



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 Environment Functions for Beginners

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

Unit Standard 258883 · NQF Level 1 · 4 Credits · 1 Day

COURSE OVERVIEW

This course provides beginners with the foundational skills to navigate and perform basic functions within a graphical user interface (GUI) environment. Learners will gain confidence in using common GUI elements such as windows, menus, icons, and dialog boxes, enabling them to operate computer systems effectively in a workplace setting.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	258883
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

- Demonstrate the ability to navigate a GUI environment by opening, closing, and resizing windows.
- Apply common GUI functions such as using menus, toolbars, and dialog boxes to perform basic tasks.
- Identify and use icons, shortcuts, and file management features to organize and access files.
- Utilize help functions and system settings to customize the GUI environment.
- Perform basic file operations including creating, saving, and deleting files and folders.
- Demonstrate understanding of GUI concepts such as drag-and-drop, right-click context menus, and task switching.

WHO SHOULD ATTEND

- This course is ideal for new computer users, administrative staff, or any individuals who need to develop basic proficiency in using GUI-based operating systems and applications.

COURSE OUTLINE

Day 1: Introduction to GUI Environment Functions

- Overview of GUI vs CLI.
- Desktop components: icons, taskbar, start menu.
- Window management: opening, closing, resizing, switching.
- File management: folders, files, shortcuts, search.
- Customising display settings, themes, and taskbar.
- Using help and support tools.
- Basic troubleshooting of GUI issues.

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 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

No sessions are currently scheduled. Please contact us to arrange a session at a time and location that suits your team.

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 258883) 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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