



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

Digital Image Processing and Preparation

Law, Military Science and Security / Sovereignty of the State

Unit Standard 244505 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to process and prepare digital images for various applications, including web, print, and archival purposes. Participants will gain proficiency in image editing software, understand file formats and resolution requirements, and apply techniques to enhance and correct images. The course ensures adherence to industry standards and quality assurance practices.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	244505
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply image editing techniques to adjust colour, contrast, and sharpness.
- Analyse image resolution and file formats to determine suitability for specific outputs.
- Evaluate image quality against given specifications and make necessary corrections.
- Design a workflow for processing and preparing digital images efficiently.
- Implement proper file naming and storage conventions for digital images.
- Demonstrate compliance with copyright and ethical guidelines when using digital images.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, marketing professionals, graphic designers, and anyone responsible for creating or managing digital images in a corporate environment.

COURSE OUTLINE

Day 1: Fundamentals of Digital Images

- What is a digital image? Pixels, resolution, and bit depth
- Raster vs. vector graphics
- Common file formats: JPEG, PNG, TIFF, GIF, BMP
- Colour models: RGB, CMYK, Grayscale, and colour spaces
- Image compression: lossy vs lossless
- Introduction to image metadata (EXIF)
- File size, dimensions, and aspect ratio

Day 2: Image Capture and Acquisition

- Image capture devices: scanners, digital cameras, smartphones
- Resolution settings: PPI vs DPI
- Scanning techniques: reflective vs transparency
- Lighting, white balance, and exposure
- File format selection for capture
- Colour calibration basics
- Avoiding common capture errors

Day 3: Image Editing and Enhancement

- Introduction to image editing software (e.g., GIMP, Photoshop)
- Cropping, rotating, and resizing
- Adjusting brightness, contrast, and colour balance
- Histograms and levels
- Retouching: clone stamp, healing brush
- Layers, masks, and blending modes
- Sharpening and noise reduction

Day 4: Image Preparation for Output

- Output-specific requirements: print (CMYK, DPI), web (sRGB, PPI)
- Colour management: ICC profiles and soft proofing
- Image resizing and interpolation
- File format selection for output (TIFF for print, JPEG for web)
- Optimising for web: compression, thumbnails
- Preparing images for PDF integration
- Export settings and batch processing

Day 5: Workflow Integration and Quality Assurance

- End-to-end workflow: capture → edit → output → archive
- File naming conventions and folder structures
- Metadata management and keywording
- Quality assurance: checking resolution, colour, and artefacts
- Archiving: backup strategies and long-term storage
- Troubleshooting: colour casts, banding, artefacts
- Ethical considerations: image manipulation and copyright

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 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 244505) 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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