



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

Desktop Publishing Principles Tools And Process Training

Business, Commerce and Management Studies / Marketing

Unit Standard 117666 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the fundamental principles, tools, and processes of desktop publishing, enabling them to produce professional-quality printed and digital publications. Participants will gain practical skills in layout design, typography, and image handling using industry-standard software, ensuring efficient workflow and quality output.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	117666
Accreditation	SAQA Accredited · NQF Level 5 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of desktop publishing to design and produce effective publications.
- Demonstrate proficiency in using desktop publishing software tools for layout, typography, and image manipulation.
- Analyze the factors influencing the choice of hardware and software for desktop publishing tasks.
- Implement a structured workflow from planning through final output, including file management and proofing.
- Evaluate the quality of publications against given specifications and make necessary adjustments.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, marketing assistants, graphic design beginners, and any professionals who need to create or manage desktop-published documents as part of their role.

COURSE OUTLINE

Day 1: Introduction to Desktop Publishing Principles, Tools, and Processes

- Overview of desktop publishing: definition, history, and applications.
- Core design principles: balance, contrast, alignment, repetition, and proximity.
- Introduction to DTP software: Adobe InDesign, QuarkXPress, and free alternatives.
- Typography basics: typefaces, font selection, and readability.
- Colour theory and colour models (CMYK, RGB) for print and digital.
- The DTP workflow: planning, creation, editing, and output.
- Practical exercise: Create a one-page flyer using a DTP tool.
- Quality assurance and file preparation for print or digital distribution.

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	03 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	04 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	04 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Mauritius
07 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	11 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 117666) 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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