



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

Data Entry and Retrieval Skills for Computers

Business, Commerce and Management Studies / Public Administration

Unit Standard 242865 · NQF Level 3 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the essential skills to accurately input data into computer systems and efficiently retrieve stored information. It covers keyboard proficiency, data verification techniques, and the use of database queries to extract data, ensuring learners can handle common data entry and retrieval tasks with confidence.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242865
Accreditation	SAQA Accredited · NQF Level 3 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply correct keyboarding techniques to enter data accurately and efficiently.
- Demonstrate the ability to verify and correct data entry errors using validation rules.
- Retrieve data from a database using simple queries and filters.
- Implement data backup and storage procedures to prevent data loss.
- Analyze data entry tasks to identify and apply appropriate software tools.
- Evaluate data quality and apply basic data cleaning techniques.

WHO SHOULD ATTEND

- This course is designed for administrative staff, data capturers, and junior IT support personnel who need to perform data entry and retrieval tasks as part of their daily work.

COURSE OUTLINE

Day 1: Foundations of Data Entry and Retrieval

- Introduction to data entry and retrieval concepts
- Overview of data entry software (e.g., spreadsheets, databases)
- Keyboarding techniques and ergonomics
- Data validation and error checking
- Basic search, sort, and filter functions
- Data retrieval using queries
- Data security and confidentiality basics
- Practical exercise: Entering and retrieving sample data

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 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
05 Aug 2026	05 Aug 2026	On-Campus	Mauritius
06 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Dubai, 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 242865) 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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