



bergvliet high
continuing
education

TERM 3 2021
August - September

educator enrichment

adult education

learner enrichment

corporate training



Term 3 – 2021

GENERAL INFORMATION

Continuing Education Office – Telephone: 021 – 713 7999 Fax 021 7150631

E-Mail: kmiles@bhs.org.za Website: www.bhs.org.za

This prospectus is divided into 4 sections:

- | 1. ADULT
ENRICHMENT | 2. EDUCATOR
ENRICHMENT | 3. CORPORATE
TRAINING | 4. LEARNER
ENRICHMENT |
|--|---------------------------|--------------------------|--------------------------|
| 2. Admission will be on a first-come, first-served basis. Adult enrichment courses are only available to over 16's unless by special arrangement. | | | |
| 3. We are running a hybrid programme in term 3. Those courses that lend themselves to an online platform, will be offered live online. You will receive a link to these courses once you have registered, with detailed instructions to assist you. You will not need to download any software to be able to access the sessions. All the in-person courses will be held at Bergvliet High School unless otherwise stated. | | | |
| 4. Term 3 courses begin on 14 August 2021 . Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays. The programme ends on 9 September 2021 . | | | |
| 5. Additional Programmes and Registration forms are available from the foyer of the School, local libraries, or on our website: www.bhs.org.za under "Continuing Ed". | | | |
| 6. Details published herein are subject to change to fit in with school activities. Changes are unlikely and, as far as possible will be made by mutual arrangement. | | | |
| 7. Course participants will be advised wherever possible of programme disruptions caused by unscheduled power outages and affected courses will be rescheduled. | | | |
| 8. All courses at Bergvliet High School, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses. | | | |
| 9. Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded. | | | |
| 10. NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING. | | | |
| 11. Please note the dates and starting times carefully. Parking is available in the School grounds on a first-come, first-served basis and although precautions will be taken to ensure the safety of your vehicle, the School and the Continuing Education Programme will not be held responsible for any loss or damage to vehicles parked in or around the school grounds. | | | |
| 12. Gift vouchers are available for all courses. | | | |
| 13. For your convenience, we are available to present most of the course advertised in this prospectus at your place of work to groups of 10 or more. Please contact us if you would like to discuss this option. | | | |
| 13. Please note: Full Covid protocols are in place and will be strictly adhered to. You will be required to complete a questionnaire on arrival, sanitise your hands and wear a mask at all times. | | | |

REGISTRATION

- Registration at the Finance office of the School is on an **ONGOING BASIS during the school term**, Mondays – Fridays from 08:30 – 15:30 (excluding Public Holidays).
- DIRECT DEPOSITS** – All Electronic Banking details can be found on the Registration Forms at the back of the Prospectus. **Electronic Payments should be made payable to BERGVLIET HIGH SCHOOL. EFT, Debit or Credit Card payments are accepted.**
- NO PHONE-BOOKINGS WILL BE ACCEPTED**
- Please Note: The registration form can be found at the back of this prospectus.
- For **registration enquiries**, contact the Continuing Education office: **021 713 7999**, Katharine Miles: **082 409 2195** or e-mail: kmiles@bhs.org.za

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PLEASE NOTE: We will be running a hybrid programme this term. Some of the courses will take place in person at Bergvliet High School, while others will be live online courses.

For the **online courses** you will need the following:

- An Internet connection. The classes work best with Chrome
- A computer with a microphone and camera is best (e.g. PC/laptop/iMac/MacBook)
- Earphones/headphones or speakers
- You will not need to download any special software
- We will contact you with step by step joining instructions before your course starts.



ADULT ENRICHMENT COMPONENT

ART, CRAFTS & SEWING

All the courses in this section will take place in person at Bergvliet High School

Learn to Draw

Jessie Colman

B.Sc. Advanced Certificate in Fine Art /Dip SBA/ Artist & Art Teacher

Enjoy time to yourself and spend the morning immersed in our exciting and rewarding *Learn To Draw* Workshop. You can look forward to mini projects to introduce you to shading, blending and mark making to create convincing 3D images. The visual material provided, will be interesting and varied. Beginners and those wishing to explore new ways of seeing and doing are welcome. Pencils, charcoal, graphite and erasers etc. will be on hand for use and paper will be provided, or you may bring your own along. Mid-morning tea/coffee and snacks will be provided.

Dates: 14 August Saturday 09:00 – 13:00 4 Hours Cost: R390

Charcoal, Pencil & Paper

Jessie Colman

B.Sc. Advanced Certificate in Fine Art /Dip SBA/ Artist & Art Teacher

Perhaps you have attended the 'Learn to Draw Course', or you are an improver, or are more experienced in drawing and would like to advance your work or rekindle a desire to draw. You may wish to choose either pencil work or charcoal, or divide your time as preferred.

Pencil: designed for detailed tonal shading and blending. The visual material which will be supplied will be carefully chosen to maximise the qualities of graphite. You may also bring your own visual material along.

Compressed charcoal: this medium offers freedom of expression, strength, and power to the image. A variety of visual material will be supplied or bring your own along.

Willow charcoal: soft silvery to use and lending itself to smudging and more sensitive marks. Visual materials as above.

Pencils, charcoal, graphite and erasers etc. will be on hand for use and paper will be provided. You will need to bring your own drawing equipment along. There will be plenty of lively interactive discussion highlighting the importance of good composition, how to achieve 3D, good drawing skills and other tips. This course promises to be an enjoyable and rewarding experience. Mid-morning tea/coffee and snacks will be provided.

Dates: 21 August Saturday 09:00 – 13:00 4 Hours Cost: R390

Advanced Tie & Dye Workshop

Saroj Shukla

B.A. Fine Art/ Graphic Design and Photography Dip/ ACE/ PGCE/Art Teacher

Tie dyed “hippie” t-shirts are in fashion at the moment, but they cost a fortune in the shops! Join this workshop and learn how to make your own unique t-shirt using vertical/horizontal/diagonal design technique. Please bring your own white cotton t-shirt along, as well as a 2 litre ice cream tub and a hanger. The rest of the course requirements will be available in kit form. You will need to pay Saroj R80 cash for the kit at the workshop. Mid-morning tea and snacks will be provided.

Date: 14 August

Saturday

09:00 – 12:30

3.5 Hours

Cost: R 180 (pay on registration) + Kit Price: R80 (pay to Saroj at the workshop)

Learn to Sew

Colleen Mick

Sewing Teacher

The course is ideal for the absolute beginner. You will learn how to use the sewing machine, threading the machine, how to sew straight lines and ultimately sewing various small projects.

In session 1 you will learn:

- The introduction to sewing - exploring the tools, equipment and parts of the sewing machine
- The practical application of threading the sewing machine
- To sew on paper and fabric - the basic stitches used on the machine
- To measure and sew an easy mask by applying the basic skills
- How to cut, mark and sew a mask with a moderate level of difficulty - the fabric will be provided as part of the kit

Fabric required for the next session will be advised.

In session 2 you will:

- Recap basic sewing skills, by threading machine, etc.
- Look at common fabric selections and laying-up of fabric
- Select project (choice of 2), lay-up, cut, mark and sew project

Course Requirements

- Sewing kit (purchased from instructor @ R70)
- Any sewing tools that you may already have – you are welcome to bring your own scissors and sewing machine or use ours
- Fabric for session 2 (to be advised in first session)
- You are welcome to use our sewing machines, or bring your own one along. Please indicate on the registration form which of these options you choose.

Mid-morning tea/coffee and snacks will be provided.

Date: 21 & 28 August

Saturdays

09:00 – 13:30

2 Sessions

Cost: R 580 (pay on registration) + Kit Price: R70 (pay to Colleen on Saturday 29 May)

BUSINESS, FINANCE, ENTREPRENEURSHIP & CAREERS

Starting a Side Hustle – Livestream Online course

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Covid has wreaked havoc with people's livelihood. For many, their income has been impacted, reduced or even completely lost.

This short inspiring course will "open the door" to ideas and options in generating an income through a side hustle.

Date: 26 August Thursday 18:30 – 20:30 Sessions: 1 Cost: R140

Finding Remote & Freelance Work – In-Person course @ BHS

Octavia Chidiya

M.Sc. Computer Science, IT Project Administrator, Computer Trainer

The job market is in a bad way all around the world, and we have all been touched by retrenchments and salary cuts. On top of it all, we need to stay at home as much as possible. This is, however, where remote and freelance work comes into its own! Find out where and how to find this type of work and you will have the best of both worlds.

Dates: 7 September Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

Practical Bookkeeping/Accounting – In-Person course @ BHS

Clive Stevens

Accounting Teacher

This comprehensive "hands-on" course will cover:

- Accounting Terms
- Subsidiary Journals (8 journals)
- Posting to General Ledger, Debtor's Ledger & Creditor's Ledger
- Extracting a Trial Balance

This course is ideal for:

- Those in business and who like to understand the accounting side of the business in order to make informed decisions,
- Those who have/are thinking of starting their own business, or
- Those who want to upskill themselves in order to find a job.

Certificates of attendance will be issued on completion of the course.

Dates: 16 – 30 August Mon & Wed 18:30 – 20:30 Sessions: 5 Cost: R 650

Introduction to Business Accounting – In-Person course @ BHS

Clive Stevens

Accounting Teacher

This course is ideal for anyone running their own business, or someone in management who is required to understand the financial aspects of business. It is a practical course covering the basic requirements for setting up business accounts, viz:

- Bank reconciliation;
- Inventory;
- VAT;
- PAYE;
- Stock control;
- Year-end adjustment and
- Preparing financial statements for your bank. Certificates of attendance will be issued.

Dates: 31 Aug – 9 Sep Tues & Thurs 18:30 – 20:30 Sessions: 4 Cost: R560

Setting up your POPIA Strategy: an Introduction – Livestream Online course

Lucille Divine

Virginia Hendricks

Digital Strategist, Trainer

National Archives Specialist

Is POPIA giving you sleepless nights? Do you run a business or school and want to know how to become compliant with regard to the POPI act? This useful information session, will be run by Virginia Hendricks, who is the National Archives Specialist for The Document Warehouse, and Lucille Divine, who is a Digital Strategist and Trainer.

You will cover the following aspects of the POPI act:

1. What is POPIA, and what does the SA Regulator want you to know?
2. How is POPIA used in today's world?
3. Core Conditions of the POPIA act.
4. The 8 compliance strategies you need to implement.
5. The duties and responsibilities of the Compliance Officer.

Dates: 17 August

Tuesday

18:30 – 19:30

Sessions: 1

Cost: R70

Personal Assistant Skills – In-Person course @ BHS

Emmerentia Jansen

B. A. H.D.E. Computer Trainer

This comprehensive course was developed to equip office workers and Personal Assistants in the workplace. You will learn everything that is required to do the job well! So, if you're thinking of going back to work after being at home bringing up children, or you want to move up the ranks, then you'll love this course. Certificates will be issued on completion of the course will cover:

- Workplace etiquette
- Effective Telephone skills with a practical telephone test
- Planning and organizing to get the job done by listing your plans in order of importance, action lists and writing your Action plan
- Time Management and optimizing your resources and planners using schedules, action plans and planners for goal setting
- Stress Management tips
- Good customer service versus bad customer service
- Dealing with difficult customers
- How to take messages by filling in the message forms
- Basic MS Word skills in order to type Business documents.

Mid-morning tea/coffee and snacks will be provided.

Date: 28 August

Saturday

09:00 – 13:00

4 Hours

Cost: R520

LEADERSHIP, MANAGEMENT & SOFT SKILLS IN THE WORKPLACE

All the courses in this section will be Livestream Online courses

Leading from Within: Becoming an Emotionally Intelligent Leader

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Emotionally intelligent leadership is critical to motivating, engaging, and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 19 August

Thursday

18:30 – 20:30

Sessions: 1

Cost: R160

Coaching & Developing Others

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

This course provides an opportunity to learn about coaching principles and skills and then to practice them. It is aimed at professionals with responsibility for others or anyone who wants to find out more about coaching and facilitating positive change and development in others.

Date: 9 September Thursday 18:30 – 20:30 Sessions: 1 Cost: R140

The Role of Collaboration in the Workplace

Milena Gevers

M. Social Science / Integral, Leadership & Confidence Coach

Managers are often caught in a tricky dynamic of being pressured to achieve work outcomes on deadlines but needing a team of people to give you a required level of performance in order to do so. What easily happens is that managers feel without a choice but to prioritise the former for business purposes, which often makes the latter a continuous struggle around productivity, often leading to micro-management. This workshop looks at effective collaboration and ways to build a work culture that is based on more connection, empathy, trust and accountability, therefore supporting performance improvements, increased productivity and longer staff retention rates.

Date: 16 August Monday 18:30 – 20:30 Sessions: 1 Cost: R140

Being an Effective Team Member & Managing Effective Teams

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Managers often overlook team development. This can lead to low morale, low performance and high staff turnover. This participatory workshop will enable course participants to practice key skills needed to address the inevitable challenges that arise in teams, notably, appreciating individual differences, communicating collaboratively, and managing conflict. The course will explore:

- Characteristics of effective teams,
- The four stages of team development,
- Individual differences and roles within the team,
- Building and maintaining teams.

Date: 7 September Tuesday 18:30 – 20:30 Sessions: 1 Cost: R140

How to manage your Time & Improve your Productivity

Steve Reid

B. Comm. Business & Life Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Time management skills, like other soft skills, are in high demand. Employees who manage their time well are more productive, more efficient, and more likely to meet deadlines. They focus on the most important and time-sensitive tasks and limit the amount of time wasted on non-essential duties.

Time management means working efficiently, and employers in every industry look for staff that can make optimal use of the time available to them on the job. In this **introduction to time management** you will:-

- Discuss why growth in this soft skill is important
- Assess your current status in 5 areas of Time Management. (Goal setting; Prioritising; Scheduling; Managing interruptions and Procrastination)
- Be given tools to implement within your own context that will improve your time management

Date: 17 August Tuesday 18:30 – 20:30 Sessions: 1 Cost: R140

Managing Diversity in the Workplace

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can sometime be a challenge but one that can easily be overcome. This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 18 August

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R140

Conflict Management & Dealing with Difficult People

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Conflict is an unavoidable part of life. Sometimes it's good, and other times it can have a very negative impact. Why are people overcome with fear when dealing with conflict? Most often, conflict occurs when dealing with difficult people. This interaction can lead to anxiety, anger, a feeling of helplessness, depression, irritability, defensiveness, low morale, and a loss of productivity. Fixing the problem may depend on you. These participatory workshops will provide you with the tools to proactively engage others to resolve conflicts and effect positive change.

Date: 24 & 26 August

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R280

How to Build Stronger Relationships by Listening & Communicating Better

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Effective communication is more than what you say. Learn how to overcome anxiety, improve your listening ability, enhance your message and deliver it better. Get simple communication tools, strategies and tips to help you to communicate with confidence. Employees are looking to build stronger relationships with their colleagues and turn more of their ideas into realities by communicating better. You will cover:

- Non-verbal communication skills
- Effective listening
- How to kick-start conversations
- Telling attention-grabbing stories
- Asking the right questions to engage others, and
- Understanding the other person's viewpoint

Date: 30 Aug & 1 Sep

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R280

ESSENTIAL IT SKILLS FOR THE WORKPLACE

All these computer courses will take place in person at Bergvliet High School

MS Excel – Getting Started with Spreadsheets

Cedric Goliath

Network Administrator and IT Trainer

Educators Earn CPDT points

A basic knowledge of Excel is essential in most jobs. You can use Excel to analyse numbers, keep track of data and graphically represent your information. This course will introduce you to Microsoft Excel. You will learn the basics of data entry and formatting, as well as basic functions and formulae. Computer literacy is a pre-requisite for attending this course.

Dates: 16 & 18 August Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Intermediate

Cedric Goliath

Network Administrator and IT Trainer

Educators Earn CPDT points

In this ongoing course you will learn how to work with the following in Excel:

- Conditional formatting
- Sorting and filtering
- Cell comments
- Freezing columns and rows
- Working with multiple worksheets/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

Dates: 23 & 25 August Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Applying Advanced Formulae & Functions

Cedric Goliath

Network Administrator and IT Trainer

Educators Earn CPDT points

If you need to be able to work with Advanced features of Excel, then you will benefit from this course which will cover the following:

- Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate
- Filtering Data in a list including Advanced filtering and Custom sorting;
- What-if Analysis: Goal seeking; Scenario Manager;
- Adding Subtotals to a list;
- Using Pivot Tables including Pivot chart and Slicers;
- Recording and using Macros

Dates: 30 Aug & 1 Sep Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Creating an Excel Dashboard & Pivot Tables

Cedric Goliath

Network Administrator and IT Trainer

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. On this course you will learn how to create Dashboards using the existing tools in Excel.

Date: 6 September Monday 18:30 – 20:30 Sessions: 1 Cost: R270

OneDrive – Cloud Storage for All Devices!

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft OneDrive is one of the best kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! Learn about some of the hidden features like using online versions of Word, Excel and PowerPoint, right in the browser without needing any software installed! Bring along some files on a flash drive or have some files on your device so that you can upload them to the cloud and see just how easy it is to get your files into the cloud. Participants should ideally have access to a Hotmail, Outlook.com, Xbox Live or any other Microsoft account so that you can sign into OneDrive and get going – if you do not have an account, one can be set up for you on the evening. You will need to arrive at least 15 minutes early to get this sorted out.

Date: 16 August Monday 18:30 – 20:30 Sessions: 1 Cost: R270

An Introduction to Google Drive – Store, Share, Create & Collaborate Any Document from Any Device, Anywhere

Susan Stein

**B. Ed Hons. (Technology) Computer Trainer
Educators Earn 5 CPDT points**

Given the current situation where many people are working from home, having a free “storage facility in the cloud”, which everyone can access, is essential. Find out how to make Google Drive work for you! Course details can be found on page 24.

Date: 18 August Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

Google Drive – Exploring Advanced Features

Susan Stein

B. Ed Hons. (Technology) Computer Trainer

Find out all about:

- Advanced search options in Google Drive: searching by owner; type; name
- Using extensions and add-ons: Doc tools; speech recognition; table of contents; g(Math)
- Using Google Keep to transfer data between devices: Images and text stored on phones or iPads can be transferred directly to Google Docs; drag & drop text and images; make notes in Keep and transfer to Google Docs
- Downloading & converting Google Docs files
- Text editing with Google Docs: bullets, fine tuning images and searching (by colour); find and replace, hyperlinks; voice typing; automatically substituting text; reverting to earlier versions of a document & flagging and starring files.

Date: 23 August Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Microsoft Forms

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a hidden gem, part of some Office 365 subscriptions but also available to anyone with a Hotmail/Live/Outlook.com account. Build detailed surveys that you can send out to people and/or customers that range from simple and straightforward to in depth and detailed. Best of all, Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms.

Date: 26 August Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Presentation using MS PowerPoint**Emmerentia Jansen****B. A. H.D.E. Computer Trainer****Earn CPDT points**

Presentations can be a crutch that presenters hang onto so that they don't forget what they have to say, or they can be powerful tools that support memorable presentations. We all want to create presentations that inspire others and this Introduction to PowerPoint will help you to do that! See page 20 for course details.

Date: 17 & 19 August Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

How to Create Powerful Interactive Presentations using Google Slides**Susan Stein****B. Ed Hons. (Technology) Computer Trainer****Earn CPDT points**

Google Slides is a programme used for creating online presentations, which can be used in any field of work. In this course you will learn how to create a presentation that is non-linear, interactive and creative. You will find out how to create: Multiple choice quizzes; Guided information presentations, and Triggers that will allow people to get information or answer question by clicking on a picture, shape or word. Please ensure that you have a Google or Gmail account set up prior to attending the course.

Date: 25 August Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

Personal Assistant Skills**Emmerentia Jansen****B. A. H.D.E. Computer Trainer**

This comprehensive course was developed to equip office workers and Personal Assistants in the workplace. You will learn everything that is required to do the job well! So, if you're thinking of going back to work after being at home bringing up children, or you want to move up the ranks, then you'll love this course. This course contains essential IT skills, as well as other personal assistant skills. Course details can be found on page 8.

Date: 28 August Saturday 09:00 – 13:00 4 hours Cost: R520

Finding Remote & Freelance Work**Octavia Chidiyiwa****M.Sc. Computer Science, IT Project Administrator, Computer Trainer**

The job market is in a bad way all around the world, and we have all been touched by retrenchments and salary cuts. On top of it all, we need to stay at home as much as possible. This is, however, where remote and freelance work comes into its own! Find out where and how to find this type of work and you will have the best of both worlds.

Dates: 7 September Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

MARKETING YOUR BUSINESS OR SCHOOL

All these marketing courses will take place in person at Bergvliet High School

Online Marketing for Business

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

During this course, you'll learn all the elements of online marketing for your small business. You will cover:

- Introduction to Online Marketing
- Website design and development
- Web analytics
- Search Engine Optimisation (SEO)
- Online copywriting and content creation
- Online advertising and Pay Per Click
- Social media
- Email marketing
- Digital marketing strategy

This is an introductory course and suitable for those who have little or no previous experience of the subject. You should be computer literate and be interested in how a business can use online marketing. The course fee includes mid-morning tea & snacks.

Date: 14 August

Saturday

09:00 -13:30

4.5 hours

Cost: R520

Social Media Marketing for Business/Schools

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

This course will give you the foundation to create an impressive social media strategy for your business and brand. You will cover:

- Building and managing a Facebook Page
- Introduction to Instagram, LinkedIn, Pinterest
- Writing a Social Media Business Strategy
- Learn to use third-party applications that can help you execute your social media strategy - Hootsuite, Bitly, Phonto, Cinegraphic and more
- Content Strategy and Planning
- E-commerce on Social Media
- Running ads on Social Media
- Latest Social Media Trends
- Time-saving tips and tricks for using social media
- Hashtag management

This is an introductory course and suitable for those who have little or no previous experience of the subject. You need to have a personal Facebook account. The course fee includes mid-morning tea/coffee and snacks.

Date: 28 August

Saturday

09:00 – 13:30

4.5 hours

Cost: R520

Business Branding

Lucille Divine

Graphic Designer, Marketing & Communications, Trainer

More than ever before, people are entering the entrepreneur or small business space. Technology is making it increasingly easy to develop businesses quickly, allowing people to explore this global opportunity to create businesses or personal brands of value - fast.

In this DIY Brand You Blueprint course you'll create a brand style guide that incorporates your brand vision, voice and visuals, giving your brand personality and character. You'll also walk away with a brand strategy that allows you to quickly identify who your target audience is and how to get in front of them, as well as who your competitors are. You'll learn how to use marketing tools that help you to market and promote your business brand online. Mid-morning tea/coffee and snacks will be provided.

Dates: 21 August Saturday 09:00 – 13:30 4.5 Hours Cost: R520

Marketing: How to Create Customer Content

Lucille Divine

Graphic Designer, Marketing & Communications, Trainer

Imagine feeling confident with the type of content you are posting, knowing that you've created valuable content that your audience wants to see at the right time - content that your audience resonates with and supports, by sharing & engaging with it.

That's why content marketing is such an important part of your business marketing nowadays. It can literally lead your audience through your sales funnel, edging them closer to your sales offers or conversions.

You don't have to struggle with creating quality content or thinking about when or where to post it, once you've gone through this training course. You'll learn what types of content you can create and what's best suited to your audience. You'll walk away with a content marketing plan and have unique insight into when to post your content so that your audience gets to see it - at the right moment. You'll learn how to use quick content hacks that help you to create and distribute content across your social media and digital assets, that is customer-centric and showcases your business message and story.

Dates: 30 Aug & 1 Sep Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

COMPUTER & ELECTRONIC DEVICES FOR SENIORS

All these computer courses will take place in person at Bergvliet High School

Pensioners qualify for a **10% discount**
on the courses in the **Computers & Electronic Devices for Seniors** section.

Computers for Beginners

Cedric Goliath

Network Administrator and IT Trainer

Educators Earn CPDT points

Do you want to know how to?

- Operate a computer with confidence
- Use MS Word to create/type documents
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devices so that you will know how to for example download photos from your camera

Those who are "self-taught" and have "gaps" in their knowledge, will also benefit from this course. You won't look back! Tea/coffee and mid-morning snacks will be provided.

Dates: 14 & 21 August Saturdays 09:00 – 13:00 8 Hours Cost: R760

Tidying up your Desktop - Managing the Files & Folders on your Computer

Octavia Chidiya

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer
Educators Earn CPDT Points***

Is your desktop a mess? Do you struggle to find documents which you have stored on your computer? Do you want to save yourself time and trouble by organising the files and folders on your computer? In this session you will look at:

- How to manage files on your computer
- Directory structure and hidden files
- Important files and folders
- Naming and file system tips

Course participants should have a basic level of computer literacy to benefit from this course.

Dates: 31 August

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

Mastering your Android Smartphone!

Octavia Chidiya

M.Sc. Computer Science, IT Project Administrator, Computer Trainer

If you're holding your shiny new Android smartphone and wondering how to get the most from it, then you've come to the right place. A detailed course description can be found on page 21.

Date: 6 September

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

COMPUTER SKILLS

All these computer courses will take place in person at Bergvliet High School

***Please Note: Certificates of completion will be issued on “work-related” computer courses.
Teachers receive CPDT points for certain courses.***

Computers for Beginners

Cedric Goliath

***Network Administrator and IT Trainer
Teachers earn SACE CPDT points for this course***

Do you want to know how to?

- Operate a computer with confidence
- Use MS Word to create/type documents
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devices so that you will know how to for example download photos from your camera

Those who are “self-taught” and have “gaps” in their knowledge, will also benefit from this course. You won't look back! Tea/coffee and mid-morning snacks will be provided.

Dates: 14 & 21 August

Saturdays

09:00 – 13:00

8 Hours

Cost: R760

Tidying up your Desktop - Managing the Files & Folders on your Computer

Octavia Chidiya

M.Sc. Computer Science, IT Project Administrator, Computer Trainer

Educators Earn CPDT Points

Is your desktop a mess? Do you struggle to find documents which you have stored on your computer? Do you want to save yourself time and trouble by organising the files and folders on your computer? In this session you will look at:

- How to manage files on your computer
- Directory structure and hidden files
- Important files and folders
- Naming and file system tips

Course participants should have a basic level of computer literacy to benefit from this course.

Dates: 31 August Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

MS Excel – Getting Started with Spreadsheets

Cedric Goliath

Network Administrator and IT Trainer

Educators earn CPDT points

A basic knowledge of Excel is essential in most jobs. You can use Excel to analyse numbers, keep track of data and graphically represent your information. This course will introduce you to Microsoft Excel. You will learn the basics of data entry and formatting, as well as basic functions and formulae. Computer literacy is a pre-requisite for attending this course.

Dates: 16 & 18 August Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Intermediate

Cedric Goliath

Network Administrator and IT Trainer

Educators earn CPDT points

In this ongoing course you will learn how to work with the following in Excel:

- Conditional formatting
- Sorting and filtering
- Cell comments
- Freezing columns and rows
- Working with multiple worksheets/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

Dates: 23 & 25 August Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Applying Advanced Formulae & Functions

Cedric Goliath

Network Administrator and IT Trainer

Educators earn CPDT points

If you need to be able to work with Advanced features of Excel, then you will benefit from this course which will cover the following:

- Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate
- Filtering Data in a list including Advanced filtering and Custom sorting;
- What-if Analysis: Goal seeking; Scenario Manager;
- Adding Subtotals to a list;
- Using Pivot Tables including Pivot chart and Slicers;
- Recording and using Macros

Dates: 30 Aug & 1 Sep Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Creating an Excel Dashboard & Pivot Tables

Cedric Goliath

Network Administrator and IT Trainer

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. At this course you will learn how to create Dashboards using the existing tools in Excel.

Date: 6 Sep Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Cloud Computing

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

“The Cloud” is one of the hottest buzzwords in the computing world, but what exactly does “The Cloud” mean to you as a person in the street? Do names like Microsoft OneDrive, Google Drive, Dropbox, Azure, Xero and more sound vaguely familiar? In this course, we will look at the different facets of what the Cloud actually is, how useful it can be to you, as well as some pitfalls that can diminish and degrade your experience. After this course, your eyes will be opened to all sorts of possibilities. It is recommended that you have access to an internet connection so that you can explore the “Cloud” at your own pace once the course is complete.

Date: 2 September Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

OneDrive – Cloud Storage for All Devices!

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft OneDrive is one of the best kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! Learn about some of the hidden features like using online versions of Word, Excel and PowerPoint, right in the browser without needing any software installed! Bring along some files on a flash drive or have some files on your device so that you can upload them to the cloud and see just how easy it is to get your files into the cloud. Participants should ideally have access to a Hotmail, Outlook.com, Xbox Live or any other Microsoft account so that you can sign into OneDrive and get going – if you do not have an account, one can be set up for you on the evening. You will need to arrive at least 15 minutes early to get this sorted out.

Date: 16 August Monday 18:30 – 20:30 Sessions: 1 Cost: R270

An Introduction to Google Drive – Store, Share, Create & Collaborate Any Document from Any Device, Anywhere

Susan Stein

***B. Ed Hons. (Technology) Computer Trainer
Educators Earn 5 CPDT points***

Google Drive is a versatile programme that allows you to create folders and share them with business colleagues, friends and family. Photos can be backed up to a folder shared with family and friends. Documents can be created that more than one person can work on at a time and they can be accessed from any smart device. It even has a voice to text function. Whether at work or play – Google Drive will make your life easier and on top of it all – it’s free! Please note – this course is aimed at beginners and you will be required to have a Gmail account. Please don’t forget to bring your password along.

Date: 18 August Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

Google Drive – Exploring Advanced Features

Susan Stein

B. Ed Hons. (Technology) Computer Trainer

Find out all about:

- Advanced search options in Google Drive: searching by owner; type; name
- Using extensions and add-ons: Doc tools; speech recognition; table of contents; g(Math)
- Using Google Keep to transfer data between devices: Images and text stored on phones or iPads can be transferred directly to Google Docs; drag & drop text and images; make notes in Keep and transfer to Google Docs
- Downloading & converting Google Docs files
- Text editing with Google Docs: bullets, fine tuning images and searching (by colour); find and replace, hyperlinks; voice typing; automatically substituting text; reverting to earlier versions of a document & flagging and starring files.

Date: 23 August

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

Microsoft Forms

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a hidden gem, part of some Office 365 subscriptions but also available to anyone with a Hotmail/Live/Outlook.com account. Build detailed surveys that you can send out to people and/or customers that range from simple and straightforward to highly in depth and detailed. Best of all, Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms.

Date: 26 August

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

Google Forms

Susan Stein

B. Ed Hons. (Technology) Computer Trainer
Educators earn CPDT points

Google Forms can be used to create online surveys and quizzes and send them to other people. Manage event registrations; create a quick opinion poll, and much more. With Google Forms, you can create and analyse surveys right in your mobile or web browser—no special software required. You get instant results as they come in, and, you can summarize survey results at a glance with charts and graphs. For those in education, Google Forms can be used to set, fill in and auto mark tests using a Plug in. Once the test is done Google Forms will generate a spreadsheet that can be self-marked. Please make sure you have a Gmail account set up prior to this course.

Date: 2 September

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

How to Create Powerful Interactive Presentations using Google Slides

Susan Stein

B. Ed Hons. (Technology) Computer Trainer
Earn CPDT points

Google Slides is a programme used for creating online presentations, which can be used in any field of work. In this course you will learn how to create a presentation that is non-linear, interactive and creative. You will find out how to create: Multiple choice quizzes; Guided information presentations, and Triggers that will allow people to get information or answer question by clicking on a picture, shape or word. Please ensure that you have a Google or Gmail account set up prior to attending the course.

Date: 25 August

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R270

Presentation using MS PowerPoint

Emmerentia Jansen

B. A. H.D.E. Computer Trainer

Educators earn CPDT points

Presentations can be a crutch that presenters hang onto so that they don't forget what they have to say, or it can be powerful tool that supports memorable presentations. We all want to create presentations that inspire others and this Introduction to PowerPoint will help you to do that! You will cover the following aspects:

- The difference between a slide and a presentation
- Making changes to existing slides
- PowerPoint Toolbars & Drawing Toolbars
- Creating slides in PowerPoint
- Formatting the background of slides
- Adding new slides to the presentation
- Inserting textboxes
- Formatting the slide background using fill effects
- Inserting symbols, clip art and pictures onto slides
- Copying slides from one presentation to another
- Applying transition and animation schemes to a slide
- Setting up a slide show

Date: 17 & 19 August

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R490

Editing your Photos and Images using Paint.

Ross Cohen

B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming

Advanced Web Development, Delphi Programming for Teachers

Educators earn CPDT points

If you're looking for a photo or image editor that is more powerful than Microsoft Paint, but not as complex as Photoshop, then Paint.Net is what you're looking for! Paint.Net is a free, easy-to-use photo and image editor, with support for layers. Its user interface, while innovative, is simple and very user-friendly, with unlimited undo, special effects and a wide variety of useful and powerful tools that will enable you to spend many enjoyable hours creating amazing images!

Date: 24 August

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

Finding Remote & Freelance Work

Octavia Chidiyiwa

M.Sc. Computer Science, IT Project Administrator, Computer Trainer

The job market is in a bad way all around the world, and we have all been touched by retrenchments and salary cuts. On top of it all, we need to stay at home as much as possible. This is, however, where remote and freelance work comes into its own! Find out where and how to find this type of work and you will have the best of both worlds.

Dates: 7 September

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

CODING COURSES

This course will take place in person at Bergvliet High School

Coding with Python

Octavia Chidiyiwa

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer
Level Up Geek Up Academy***

This course aims to prepare anyone who would like to be creative, collaborative, design thinker, and acquire computational thinking skills of the future. No programming background is required. Learning computer science, and programming encourages creativity, problem-solving, ethics and collaboration. We will have fun learning Python as a programming language and challenging ourselves to think like computer programmers. How nice is it to create something from ground up? Python is used across diverse fields from web and game development to machine learning, AI, scientific computing and academic research. It is easy to learn as a first language and a valuable skill-set to have in any programmer's stack because of its diverse usage making it the versatile language to learn. At the end of this course you should be able to write a basic program using python.

Date: 17, 19, 24, 26 August Tues & Thurs 18:30 – 20:30 Sessions: 4 Cost: R790

TECHNOLOGY & ELECTRONIC DEVICES

This course will take place in person at Bergvliet High School

Mastering your Android Smartphone!

Octavia Chidiyiwa

M.Sc. Computer Science, IT Project Administrator, Computer Trainer

If you're holding your shiny new Android smartphone and wondering how to get the most from it, then you've come to the right place. Whether this is your first smartphone, you've just hopped over from an iPhone, or you've had several Android handsets, we've pulled together some of the best Android tips and tricks to help you get the most from your new phone. Android is an ever-changing beast with many faces, which means that few Android devices are alike, but all Android devices have the same foundation. So, starting at the beginning, here's how to master your Android gadget. The course will cover but not be limited to the following:

- Sort out your Google account
- Create or import contacts
- Install some Apps from Google play store
- Moving files to and from your phone
- Navigation buttons
- Use Android folders
- How do I take screenshots?
- Choosing the best Android Keyboard
- Data and Wifi, how to avoid unnecessary background downloads

Please bring your cell phone along to the course.

Date: 6 September Monday 18:30 – 20:30 Sessions: 1 Cost: R270

PHOTOGRAPHY & MEDIA

These Photography & Media courses will take place in person at Bergvliet High School

Introduction to Photography – Getting to Know your Camera

Craig Murray

Photographer/ Photography Lecturer

Do you have a digital camera but feel confused by all the options on offer? A Christmas or birthday present that you haven't made good use of yet because the camera seems intimidating? Come along to this course where the basics and foundation of good photography will be presented. Technical terms such as aperture, shutter speed and ISO will be covered, but so will subjects such as good light, framing and composition, as well as getting to grips with your sometimes-confusing camera controls. Camera accessories will also be discussed, for those who want to and are ready to take the next small step forwards on this incredible journey.

Please bring your cameras along to the course, with the camera battery fully charged – you will be taking pictures on the day. You can also bring your camera manual along if you've read something you don't understand and would like some clarity. The course fee includes mid-morning tea and snacks.

Date: 21 August

Saturday

09:00 – 13:00

4 hours

Cost: R480

Creative Photography - Taking your Photos to the Next Level

Wayne Turner

Photography Lecturer, Author

Discover your hidden photographic creativity and learn how to shoot great photos like a pro. You will not only amaze your family and friends and take photos good enough to sell, but you will also learn how to create memories that will last forever. This course helps to unlock that creativity by teaching you a few simple steps which will help you to shoot incredible, creative images. The popular course does not focus on how your camera works, (although some technical details will be mentioned), but on how to compose good images. The course fee includes mid-morning tea and snacks, as well as four useful Photography eBooks. Please bring your camera along, as well as a flash drive to download the eBooks.

Date: 28 August

Saturday

09:00 – 13:00

4 hours

Cost: R480

Editing your Photos and Images using Paint.Net

Ross Cohen

**B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming
Advanced Web Development, Delphi Programming for Teachers**

If you're looking for a photo or image editor that is more powerful than Microsoft Paint, but not as complex as Photoshop, then Paint.Net is what you're looking for! Paint.Net is a free, easy-to-use photo and image editor, with support for layers. Its user interface, while innovative, is simple and very user-friendly, with unlimited undo, special effects and a wide variety of useful and powerful tools that will enable you to spend many enjoyable hours creating amazing images!

Date: 24 August

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

LIFESTYLE, HEALTH & WELLNESS

Retirement: Living a Fulfilled Life - This will be a Livestream Online course

Paul Britton

B.Sc. (Forestry) M. Landscape Arch ~ Retired Consultant

Retirement isn't just about having a financial plan. It's about a life that is rewarding in other ways: with exciting goals, loving relationships and abundant health. This comprehensive workshop will prepare you for this new phase of life by looking at the following:

- Finding out what skills and experience you have to enable you to find a compelling activity to replace the needs formerly met by work and perhaps making some extra cash.
- Personal growth and how important it is to maintain mental health.
- The importance of fun and recreation and involvement in community activities.
- How to maintain sound relationships and avoid the "Grey Divorce".
- Keeping fit and healthy especially mentally (an important aspect for reducing medical bills).
- Sorting out your life's papers (your will, living will and decluttering).
- Where and when should you move house (if ever).
- How to budget to afford all the above and perhaps the need to downscale your lifestyle. This includes discussions on how to save and make use of senior discounts and benefits.

Mid-morning tea/coffee and snacks will be provided.

Date: 28 August

Saturday

09:00 – 12:30

3.5 Hours

Cost: R 280 per individual or R540 per couple

First Aid: Level 1 – In person course @ BHS

First Aid Trainer

***Medical Education Centre
Educators earn CPDT points***

Get your Level 1 First Aid certificate. The fee includes:

- Department of Labour accredited certificate (valid for 3 years),
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,
- Tea/Coffee and midmorning snacks. Please bring your own lunch.

Dates: 21 & 28 August

Saturdays

09:00 – 16:00

14 hours

Cost: R910

PERSONAL DEVELOPMENT, MENTAL HEALTH & PSYCHOLOGY

**Additional Personal Development courses can be found in the "Soft Skills in the Workplace
Section on Pages 8 – 10.**

All the courses in this section will be Livestream Online courses

Understanding the Psycho-Physiological Basis of Stress

Robyn Jansen van Vuuren

***M.A. Psychological Research
Educators earn CPDT points***

Stress has become accepted as an everyday part of our modern lives, and the (negative) effects of stress on our ability to function effectively have been well documented. But what exactly do we mean when we say "I am so stressed"? What actually counts as a "stressful situation", and how do our bodies respond physiologically to these situations? What happens to us psychologically when we experience chronic stress? How can we effectively (and ineffectively) deal with stress? This session will aim to answer these questions and equip you with some skills to better understand and handle stress in the future.

Date: 23 August

Monday

18:30 – 20:30

Sessions: 1

Cost: R140

Managing yourself in the Crisis

Steve Reid

B. Comm. Business & Life Coach,

Covid has brought a few opportunities, along with many restrictions, challenges and “losses”. One of the areas that some are choosing to focus on is the area of personal development. Why not use this time to get better, stronger and more effective?

This short course will look at 3 – 4 tools and hacks in better managing yourself in the crisis. You will look at decision making; time management; managing ears, and growing in confidence.

Date: 6 September

Monday

18:30 – 20:30

Sessions: 1

Cost: R140

If you Can't Trust Yourself, then Who can you Trust? Living with OCD

Robyn Jansen van Vuuren

M.A. Psychological Research

In December 2009, just as Robyn was trying to finish her Master's thesis, she was diagnosed with Obsessive Compulsive Disorder (OCD). The truth, however, is that she had been living with this disorder since at least 1996 (when she was just 10 years old). She lived in silence and pain for over 13 years until her life had almost completely shut down and she finally reached out and asked for help. She had spent most of her life unable to trust any thought that she had because she wasn't sure whether she had actually performed the actions she was thinking about, or whether they were just imaginings – her mind was like a prison. Getting help was both the scariest and most freeing thing that she has ever done. Mental illness, and especially OCD, is often misunderstood and inaccurately (or at least narrowly) portrayed by popular culture and social media. The aim of Robyn's presentation is to present another (less known and more personal) side of mental illness, and to begin to highlight that mental illness is not something to be ashamed or afraid of, but something that needs to be spoken about and dealt with openly.

Date: 30 August

Monday

18:30 – 20:30

Sessions: 1

Cost: R140

Sleep, Sleep Disorders & Dreaming – Understanding this Essential Part of Life

Robyn Jansen van Vuuren

M.A. Psychological Research

We spend approximately a third of our lives asleep, but what is actually happening to our bodies when we are in this state? What is the evolutionary advantage of sleep? What happens to our ability to function when our sleep cycles get disrupted? How does dreaming work and what do our dreams mean? And what are some of the disorders associated with sleep? This course aims to answer all these questions, and more, about one of the most important aspects of our existence.

Date: 17 August

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R140

MISCELLANEOUS

Building a Flexible Covid Budget – This will be a Livestream Online course

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Let's face it, our lives have been adversely impacted in many ways by the Covid crisis! Most obvious is in the area of our finances. So, how can we respond, rather than react to our changed circumstances? Part of the answer is to build and live by a new, flexible budget. This short course may just be the thing you need to help you to respond, adjust and navigate the financial journey ahead.

Date: 2 September

Thursday

18:30 – 20:30

Sessions: 1

Cost: R140

Editing your Own Writing – In person at Bergvliet High School**Renee Moodie****B.A. (Hons) H.D.E. Journalism Coach/Trainer**

You've written a story, a novel or a blog post. You can't afford an editor, so you have to do it yourself. But how? Freelance editor and proof-reader Renee Moodie (who has 30 years of experience garnered at the Cape Times, Cape Argus and IOL) will tell you how to unleash your inner red pen.

Date: 24 August

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

**CORPORATE TRAINING**

**All courses in this prospectus can be adapted to suit the needs of your workforce.
Course training prices for larger groups will be negotiated.**

The courses in this section are all Livestream Online courses

Coaching & Developing Others**Steve Reid****B. Comm. Business Coach,****Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE**

This course provides an opportunity to learn about coaching principles and skills and then to practice them. It is aimed at professionals with responsibility for others or anyone who wants to find out more about coaching and facilitating positive change and development in others.

Date: 9 September

Thursday

18:30 – 20:30

Sessions: 1

Cost: R140

Leading from Within: Becoming an Emotionally Intelligent Leader**Steve Reid****B. Comm. Business Coach,****Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE**

Emotionally intelligent leadership is critical to motivating, engaging and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 17 August

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R140

Managing Diversity in the Workplace**Loretta Erasmus****M. Phil. Management Coaching / Business Coach**

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can sometime be a challenge but one that can easily be overcome. This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 18 August

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R140

The Role of Collaboration in the Workplace

Milena Gevers

M. Social Science / Integral, Leadership & Confidence Coach

Managers are often caught in a tricky dynamic of being pressured to achieve work outcomes on deadlines but needing a team of people to give you a required level of performance in order to do so. What easily happens is that managers feel without a choice but to prioritise the former for business purposes, which often makes the latter a continuous struggle around productivity, often leading to micro-management. This workshop looks at effective collaboration and ways to build a work culture that is based on more connection, empathy, trust and accountability, therefore supporting performance improvements, increased productivity and longer staff retention rates.

Date: 16 August

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R140

Being an Effective Team Member & Managing Effective Teams

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Managers often overlook team development. This can lead to low morale, low performance and high staff turnover. This participatory workshop will enable course participants to practice key skills needed to address the inevitable challenges that arise in teams, notably, appreciating individual differences, communicating collaboratively, and managing conflict. The course will explore:

- Characteristics of effective teams,
- The four stages of team development,
- Individual differences and roles within the team,
- Building and maintaining teams.

Date: 7 September

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R140



EDUCATOR ENRICHMENT COMPONENT

PERSONAL & PROFESSIONAL GROWTH

All these Personal & Professional Growth courses will be Livestream Online courses

Our full list of **Personal Development, Lifestyle, Health & Wellness** courses can be found on **pages 23 – 24**

Creating a Productive Learning Environment in your Classroom through Effective Communication

Karen Badenhorst

B.A. (MW) Hons/ Social worker/ Communication Skills Trainer

The key to effective education is to create a classroom environment that is conducive to learning. Taking into account that so many different personalities have been thrown together in a classroom, this can sometimes be a challenge. But there is hope!

In this course you will look at:

- How to manage all the emotions in the classroom
- How you can talk so that students will listen
- How to set classroom rules so that far less enforcement is necessary
- How to handle discipline problems so that you get relief without damaging the student's self-esteem

How You Will Benefit:

- You'll experience less stress
- Students will have more respect and consideration for you
- Fewer classroom disruptions and conflicts
- Fewer discipline problems

How Students Will Benefit:

- Increased academic achievement
- Increased responsibility and self-control
- More desire to cooperate and learn

Mid-morning tea/coffee and snacks will be provided.

Date: 14 August

Saturday

09:00 – 12:30

3.5 Hours

Cost: R410

Managing Diversity in the Workplace

Loretta Erasmus

***M. Phil. Management Coaching / Business Coach
Teachers earn SACE CPDT points for this course***

We all want our schools to be safe environments where learners and staff are treated equally and with respect. We live in a rainbow nation, with many diverse language, religious, ethnic and cultural elements coming into play. How does one manage this diversity effectively in a school environment?

This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 18 August

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R140

Understanding the Psycho-Physiological Basis of Stress

Robyn Jansen van Vuuren

M.A. Psychological Research

CPDT points accrue for this course

Stress has become accepted as an everyday part of our modern lives, and the (negative) effects of stress on our ability to function effectively have been well documented. But what exactly do we mean when we say “I am so stressed”? What actually counts as a “stressful situation”, and how do our bodies respond physiologically to these situations? What happens to us psychologically when we experience chronic stress? How can we effectively (and ineffectively) deal with stress? This session will aim to answer these questions and equip you with some skills to better understand and handle stress in the future.

Date: 23 August Monday 18:30 – 20:30 Sessions: 1 Cost: R140

How to Manage your Time & Improve your Productivity

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Teachers never have enough time to get through what is demanded of them, but using the time that you have more constructively will help a lot. Join this course and pick up tips that will help you to get through the day intact. Course details can be found on page 9.

Date: 17 August Tuesday 18:30 – 20:30 Sessions: 1 Cost: R140

Conflict Management & Dealing with Difficult People

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Teachers earn SACE CPDT points for this course

Whether with learners in your class, parents or other staff members. Conflict is an unavoidable part of life. Sometimes it's good, and other times it can have a very negative impact. Why are people overcome with fear when dealing with conflict? Most often, conflict occurs when dealing with difficult people. This interaction can lead to anxiety, anger, a feeling of helplessness, depression, irritability, defensiveness, low morale, and a loss of productivity. Fixing the problem may depend on you. These participatory workshops will provide you with the tools to proactively engage others to resolve conflicts and effect positive change.

Date: 24 & 26 August Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R280

MANAGEMENT & LEADERSHIP TRAINING

All the courses in this section will be Livestream Online courses

Coaching & Developing Others

Steve Reid

B. Comm. Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

This course provides an opportunity to learn about coaching principles and skills and then to practice them. It is aimed at professionals with responsibility for others or anyone who wants to find out more about coaching and facilitating positive change and development in others.

Date: 9 September Thursday 18:30 – 20:30 Sessions: 1 Cost: R140

Leading from Within - Becoming an Emotionally Intelligent Leader

Steve Reid

***B. Comm. Personal & Business Coach,
Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE
Educators earn CPDT points***

Teachers are leaders in their classrooms. The way you conduct yourself on a daily basis influences the lives of the many learners in your classes. At stressful times of the term, one sometimes resorts to a reactive engagement with learners, but emotionally intelligent leadership is critical to motivating, engaging and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work and teacher/learner relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 17 August Tuesday 18:30 – 20:30 Sessions: 1 Cost: R140

The Role of Collaboration in the Workplace

Milena Gevers

M. Social Science / Integral, Leadership & Confidence Coach

Collaboration is the key to improving work performance and getting people to “buy into” what management is proposing. SLT’s, Heads of Subjects and HOD’s have a job to do, and getting the co-operation of staff members is paramount to success. Find out how to achieve this through collaboration which creates more connection, empathy, trust and accountability, therefore supporting performance improvements, increased productivity and longer staff retention rates. A detailed course summary can be found on page 9.

Date: 16 August Monday 18:30 – 20:30 Sessions: 1 Cost: R140

Being an Effective Team Member & Managing Effective Teams

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Managers often overlook team development. This can lead to low morale, low performance and high staff turnover. This participatory workshop will enable course participants to practice some key skills needed to address the inevitable challenges that arise in teams, notably, appreciating individual differences, communicating collaboratively, and managing conflict. The course will explore:

- Characteristics of effective teams,
- The four stages of team development,
- Individual differences and roles within the team,
- Building and maintaining teams.

Date: 7 September Tuesday 18:30 – 20:30 Sessions: 1 Cost: R140

CLASSROOM MANAGEMENT & LEARNER-RELATED COURSES

The courses in this section are all Livestream Online courses

How to Support Primary School Children with Barriers to Learning

Rene Fahrenfort

Barriers to Learning Trainer & Educator

This course is aimed at primary school class teachers and teaching assistants. The course objective is to enable teachers to effectively implement many of the recommendations made in the educational psychologist’s report after the child has had a full assessment and the diagnosis is one of dyslexia, dyscalculia, dysgraphia, or dyspraxia.

The indicators for each of these ‘dysfunctions’ are highlighted and brought home to teachers and teaching assistants. In addition to this, strategies for supporting the diagnosed or affected child are shared. The aim is for teachers to support the child in terms of their needs, the recommendations in the Ed Psych report AND continue to teach the rest of the class with minimum disruption.

Date: 28 August Saturday 09:00 – 13:00 4 Hours Cost: R320

Changing Behaviour through Progressive Discipline

Stephen Price

***B.Sc. H.D.E. B.Ed. Principal
Educators Earn 5 CPDT points***

Keep your cool in class by implementing a progressive discipline model of classroom management, designed to release pupil learner pressure points before they escalate into conflict. Progressive discipline is a style of learner management that focuses on changing behaviour rather than punishment. It is a behaviour modification model which has been used successfully in many schools worldwide and what is significant about it is that instead of simply punishing inappropriate behaviour, it reinforces positive behaviour and actively engages learners and their parents in the process, ensuring accountability on the part of the learner for inappropriate behaviour. Explore this model and maximize control and minimize stress in your classroom.

Date: 16 August Monday 18:30 – 20:30 Sessions: 1 Cost: R180

Understanding OCD and recognising it in the Children you Teach

Robyn Jansen van Vuuren

M.A. Psychological Research

In December 2009, just as Robyn was trying to finish her Master's thesis, she was diagnosed with Obsessive Compulsive Disorder (OCD). The truth, however, is that she had been living with this disorder since at least 1996 (when she was just 10 years old). Getting help was both the scariest and most freeing thing that she has ever done. There are many children who sit in your classes every day, who are in the exact situation she was in from age 10 until she finished school. Understanding OCD could equip you to help one of those children to get help earlier rather than later!

Date: 30 August Monday 18:30 – 20:30 Sessions: 1 Cost: R140

INTERACTIVE TECHNOLOGY, COMPUTERS & PHOTOGRAPHY

All the courses in this section will take place in person at Bergvliet High School

The full array of Computer & Photography courses can be found on pages 16 - 22.
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Interactive Whiteboard Training Course

Stephen Price

***B.Sc. H.D.E. B.Ed. Principal
Educators Earn CPDT points***

In this popular course, you will look at how to integrate the IWB into your lessons, how to use the IWB, the advanced use of gallery items, and more specifically, you will be shown how to access valuable interactive resources from the Internet, which will save you hours of preparation time and will add a whole new dimension to your lessons. Certificates will be issued on completion of the course. The course includes mid-morning coffee/tea and snacks.

Date: 21 August Saturday 09:00 – 13:00 4 hours Cost: R630

Coding with Python for CAT Teachers

Octavia Chidiya

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer
Level Up Geek Up Academy***

This course aims to prepare anyone who would like to be creative, collaborative, design thinker, and acquire computational thinking skills of the future. No programming background is required. Learning computer science, and programming encourages creativity, problem-solving, ethics and collaboration. We will have fun learning Python as a programming language and challenging ourselves to think like computer programmers. How nice is it to create something from ground up? Python is used across diverse fields from web and game development to machine learning, AI, scientific computing and academic research. It is easy to learn as a first language and a valuable skill-set to have in any programmer's stack because of its diverse usage making it the versatile language to learn. At the end of this course one should be able to write a basic program using python.

Date: 17 – 26 August Tues & Thurs 18:30 – 20:30 Sessions: 4 Cost: R790

The following Computer Courses are accredited by SACE and you will get CPDT points for attending them:

Computers for Beginners
MS Excel Beginners, Intermediate & Advanced
PowerPoint
Google Slides
Google Drive
Google Drive Advanced
Google Forms
YouTube
Paint.Net

Course details can be found on pages 16 - 22.

Microsoft Forms

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

MS Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms. More course details can be found on page 19.

Date: 26 August Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Google Forms

Susan Stein

***B. Ed Hons. (Technology) Computer Trainer
5 CPDT points accrue for this course!***

For those in education, Google Forms can be used to set, fill in and auto mark tests using a Plug in. Once the test is done Google Forms will generate a spreadsheet that can be self-marked. Please make sure you have a Gmail account set up prior to this course.

Date: 2 September Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Editing your Photos and Images using Paint.Net

Ross Cohen

**B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming
Advanced Web Development, Delphi Programming for Teachers
Educators Earn 5 CPDT points**

If you're looking for a photo or image editor that is more powerful than Microsoft Paint, but not as complex as Photoshop, then Paint.Net is what you're looking for! Paint.Net is a free, easy-to-use photo and image editor, with support for layers. It is perfect for teachers who need to add images to worksheets or exam/test papers. You won't look back!

Date: 24 August

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

MARKETING YOUR SCHOOL

All the courses in this section will take place in person at Bergvliet High School

Do you want to find out how to **Market your School Online** more effectively?
The courses below will bring you up to speed with how to go about that!

Branding your School

Lucille Divine

Graphic Designer, Marketing & Communications, Trainer

Schools employ marketers because we need to have a business approach about marketing ourselves. In this DIY Brand You Blueprint course you'll create a brand style guide that incorporates your brand vision, voice and visuals, giving your brand personality and character. You'll also walk away with a brand strategy that allows you to quickly identify who your target audience is and how to get in front of them, as well as who your competitors are. You'll learn how to use marketing tools that help you to market and promote your school online.

Dates: 21 August

Saturday

09:00 – 13:30

4.5 Hours

Cost: R520

Marketing: How to Create Content for your School's Social Media or Website

Lucille Divine

Graphic Designer, Marketing & Communications, Trainer

This course will teach you how to create quality, relevant content that will do wonders for your school's Facebook Page, Instagram and Website. Full course details can be found on page 15.

Dates: 30 Aug & 1 Sep

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R490

Online Marketing for Schools

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

This is an introductory course and suitable for those who have little or no previous experience of the subject. You should be computer literate and be interested in how a school can use online marketing. Course details can be found on page 14.

Date: 14 August

Saturday

09:00 -13:30

4.5 hours

Cost: R520

Social Media Marketing for Schools

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

This course will give you the foundation to create an impressive social media strategy for your school and brand. Course details can be found on page 14.

Date: 28 August

Saturday

09:00 – 13:30

4.5 hours

Cost: R520

MISCELLANEOUS

First Aid: Level 1 – In person course @ BHS

First Aid Trainer

Medical Education Centre

Earn 10 CPDT points

If you are required to have a First Aid certificate because you are a sports coach, or head of First Aid at your school, then you will find this course useful. Course details can be found on page 23.

Dates: 21 & 28 August

Saturdays 09:00 – 16:00

14 hours

Cost: R910



LEARNER ENRICHMENT COMPONENT

The courses in this section will all take place in person at Bergvliet High School

First Aid: Level 1

First Aid Trainer

Medical Education Centre

This course is ideal for those who want to be part of the school's first aid team, or who intend pursuing medicine in the future. Course details can be found on page 23.

Dates: 21 & 28 August

Saturdays 09:00 – 16:00

14 hours

Cost: R910

Introduction to Photography – Getting to Know your Camera

Craig Murray

Photographer/ Photography Lecturer

Do you have a digital camera but feel confused by all the options on offer? A Christmas or birthday present that you haven't made good use of yet because the camera seems intimidating? Come along to this course where the basics and foundation of good photography will be presented. Technical terms such as aperture, shutter speed and ISO will be covered, but so will subjects such as good light, framing and composition, as well as getting to grips with your sometimes-confusing camera controls. Camera accessories will also be discussed, for those who want to and are ready to take the next small step forwards on this incredible journey.

Please bring your cameras along to the course, with the camera battery fully charged – you will be taking pictures on the day. You can also bring your camera manual along if you've read something you don't understand and would like some clarity. The course fee includes mid-morning tea and snacks.

Date: 21 August

Saturday

09:00 – 13:00

4 hours

Cost: R480

MATRIC REVISION SCHOOL COURSES

These revision courses are presented by experienced Grade 12 teachers, most of whom have also marked the external National Senior Certificate Examination and are therefore familiar with the standards required. These courses will take place in person @ BHS

The aim of the Revision School is to prepare the matrics for their prelims, as well as for their finals by exposing them to typical exam-type questions. Detailed study notes will be provided.

PLEASE NOTE: These courses are **NOT** restricted to Bergvliet High School learners.

LIFE SCIENCES – F. Earl, M. Brouwer; O. Peel

In this course you will revise the following important sections of work:

- DNA
- Meiosis
- Genetics, and finally
- Evolution

Imagine how good you'll feel knowing that you're one step ahead of the pack!

Saturdays 31 July – 28 Aug 09:00 – 10:00 Sessions: 5 Cost: R560

CONSUMER STUDIES – A. Mamhende

Are you needing to consolidate your Consumer Studies content? This course will revise important sections and give you the confidence you need to tackle your exams. You will cover the following:

- Entrepreneurship
- Clothing
- Food and Nutrition, and
- Examination preparation – how to read and understand exam questions, understanding examination language, mark allocation and use of case studies, tables, graphs and images in the exam.

Saturdays 31 July – 28 Aug 09:00 – 10:00 Sessions: 5 Cost: R560

GEOGRAPHY – B. Johns, S. Pattenden

The focus of this course will be on preparation for the exams, and study packs will be provided for each learner. You will cover the following sections:

- Physical Geography (Climate, Geomorphology)
- Calculations in mapwork
- Map interpretation and analysis
- Human Geography (Settlements)

Saturdays 31 July – 28 Aug 10:00 – 11:00 Sessions: 5 Cost: R560

AFRIKAANS FIRST ADDITIONAL LANGUAGE – G. Avenant, E. Anderton; D. Blennies; M. Stander

Why let Afrikaans pull your aggregate down, when you can improve your mark with a little focussed revision! This popular course will cover the following sections of work:

- Paper 1: Find out how to tackle a comprehension and summary and comprehensively revise all grammar rules, including completing examples and step-by-step "cheat-sheets"
- Paper 2: You will discuss and revise some important poems/short stories/literature
- Paper 3: You will prepare for paper 3 - including essays and transactional pieces.

Saturdays 31 July – 28 Aug 10:00 – 11:00 Sessions: 5 Cost: R560

MATHS – A .Naysmith, K. Grebe, C. Smith, B. Jorge, J. Mele

Refine your knowledge of the following difficult sections of work:

- Functions
- Trigonometry
- Analytical Geometry
- Calculus
- Triangle Geometry

Detailed study packs will be given so that you are more than prepared for the exams!

Saturdays 31 July – 28 Aug 11:00 – 12:00 Sessions: 5 Cost: R560

MATHS LITERACY – P. Furstenberg, K. Perring

Get the upper hand in the working world of practical Maths. During this course you will cover the following:

- Finance (Interest & Tariff systems)
- Finance (Income Tax, UIF, VAT & Exchange Rates)
- Measurement (Area, TSA & Volume)
- Maps & Plans
- Data Handling

Saturdays 31 July – 28 Aug 11:00 – 12:00 Sessions: 5 Cost: R560

SCIENCE – Z. Booysen; Z. Dlamini

Struggling to get to grips with Science, or working towards an “A”? Revise the following sections in this useful course: **Please bring your calculator along to the course.**

- Work, Energy and Power
- Vertical Projectile Motion,
- Organic Chemistry
- Rates of Reactions
- Chemical Equilibrium

Saturdays 31 July – 28 Aug 12:00 – 13:00 Sessions: 5 Cost: R560

BUSINESS STUDIES – M. Fortune

Take some time to go over the following sections of work in more detail and improve your marks:

- Legislation
- Ethics & Professionalism
- Human Resources
- Business Strategies
- Quality of Performance

Saturdays 31 July – 28 Aug 12:00 – 13:00 Sessions: 5 Cost: R560

ACCOUNTING – C. Stevens

Accounting got you stumped? Why not revise the following sections of work and write your prelims, and finals with confidence!

- Company Income Statements;
- Company Balance Sheets & Ratio Analysis;
- Cash Flow & Ratios;
- Bank Reconciliation – Debtors & Creditors;
- FIFO and Weighted Average.

Saturdays 31 July – 28 Aug 13:00 – 14:00 Sessions: 5 Cost: R560

HISTORY – I. Riffel; L. Barnwell

Revise these important sections and be well prepared for your exams:

- Angola: Battle of Cuito Cuanavale; Congo: the Economic, Political & Social effects of Independence
- Cold War & Vietnam
- Civil Right Movement and Black Power Movement
- S.A. History: Black Consciousness Movement (BCM); Steve Biko; TRC
- 1980s: Internal Resistance to Apartheid; Road to Democracy: 1990s

Saturdays 31 July – 28 Aug 13:00 – 14:00 Sessions: 5 Cost: R560

ART – S. Shukla

Improve your art marks by revising the following sections:

31 July: Theory - Overall view of the course, Break up of syllabus, Chapter 1-The voice of emerging artists, Handouts and revision, Question/Answer session. **Practical** - Break up of the PATs, Mark allocation.

07 August: Theory - Chapter 2-South African artists influenced by African and indigenous art forms, Handouts and revision, Question/Answer session. **Practical** - Section 1 – Research.

14 August: Theory – Chapter 3-Socio-political art, Handouts and revision, Question/Answer session. **Practical** - Section 2 - Sketches, mind map, colour schemes etc.

21 August: Theory - Chapter 6-Post 1994 – Democratic identity in South Africa, Handouts and revision, Question/Answer session. **Practical** - Section 3 - Process drawings.

28 August: Theory – Chapter 7-Gender issues, Handouts and revision, Question/Answer session. **Practical** - Section 4 - Final sketch, Reflection and the final artwork.

Saturdays 31 July – 28 Aug 13:00 – 14:00 Sessions: 5 Cost: R560

ENGLISH – E. Bester

Don't neglect to prepare for this important subject! You will cover the following in detail:

- Writing
- Comprehension & Grammar
- Advertising & Cartoon analysis
- Shakespeare
- Preparation for the Literature exam

Saturdays 31 July – 28 Aug 14:00 – 15:00 Sessions: 5 Cost: R560



GRADE 12 REVISION SCHOOL 2021: REGISTRATION FORM

Surname	First Name
School	
Telephone (H)	(Cell)
E-Mail	

To register for a course, place a tick in the course selection column.

Name of Course	Course Fee	Course selection	Total Amount
Life Sciences	R 560		
Consumer Studies	560		
Geography	560		
Afrikaans	560		
Maths	560		
Maths Literacy	560		
Science	560		
Business Studies	560		
Accounting	560		
History	560		
Art	560		
English	560		
Pay it Forward – sponsor a learner	any amount		
TOTAL AMOUNT PAYABLE			
Cheques or EFT payments should be payable to BERGVLIET HIGH SCHOOL.			

I have read and accept the *Registration and General Information* in this C.E.P. Prospectus:

Signed: _____

The following forms of payment are acceptable: **Debit card, Credit card, EFT or Direct Deposit at the bank.** EFT's are the preferable form of payment at this time.

DIRECT BANKING DETAILS: Please e-mail this registration form along with proof of payment to kmiles@bhs.org.za

ABSA Bank,

Account Name: Bergvliet High School

Current Account No: 4078183123

Branch Code: 632005

Reference: CEP + YOUR FULL NAME.

Alternatively, you may **register in person** (card payments only) at the School on weekdays **during the school term**, from 08:30 – 15:30. **PLEASE NOTE: Registration will NOT be acknowledged unless the course is cancelled, in which case you will be notified.**

Registration Queries: Contact the CEP Office: 021 713 7999 or Katharine Miles: 082 409 2195.



THIRD TERM 2021: REGISTRATION FORM

Surname	First Name
Address	
E-Mail	
Telephone (H)	(W) (Cell)

Where did you hear about us? Please tick the relevant box:

- ☐ I'm a parent or past pupil/parent of the school
☐ I'm on the mailing list and receive the CEP newsletter
☐ Through social media
☐ Word of mouth
☐ Other: Please specify

Please indicate which THIRD TERM courses you would like to register for:

Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Total enclosed:		R		
Please indicate whether you would like to be placed on our free electronic mailing list. Only select this option if you have NOT been receiving the prospectus via e-mail.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table>	Yes	No
Yes	No			

I have read and accept the *Registration and General Information* in this C.E.P. Prospectus:

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

EFT, Debit or Credit card payments are acceptable. EFT payments/Direct Deposits should be made payable to **BERGVLIET HIGH SCHOOL**.

DIRECT BANKING DETAILS: ABSA Bank, Account Name: Bergvliet High School

Current Account No: 4078183123 Branch Code: 632005 Reference: CEP + YOUR FULL NAME.

N.B. Please e-mail this registration form along with proof of payment to: kmiles@bhs.org.za

Alternatively, you may **register in person** at the School on **weekdays from 08:30 – 15:30, during the school term.**

PLEASE NOTE: Registration will NOT be acknowledged unless the course is cancelled, in which case you will be notified.

Registration Queries: Contact the CEP Office: 021 713 7999 or Katharine Miles: 082 409 2195.