



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

Graphic Design Solutions For Professional Documents Training

Business, Commerce and Management Studies / Marketing

Unit Standard 117639 · NQF Level 6 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to design professional documents using graphic design principles and software tools. Participants will learn to create visually appealing reports, proposals, and presentations that enhance communication and brand consistency.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	117639
Accreditation	SAQA Accredited · NQF Level 6 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply design principles such as balance, contrast, and alignment to create professional documents.
- Analyze document requirements and select appropriate graphic design solutions.
- Evaluate the effectiveness of document layouts for readability and visual impact.
- Design templates and graphics using industry-standard software.
- Implement design elements consistently across multiple documents.
- Demonstrate the ability to produce polished, print-ready documents.

WHO SHOULD ATTEND

- This course is ideal for administrative professionals, marketing coordinators, and anyone responsible for creating business documents who wants to improve their graphic design skills.

COURSE OUTLINE

Day 1: Foundations of Professional Document Design

- Introduction to graphic design principles for documents (balance, contrast, alignment, repetition).
- Understanding typography: font selection, hierarchy, and readability.
- Colour theory and its application in professional branding.
- Layout and grid systems for structured document design.
- Using design software (e.g., Adobe InDesign, Canva) to create templates.
- Creating consistent headers, footers, and page numbering.
- Incorporating images and graphics appropriately.
- Practical exercise: redesigning a simple business letter or memo.

Day 2: Advanced Document Solutions and Practical Integration

- Advanced layout techniques: multi-column documents, pull quotes, and sidebars.
- Data visualisation: creating effective charts, graphs, and infographics.
- Designing for digital vs. print: resolution, colour modes, and file formats.
- Accessibility considerations: alt text, contrast ratios, and font legibility.
- Brand consistency: applying style guides to document suites.
- Collaborative design workflow: version control and feedback integration.
- Final project: create a professional document (e.g., annual report, proposal) from scratch.
- Peer review and refinement of 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 **5 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,900.00	R 16,900.00
1	In-House	R 22,000.00	R 22,000.00
1	On-Campus (Pretoria)	R 25,400.00	R 25,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
06 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	07 Aug 2026	On-Campus	Mauritius
06 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Pretoria, 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 117639) 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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