



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

GUI Database Form and Report Design

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

Unit Standard 258875 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to design and generate professional forms and reports using a graphical user interface (GUI) based database. Participants will learn to create user-friendly data entry forms and meaningful reports that enhance data management and decision-making within their organisations.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	258875
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Design and create custom forms using a GUI-based database application to facilitate efficient data entry and editing.
- Develop and format reports to present data in a clear, structured, and professional manner for various stakeholders.
- Apply design principles to enhance the usability and functionality of forms, including the use of controls and layout techniques.
- Implement data validation and input masks within forms to ensure data integrity and accuracy.
- Analyse business requirements and translate them into effective form and report designs.
- Evaluate and modify existing forms and reports to improve performance and meet evolving user needs.

WHO SHOULD ATTEND

- This course is ideal for database administrators, data capturers, business analysts, and administrative professionals who need to design and implement forms and reports in a GUI-based database environment.

COURSE OUTLINE

Day 1: GUI Database Form and Report Design

- Introduction to GUI database applications and their components.
- Overview of form design: data entry, navigation, and controls.
- Principles of effective form layout: consistency, alignment, and user guidance.
- Introduction to report design: structure, grouping, and summarisation.
- Using design tools and templates in database software.
- Creating forms with input fields, buttons, and validation.
- Creating reports with headers, footers, and calculated fields.
- Testing and refining form and report designs.

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 4**.

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	Harare, Zimbabwe
21 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
24 Aug 2026	24 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	24 Aug 2026	On-Campus	Shenzhen, China
25 Aug 2026	25 Aug 2026	On-Campus	Harare, Zimbabwe
25 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
27 Aug 2026	27 Aug 2026	On-Campus	Bangkok, Thailand
27 Aug 2026	27 Aug 2026	On-Campus	Durban, South Africa

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 258875) 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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