



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

Use Generic Functions In A Graphical User Interface Gui Environment Training

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

Unit Standard 117902 · NQF Level 1 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to efficiently use generic functions within a graphical user interface (GUI) environment. Participants will learn to navigate, manage files, and perform common tasks using standard GUI elements such as menus, toolbars, and dialog boxes.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	117902
Accreditation	SAQA Accredited · NQF Level 1 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply generic functions such as opening, closing, saving, and printing files in a GUI environment.
- Demonstrate the ability to navigate the desktop and manage windows, icons, and menus.
- Analyze file and folder structures to organize and retrieve information effectively.
- Use help features and troubleshoot common GUI-related issues.
- Implement basic customization of the GUI workspace to suit individual preferences.
- Evaluate the appropriate use of generic functions across different software applications.

WHO SHOULD ATTEND

- This course is designed for new computer users, administrative staff, and anyone who needs to build foundational skills in using GUI-based operating systems and applications.

COURSE OUTLINE

Day 1: Using Generic Functions in a GUI Environment

- Introduction to generic functions in GUI environments.
- Overview of common GUI elements: buttons, menus, toolbars, and dialog boxes.
- Using generic functions for file management: open, save, close, and print.
- Data entry and editing functions: cut, copy, paste, undo, and redo.
- Managing windows: resizing, minimising, maximising, and switching between applications.
- Utilising help functions: online help, tooltips, and user manuals.
- Basic troubleshooting: identifying and resolving common GUI errors.
- Practical exercise: performing a series of tasks using generic functions in a GUI application.

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 **4 NQF credits** at **NQF Level 1**.

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
04 Aug 2026	04 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Mauritius
10 Aug 2026	10 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE

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, open the page for this course (Unit Standard 117902) 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 – 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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