



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Business Computer Workstation Operation

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 114979 · NQF Level 3 · 2 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the practical skills to operate a computer workstation effectively in a business environment. It covers essential hardware and software operations, file management, and workplace ergonomics to enhance productivity and compliance with organisational standards.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	114979
Accreditation	SAQA Accredited · NQF Level 3 · 2 Credits
Duration	1 day
Training Method	On-Campus
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply basic hardware and software operations to set up and use a computer workstation.
- Demonstrate file management techniques including saving, organising, and retrieving documents.
- Implement workplace ergonomic principles to maintain health and safety while operating a workstation.
- Analyse common computer problems and apply basic troubleshooting procedures.
- Evaluate the use of business software applications to perform routine tasks efficiently.

WHO SHOULD ATTEND

- This course is designed for office administrators, data capturers, and entry-level employees who need to use a computer workstation as part of their daily duties.

COURSE OUTLINE

Day 1: Fundamental Workstation Operations

- Introduction to computer hardware: CPU, monitor, keyboard, mouse, printer
- Ergonomics and workstation safety
- Operating system basics: desktop, taskbar, file management
- Introduction to productivity software: word processing and spreadsheets
- Basic troubleshooting: power, connectivity, and startup issues
- Data storage and backup fundamentals
- Email and internet basics for business communication
- Computer security: passwords, antivirus, and safe browsing

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **2 NQF credits at NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Jun 2026	24 Jun 2026	Online	–
02 Jul 2026	02 Jul 2026	In-House	–
10 Jul 2026	10 Jul 2026	On-Campus	Dubai, UAE
13 Jul 2026	13 Jul 2026	Online	–
21 Jul 2026	21 Jul 2026	In-House	–
29 Jul 2026	29 Jul 2026	On-Campus	Dubai, UAE
10 Sep 2026	10 Sep 2026	Online	–
18 Sep 2026	18 Sep 2026	In-House	–

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

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