



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

Basic Computer Skills For Audio Software Applications Training

Culture and Arts / Music

Unit Standard 114532 · NQF Level 5 · 15 Credits · 12 Days

COURSE OVERVIEW

This course provides foundational computer skills specifically tailored for using audio software applications. Learners will gain the confidence to navigate operating systems, manage files, and operate basic audio software tools essential for sound recording, editing, and production.

Category	Culture and Arts
Subfield	Music
Unit Standard	114532
Accreditation	SAQA Accredited · NQF Level 5 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate the ability to start, navigate, and shut down a computer running a standard operating system.
- Apply file management techniques including creating, saving, organising, and retrieving audio project files.
- Identify and use common input/output devices such as microphones, headphones, and speakers in an audio context.
- Demonstrate basic proficiency in opening, using, and closing an audio software application.
- Implement basic audio editing functions such as cut, copy, paste, and volume adjustment within a software application.
- Apply troubleshooting steps for common software and hardware issues encountered in audio work.

WHO SHOULD ATTEND

- This course is designed for individuals who are new to computers or have limited experience and wish to develop the basic digital literacy required to work with audio software in a professional or personal capacity.

COURSE OUTLINE

Day 1: Introduction to Computers and Operating Systems

- Computer hardware overview (CPU, RAM, storage, peripherals)
- Windows desktop, start menu, and taskbar navigation
- File Explorer: creating folders and organising files
- Basic system settings and user accounts
- Introduction to software installation concepts
- Health and safety considerations for computer use

Day 2: Digital Audio Fundamentals and File Management

- Digital audio theory: sampling, bit depth, and sample rates
- Audio file formats: WAV, MP3, AIFF, FLAC
- Project folder structure and naming conventions
- Using compression software (ZIP/RAR) for audio files
- Cloud storage basics for audio backup
- Introduction to metadata and tagging audio files

Day 3: Introduction to Digital Audio Workstations (DAWs)

- Overview of DAW functions and common applications
- DAW interface: tracks, mixer, transport controls
- Project setup: sample rate, bit depth, and buffer size
- Importing audio files and media management
- Basic playback, looping, and zoom navigation
- Introduction to MIDI vs. Audio tracks

Day 4: Audio Recording and Input Configuration

- Audio interface and microphone connections
- DAW audio input/output (I/O) setup
- Setting input levels and avoiding clipping
- Software monitoring vs. direct monitoring
- Recording a single audio track (voice/instrument)
- Basic troubleshooting for no signal or latency issues

Day 5: Basic Audio Editing Techniques

- Selection, cut, copy, paste, and delete operations
- Splitting and trimming audio clips
- Applying fade-ins, fade-outs, and crossfades
- Basic clip gain adjustment
- Using the timeline for arrangement
- Introduction to snap-to-grid functionality

Day 6: Introduction to MIDI and Virtual Instruments

- MIDI fundamentals: notes, velocity, and channels
- Creating a MIDI track and selecting a virtual instrument
- Piano roll editor: drawing and editing notes
- Recording MIDI from a keyboard or typing input
- Introduction to software synthesizers and samplers

- Basic quantisation of MIDI notes

Day 7: Basic Mixing: Levels, Panning, and EQ

- Setting volume faders and understanding dB levels
- Panning principles and stereo field placement
- Introduction to parametric EQ: frequency, gain, Q
- High-pass and low-pass filter applications
- Creating and using auxiliary buses
- Reference listening and critical listening techniques

Day 8: Dynamic Processing and Effects

- Compressor parameters: threshold, ratio, attack, release
- Using reverb to create depth and space
- Delay effects: feedback, time, and sync options
- Insert vs. send/return effects routing
- Introduction to modulation effects (chorus, flanger)
- Managing CPU usage with multiple effects

Day 9: Automation for Dynamic Mix Changes

- Enabling and viewing automation lanes
- Drawing and editing automation curves
- Automating volume, pan, and plugin parameters
- Automation modes and their practical applications
- Automating effect bypass and wet/dry mixes
- Best practices for clean automation data

Day 10: Advanced Editing and Time Manipulation

- Time-stretching algorithms and their applications
- Pitch correction and shifting techniques
- Creating and editing tempo maps
- Working with multiple time signatures
- Group editing and editing linked tracks
- Elastic audio and warp marker editing

Day 11: Mixdown and Bouncing

- Final mix checks: levels, panning, and effects
- Bounce/export settings: file format, bit depth, sample rate
- Offline bounce vs. real-time bounce
- Dithering: when and how to apply it
- Exporting individual tracks (stems)
- Creating instrumental and vocal-up mixes

Day 12: Project Integration and Portfolio Development

- Guided project: from recording to final bounce
- Creating project notes and documentation
- Assembling a digital portfolio of exercises and projects
- Introduction to online resources and communities
- Developing a personal practice routine
- Course review and Q&A; session

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 **15 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 43,000.00	R 43,000.00
1	In-House	R 56,000.00	R 56,000.00
1	On-Campus (Pretoria)	R 64,600.00	R 64,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	17 Aug 2026	On-Campus	Dar es Salaam, Tanzania
03 Aug 2026	18 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	19 Aug 2026	On-Campus	Mauritius
05 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	24 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	25 Aug 2026	On-Campus	Mauritius

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 114532) 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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