



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Digital Image Manipulation for Beginners

Law, Military Science and Security / Sovereignty of the State

Unit Standard 244517 · NQF Level 5 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips beginners with foundational skills to manipulate digital image data using industry-standard software. Learners will gain practical experience in editing, retouching, and optimising images for various media, ensuring compliance with quality and file format standards.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	244517
Accreditation	SAQA Accredited · NQF Level 5 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply basic image editing techniques such as cropping, resizing, and colour adjustment.
- Analyse image resolution and file formats to select appropriate settings for different outputs.
- Demonstrate proficiency in using layers, masks, and selection tools to isolate and modify image elements.
- Implement retouching methods to remove blemishes, red-eye, and other imperfections.
- Evaluate image quality and apply optimisation techniques for web and print use.
- Design simple graphics by combining text and images using editing software.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, marketing assistants, and small business owners who need to edit images for reports, websites, or social media without prior graphic design experience.

COURSE OUTLINE

Day 1: Introduction to Digital Image Manipulation

- Overview of digital images: pixels, resolution, and colour models (RGB, CMYK).
- Common image file formats: JPEG, PNG, GIF, TIFF, and their characteristics.
- Introduction to image editing software: interface overview and toolbars.
- Basic image adjustments: cropping, resizing, rotating, and flipping.
- Colour correction: brightness, contrast, and colour balance.
- Introduction to layers: concept and basic layer management.
- Saving and exporting images: choosing the right format and settings.

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 **3 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
10 Aug 2026	10 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Mauritius
14 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	18 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 244517) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za