



Form design for business

A certificate of competence short course

Not getting the results you need from your forms? Join this practical course where we analyse, test, and improve actual forms to hone your form-creation skills.

What is the focus of this course?

In this practical and interactive short course, you will be guided to analyse and consider forms critically, and to make suggestions on improving them. You will analyse, test and improve forms based on the results of these investigations.

This course will help you to:

- create forms that balance content and visual design to communicate and gather information successfully
- gain an understanding of what research has revealed as problem areas in form design, which will further inform your choices regarding the forms you create

Who should attend and what are the career benefits?

If you are faced with the task of creating, modifying, or developing forms, then this course is for you! You do not need any previous experience or knowledge of form design.

You will work with your own forms, or with any other forms requiring improvement.

To ensure optimal learning, we limit the number of participants. The live online sessions are complemented by online learning, and certain aspects of the course are assessed.

Any prerequisites?

You will need a computer and reliable web browser to run our online learning platforms (MS Teams and SUNOnline) and you need access to a stable internet connection to connect to the live online sessions. You should be familiar with creating electronic documents.

Where and how will this course take place?

Our courses combine live online sessions, facilitated by the course presenter, with self-directed online learning.

This course opens before the first live online session and closes well after the last live online session. This allows enough time for you to activate your SUNOnline presence before the live sessions start.

	Live online sessions (10:00 to 12:00)	Course duration (opening and closing dates)	Apply by
Course 1:	Please get in touch with the course coordinator for more information.		

During this course, you will spend your time as follows (this may vary for individuals):

- one online live session per week of two hours each
- about eight hours per week of self-paced reading and completing tasks, quizzes, activities, and assignments

Who is the presenter?

Prof Carel Jansen is an emeritus professor in the field of Communication and Information Studies in the Faculty of Arts at the University of Groningen, The Netherlands. In addition, he is an SU Language Centre research fellow. Read more about him [here](#).



What is the cost?

The course fee is R3 850, which includes course material, assessments, live online sessions with your presenter, and access to the online platforms.

Please note that all course fees are payable before the course starts and that we will present this course only if a minimum of eight paid candidates have confirmed attendance.

Click on [this link](#) if you are interested in doing this course and fill in the form. **We will send you a link to apply for the short course.**

Further questions?

Contact Michelle Pieters at michellep@sun.ac.za or 021 808 2812 for more details.

You could also discuss your specific short course and development needs with us. Enquire about our available short courses, course dates, and options for tailor-making a course.