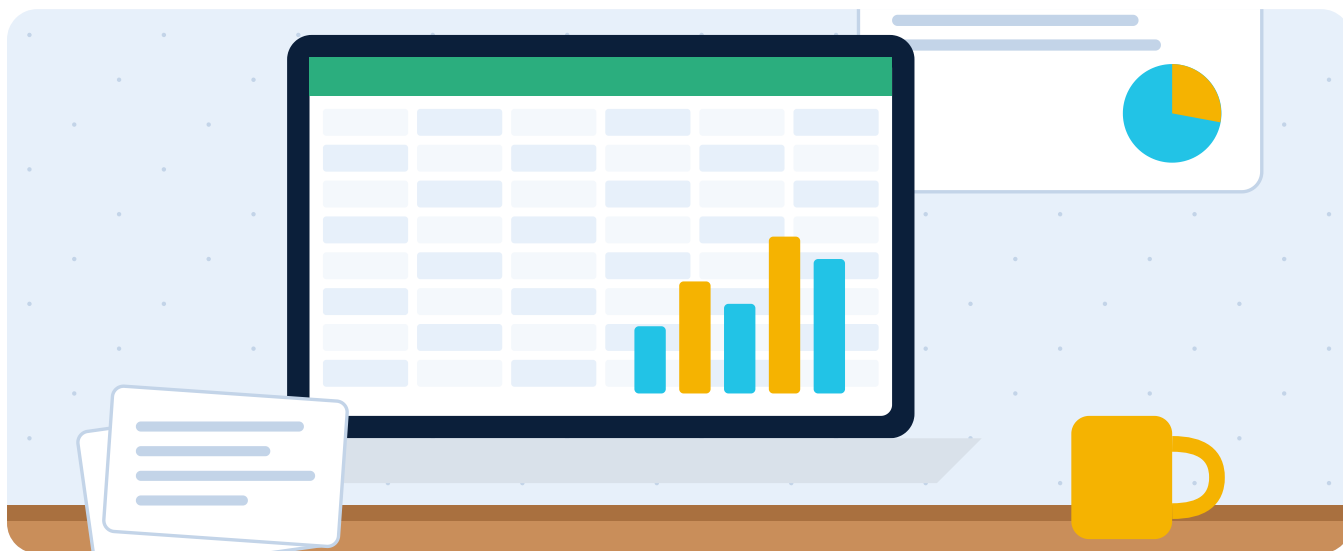
- Computer Basics
- Keyboard & Mouse Skills
- Files & Folders
- Basic Computer Operations
- Internet & Browsing Skills
- Email Skills
- Online Safety & Digital Awareness

LEARNERS WILL BE ABLE TO

- ✓ Use a keyboard and mouse with confidence
- ✓ Create, save and organise files and folders
- ✓ Search and browse the internet
- ✓ Send, receive and manage email
- ✓ Recognise common online risks and stay safe

COURSE FEE

R1950 per learner



 LEVEL 2 OF 5

Office & Business Productivity

Developing practical skills for the workplace and everyday business tasks.

Level 2 covers the software most workplaces rely on. You practise creating documents, working with spreadsheets and building presentations, and learn habits that keep work organised.

Ideal for: Job seekers preparing for office roles, staff who want to work faster and more accurately, small business owners handling their own admin.

MODULES

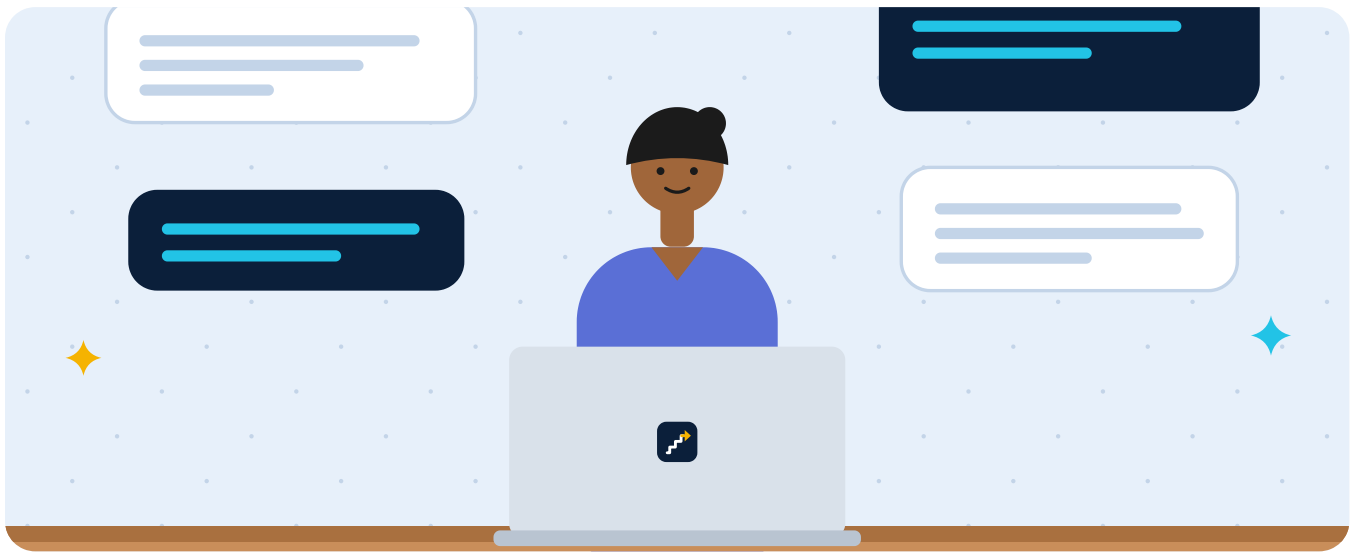
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Business Software Training
- Document Creation & Management
- Digital Workplace Skills
- Productivity Tools

LEARNERS WILL BE ABLE TO

- ✓ Produce well-formatted letters, reports and documents in Word
- ✓ Build spreadsheets with formulas and charts in Excel
- ✓ Design clear presentations in PowerPoint
- ✓ Organise, name and share documents properly
- ✓ Use productivity tools to plan and manage tasks

COURSE FEE

R2950 per learner



LEVEL 3 OF 5

Digital Literacy & AI

Using modern technology to work smarter and more efficiently.

Level 3 introduces the tools changing how people work today. You learn how generative AI works, how to use it for research and everyday tasks, and how to use it responsibly.

Ideal for: Professionals who want to work more efficiently, students using AI for study and research, teams adopting online collaboration tools.

MODULES

- Digital Literacy
- AI Tools & Productivity
- Introduction to Generative AI
- AI-Assisted Work & Research
- Digital Communication
- Online Collaboration Tools
- Responsible & Safe Use of AI

LEARNERS WILL BE ABLE TO

- ✓ Explain what generative AI is and what it can and cannot do
- ✓ Use AI tools to draft, summarise and research
- ✓ Check AI output for accuracy before relying on it
- ✓ Collaborate on shared documents and in online meetings
- ✓ Protect personal and business information when using AI

COURSE FEE

R2950 per learner



LEVEL 4 OF 5

Web & Digital Creation

Moving from using technology to understanding and creating with it.

Level 4 is where learners move from using technology to creating with it. You learn how websites are structured, write your first HTML and CSS, and build an online presence.

Ideal for: Business owners who want to manage their own web presence, learners curious about how websites work, anyone preparing for Level 5 coding.

MODULES

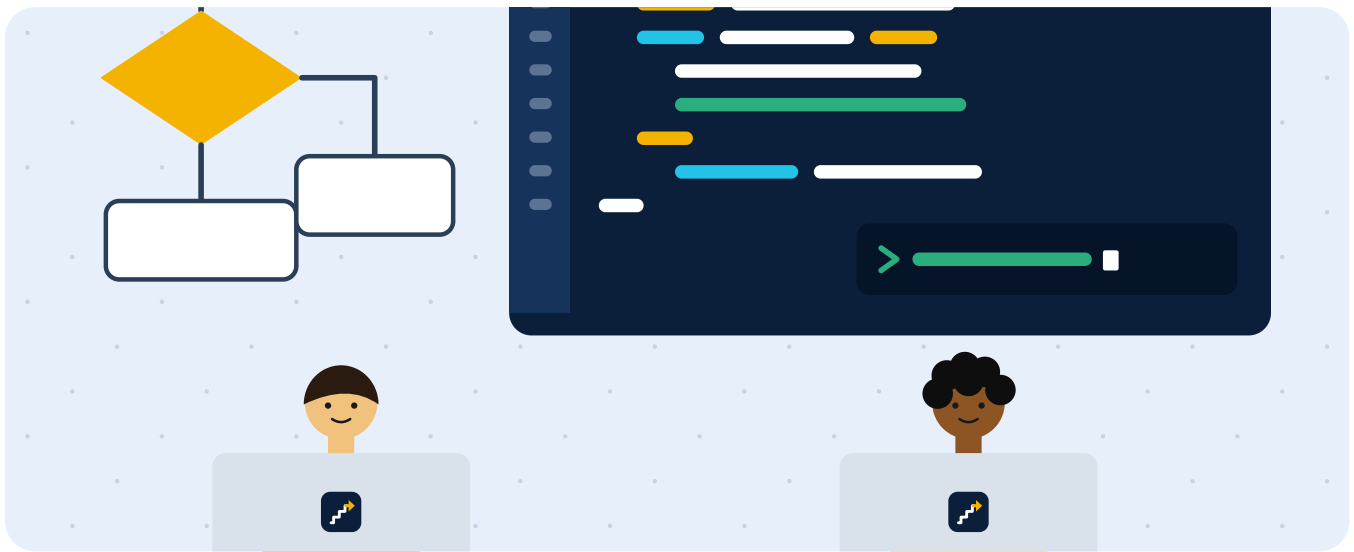
- Website & Digital Skills
- Introduction to Websites
- Website Structure & Fundamentals
- Basic HTML & CSS
- Introduction to Web Development
- Digital Content & Online Presence

LEARNERS WILL BE ABLE TO

- ✓ Describe how a website is structured and published
- ✓ Write a simple web page with HTML
- ✓ Style a page with CSS
- ✓ Plan content for a website or social profile
- ✓ Understand the basics of web development

COURSE FEE

R3950 per learner



Basic Coding & Technology

Taking the next step into software and technology development.

Level 5 takes you into software development. You learn to think like a programmer, break problems into logical steps, and write code that powers simple web applications.

Ideal for: Learners who completed Level 4 or already know HTML and CSS, anyone considering a career in technology, problem-solvers who want to build their own tools.

MODULES

- Introduction to Coding
- Programming Fundamentals
- Logic & Problem Solving
- Introduction to Software Development
- Basic Web Applications
- Technology & Digital Systems

LEARNERS WILL BE ABLE TO

- ✓ Write programs using variables, conditions and loops
- ✓ Break a problem into logical steps before coding
- ✓ Understand how software is planned, built and tested
- ✓ Build a basic interactive web application
- ✓ Explain how everyday digital systems work

COURSE FEE

R4950 per learner

06 • WHO WE SERVE

Training for people, teams and communities.

Individuals

First-time computer users, job seekers, parents, seniors and anyone who wants to grow their digital confidence.

Businesses

Teams that need stronger Office, digital workplace and AI skills, and owners building an online presence.

Schools & educators

Learners preparing for a digital future, and educators who want to teach with technology confidently.

NPOs & communities

Community programmes that bring practical digital skills to the people who need them most.

HOW TRAINING IS DELIVERED

1

Classroom courses

Scheduled, instructor-led classes for each level, in small groups so every learner gets attention.

2

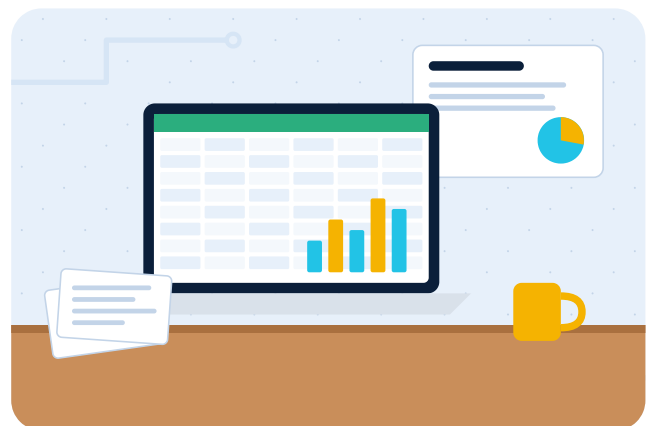
On-site corporate training

We train your team at your premises, with content built around the software and tasks your business uses.

3

Private one-on-one lessons

Personal lessons at the learner's pace, for any topic across the five levels.



07 • HOW WE TEACH

Learn it, practise it, **step up.**

Every TechStep course follows the same four-stage approach, so learners always know what to expect and can see their own progress.

1

Assess

We start by finding the right level, so learners never waste time on what they already know.

2

Learn

Short, clear explanations of each concept by an instructor, in plain language.

3

Practise

Hands-on exercises on real tasks: letters, budgets, presentations, web pages and code.

4

Progress

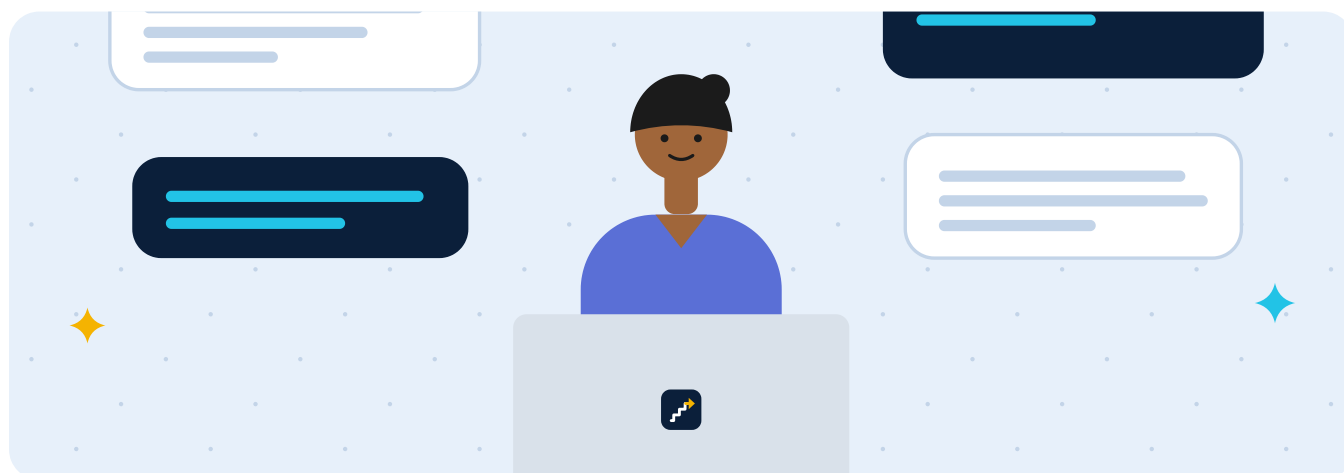
Learners complete the level, receive their certificate and step up to the next one.

EVERY COURSE INCLUDES

- ✓ Instructor-led, hands-on training
- ✓ Course notes and practice exercises
- ✓ TechStep certificate of completion
- ✓ Support between sessions via WhatsApp

RESPONSIBLE TECHNOLOGY

Online safety and the responsible use of AI are taught as core skills, not extras. Learners learn to protect their personal and business information, to recognise scams, and to check AI output before relying on it.



08 • FEES AND OPTIONS

Clear, fair pricing.

All prices are in South African Rand (ZAR) per learner. Pay per level as you step up, or commit to the full pathway and save.

PROGRAMME	CONTENT	FEE
L1 Computer Foundations	7 modules	R1950
L2 Office & Business Productivity	7 modules	R2950
L3 Digital Literacy & AI	7 modules	R2950
L4 Web & Digital Creation	6 modules	R3950
L5 Basic Coding & Technology	6 modules	R4950
1-5 Full pathway: all five levels	Save R2800	R13950

Pay a 30% deposit to secure your place and settle the balance in up to 3 monthly instalments.

Private one-on-one lessons

R350 per hour

Personal lessons at your pace, for any topic in the five levels. Ideal for seniors and busy professionals.

- Flexible scheduling
- Your own device or ours
- Packages of 10 hours: R3,200

Corporate & team training

R1,650 per delegate per

day

Training for your staff at your premises, built around the software and tasks your team uses.

- Minimum of 6 delegates
- Content tailored to your business
- Attendance register and progress report

Schools, NPOs & community groups

Custom quote

Programmes for learners, educators and communities, priced for the size and needs of the group.

- Group and term-based options
- Educator digital-skills sessions
- Discounted rates for registered NPOs

Fees are valid for 2026 and may be reviewed annually. Corporate and community quotes are confirmed in writing before training begins.



09 • CONTACT US

Take your first **step.**

Enrol, book training for your team, or ask us anything. We
reply fastest on WhatsApp.

WHATSAPP

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CALLS

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Scan to visit
www.techstep.co.za