



## 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

# File Management In Windows And Mac Operating Systems Training

Physical, Mathematical, Computer and Life Sciences / Information Technology and Computer Sciences

Unit Standard 117867 · NQF Level 1 · 3 Credits · 1 Day

## COURSE OVERVIEW

This course equips learners with the skills to efficiently manage files and folders on both Windows and Mac operating systems. Participants will learn to organise, search, back up, and secure data, enabling them to navigate cross-platform environments with confidence. The training ensures productivity and data integrity in a corporate setting.

|                 |                                                    |
|-----------------|----------------------------------------------------|
| Category        | Physical, Mathematical, Computer and Life Sciences |
| Subfield        | Information Technology and Computer Sciences       |
| Unit Standard   | 117867                                             |
| Accreditation   | SAQA Accredited · NQF Level 1 · 3 Credits          |
| Duration        | 1 day                                              |
| Training Method | Online, On-Campus, In-House                        |
| Certificate     | Issued via AATICD LMS – verifiable online          |

## LEARNING OUTCOMES

- Demonstrate proficiency in creating, renaming, moving, copying, and deleting files and folders on both Windows and Mac operating systems.
- Apply file organisation strategies using folders, subfolders, and naming conventions to ensure efficient data retrieval.
- Implement file search and filtering techniques to locate files quickly on both platforms.
- Analyse and compare file management utilities and settings in Windows and Mac to optimise workflow.
- Evaluate data backup and recovery methods, including cloud storage integration, to safeguard critical information.
- Design a cross-platform file management approach that ensures consistency and security across Windows and Mac environments.

## WHO SHOULD ATTEND

- This course is designed for administrative staff, data clerks, IT support personnel, and any professionals who need to manage digital files across Windows and Mac platforms in a corporate environment.

## COURSE OUTLINE

### Day 1: File Management In Windows And Mac Operating Systems

- Overview of file systems: NTFS vs. APFS; differences between Windows and Mac OS.
- Navigating the file explorer (Windows) and Finder (Mac): layout, shortcuts, and search functions.
- Basic file operations: creating, renaming, copying, moving, and deleting files/folders.
- File properties and metadata: viewing and editing attributes, tags, and comments.
- Folder structures and organisation: hierarchical vs. flat structures; naming conventions.
- File permissions and security: setting read/write/execute permissions; ownership.
- Storage devices and cloud integration: using USB drives, external drives, OneDrive, iCloud.
- Backup strategies: manual vs. automatic backups; using Time Machine and File History.

## 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 **3 NQF credits** at **NQF Level 1**.

## PRICING (PER DELEGATE, EX-VAT)

| Delegates | Training Method      | Price per Delegate | Total       |
|-----------|----------------------|--------------------|-------------|
| 1         | Online               | R 9,400.00         | R 9,400.00  |
| 1         | In-House             | R 12,200.00        | R 12,200.00 |
| 1         | On-Campus (Pretoria) | R 14,100.00        | R 14,100.00 |

## UPCOMING SESSIONS

| Start       | End         | Method    | Venue                    |
|-------------|-------------|-----------|--------------------------|
| 21 Aug 2026 | 21 Aug 2026 | On-Campus | Pretoria, South Africa   |
| 24 Aug 2026 | 24 Aug 2026 | On-Campus | Durban, South Africa     |
| 25 Aug 2026 | 25 Aug 2026 | On-Campus | Shenzhen, China          |
| 26 Aug 2026 | 26 Aug 2026 | On-Campus | Harare, Zimbabwe         |
| 27 Aug 2026 | 27 Aug 2026 | On-Campus | Bangkok, Thailand        |
| 28 Aug 2026 | 28 Aug 2026 | On-Campus | Victoria Falls, Zimbabwe |
| 28 Aug 2026 | 28 Aug 2026 | On-Campus | Abu Dhabi, UAE           |
| 31 Aug 2026 | 31 Aug 2026 | On-Campus | Shenzhen, China          |

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

## HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit [www.aaticd.co.za](http://www.aaticd.co.za), open the page for this course (Unit Standard 117867) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to [apply@aaticd.co.za](mailto:apply@aaticd.co.za) – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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