



bergvliet high  
continuing  
education

TERM 4 2021  
October - November

educator enrichment

adult education

learner enrichment

corporate training



## Term 4 – 2021

### GENERAL INFORMATION

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

E-Mail: [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za) Website: [www.bhs.org.za](http://www.bhs.org.za)

This prospectus is divided into 4 sections:

- | 1. ADULT<br>ENRICHMENT  | 2. EDUCATOR<br>ENRICHMENT | 3. CORPORATE<br>TRAINING | 4. LEARNER<br>ENRICHMENT |
|---|---------------------------|--------------------------|--------------------------|
| 2. Admission will be on a first-come, first-served basis. <b>Adult enrichment</b> courses are only available to over 16's unless by special arrangement.  |                           |                          |                          |
| 3. All Term 4 courses are in-person courses which will take place at <b>Bergvliet High School</b> unless otherwise stated.  |                           |                          |                          |
| 4. Term 4 courses begin on <b>16 October 2021</b> . Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays. The programme ends on <b>18 November 2021</b> .  |                           |                          |                          |
| 5. Additional Programmes and Registration forms are available from the foyer of the School, local libraries, or on our website: <a href="http://www.bhs.org.za">www.bhs.org.za</a> 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. <b>NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING.</b>  |                           |                          |                          |
| 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. <b>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.</b>  |                           |                          |                          |
| 13. <b>Please note: Full Covid protocols are in place and will be strictly adhered to. You will be required to have your temperature taken on arrival, sanitise your hands and wear a mask at all times.</b>  |                           |                          |                          |

### 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](mailto:kmiles@bhs.org.za)

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## **ADULT ENRICHMENT COMPONENT**

### **ART, CRAFTS**

#### ***Learn to Draw***

***Jessie Colman***

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

Our Learn to Draw course is a respite from a busy week. It is perfect for anyone who has not drawn at all, as well as for those who have done some drawing but want to explore other ways of seeing and doing. Working with pencil, charcoal and graphite, you will capture a range of visual materials whilst learning the fundamentals of shading, proportion and composition. You will receive plenty of guidance and friendly interaction. You can look forward to:

- Getting started with warm up exercises and sketches
- Developing different techniques
- Capturing various qualities of pencils, charcoals and paper.

Equipment for the first session will be provided and you will be advised regarding materials for further sessions then.

Dates: 25 Oct, 2, 8 & 15 Nov      Mondays & 1 Tuesday      18:30 – 20:30      Sessions: 4  
Cost: R510 + R40 (cost of some materials) = R550

#### ***Gilded Edge Ring Bowl***

***Saroj Shukla***

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

Participants will use self-drying clay and a slab method to create a ring bowl. You will be provided with texture making tools to create patterns on your bowl. Once the bowl is marked with textures and patterns, it will be kept for a week to dry. In session two you will paint, gild, and varnish the bowl. Please bring a rolling pin along and an apron or old t-shirt to protect your clothing. The other course materials will be provided in kit form which needs to be purchased from Saroj at the workshop. Images of the artwork will be displayed on the BHS Continuing Ed Facebook Page.

Date: 30 October      Saturday      09:00 – 12:00  
6 November      Saturday      09:00 – 11:00      5 Hours  
Cost: R 300 (pay on registration) + Kit Price: R80 (pay to Saroj at the workshop)

#### ***Low-Relief Oxidized Artwork***

***Saroj Shukla***

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

Participants will use texture paste & self-drying clay and coil & pinch method to create a beautiful tree on a canvas. You will be provided with clay modelling tools to create lines and texture. Once the tree is completed, it will be left for a week to dry. In session two you will paint and varnish the canvas. Please bring a rolling pin along and an apron or old t-shirt to protect your clothing. The other course materials will be provided in kit form which needs to be purchased from Saroj at the workshop. Images of the artwork will be displayed on the BHS Continuing Ed Facebook Page.

Date: 30 October      Saturday      12:30 – 15:30  
6 November      Saturday      11:30 – 13:30      5 Hours  
Cost: R 300 (pay on registration) + Kit Price: R100 (pay to Saroj at the workshop)

## **SEWING & CROCHET**

### ***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: 30 Oct & 6 Nov      Saturdays      09:00 – 13:30      2 Sessions  
 Cost: R 580 (pay on registration) + Kit Price: R70 (pay to Colleen on Saturday 29 May)

### ***Crochet for Beginners***

***Abigail Gilbey***

***Crochet Teacher***

Become a part of the crochet craze! Crochet can be a fun and relaxing hobby to get into, whether it be while watching your favourite show or keeping busy on a road trip. In our beginner course, you will be learning the basics - from chaining the first stitch to diving into how to create your very own blanket from granny squares. You will also be taught how to sew the squares into a blanket using the whip stitch. Once you have mastered this, you will move on to learning a range of different stitches.

Course requirements: Size 4 crochet hook and a double knit (DK) yarn in a colour of your choice. (We recommend Charity or Family Knit, but any will do).

Dates: 26 Oct, 2 & 9 Nov      Tuesdays      18:30 – 20:30      Sessions: 3      Cost: R 260

### ***Crocheting Zero-Waste Bath Accessories***

***Abigail Gilbey***

***Crochet Teacher***

In this course you will be taking a more eco-friendly and sustainable approach to crocheting by making zero-waste bath accessories. Over the three weeks you will be making reusable cotton exfoliating face “scrubbies”, soap saver pouches and face cloths. By making your own reusable items, less stress is placed on our planet. Why not use your new skill “for good”. These will also make great gifts. This course is for those who already know the basics of crochet.

Course requirements: Size 3 crochet hook and 2 balls of **Vinnis Nikkim** pure cotton yarn in a colour of your choice.

Dates: 28 Oct, 4 & 11 Nov      Thursdays      18:30 – 20:30      Sessions: 3      Cost: R 260

## **BUSINESS, FINANCE, ENTREPRENEURSHIP**

### ***Strategic Management – Pointing your Business in the Right Direction***

**Christopher Swart**

***B.Sc. M. En. Programme in Project Management***

Is your business floundering because of a lack of long-term strategic planning – a lack of “vision”? Strategy is the direction and scope of an organisation over the long-term. In other words, strategy is about:

- Direction: Where the business is trying to get to in the long term.
- Markets/Scope: Which markets should a business compete in and what kinds of activities are involved in such markets?
- Advantage: How can the business perform better than the competition in those markets?
- Resources: What resources (skill, assets, finance, relationships, technical competence, and facilities) are required in order to be able to compete?
- Environment: What external, environmental factors affect the businesses’ ability to compete?
- Stakeholders: What are the values and expectations of those who have power in and around the business?

Strategic management gives a business and the people that work in it, direction, hope and vision and is therefore a recipe for success!

Dates: 26 & 28 October

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R 290

### ***Project Management – Planning for Success!***

**Christopher Swart**

***B.Sc. M. En. Programme in Project Management***

- Part One: The Triple Constraint

The essence of Project Management is the ability to manage the relationship between the tasks / activities / work of a project to be completed on time and within budget. To do this you need to understand this relationship known as the “triple constraint”. In part one of this course you will explore the notion that success in a project is none other than to follow a set of instructions similar to that of a recipe. However, this recipe needs to be reliable and accurate.

- Part Two: Scope Management

Scope Management is the process to complete a “to do” list within the project plan, or the “project recipe”. Why is this the cornerstone to project success? We explore the typical pitfalls in defining the tasks to be completed, and how this is related to what needs to be delivered, and why so many projects fail at this level.

- Part Three: Time Management

In Project Management we plan to start each task identified on time, and to finish it within the estimated timeframe planned. Inevitably this will not happen, but we need to adjust our planning continuously to still finish the project as close as possible to the initial estimate for completion. We explore the tools that Project Managers use to do this, such as the Gantt Chart.

- Part Four: Cost Management

When we need to estimate the budget for a project, that estimate need to be as accurate as possible. For this we use the ABC of Cost Management, i.e. Activity Based Costing. Together with the cost of equipment and materials, this will constitute our budget, but we then have to control this budget. We explore the tools for doing this.

- Finally: Variance at Completion

What are the classical mistakes for not finishing a project within the estimated time? And why do projects inevitably run over budget? We look at ways to avoid this and the tools readily available to manage this process.

Dates: 2 – 16 November

Tues & Thurs

18:30 – 20:30

Sessions: 5

Cost: R 650



## ***All you Want to Know about Starting your Own Business***

***Steve Reid***

***B. Comm. Business Coach,***

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

Leaving a stable job, with a guaranteed salary can be a daunting concept, and not for the fainthearted, but it can also be the most rewarding decision you will ever make, and this course will empower you to make an educated decision. You will explore:

- What kind of business has good growth potential?
- The 7 key questions to answer before starting a business.
- Understanding the compliance requirements in starting a business.
- Building a strong business model (horse) and a resilient entrepreneur (jockey).
- Putting it together with a business model canvas.

Finally, you will be given the opportunity to have your questions answered by a business coach and an entrepreneurial guest who is “out in the field”. Tea and mid-morning snacks will be provided.

Date: 6 November                      Saturday                      09:00 – 13:00                      4 Hours                      Cost: R360

## ***Practical Bookkeeping/Accounting***

***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: 25, 27 Oct, 2, 3 & 8 Nov      Mon, Tues & Wed      18:30 – 20:30      Sessions: 5      Cost: R 650

## ***Introduction to Business Accounting***

***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: 9 – 16 November                      Tues & Thurs                      18:30 – 20:30                      Sessions: 4                      Cost: R560

## ***Branding your Business***

***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.

Dates: 2 & 4 November

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R490

## **RECRUITMENT & CAREERS**

### ***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. 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: 30 October

Saturday

09:00 – 13:00

4 Hours

Cost: R520

### ***Dealing with Retrenchments and Career Transitions***

***Jennifer Ritchie***

***Recruitment Specialist/Career Coach, Trainer & Consultant***

We are living in difficult times with retrenchments or salary cuts a daily reality. Fear and panic lead to rushed job applications which generate no results. An expert Retrenchment Recovery and Career Transitions coach, Jennifer, will work through the integrated process steps of not only coping, but of successfully finding new sources of income through career options that actually work. You will also be assisted in drafting a professional CV. (Please submit your current CV on registering). An online copy of her book: *A Coaching Handbook for Re-inventing Yourself after Retrenchment* can also be ordered for R50.

Date: 15 November

Monday

18:30 – 20:30

Sessions: 1

Cost: R240 Add R50 if you would like the book

## ***Professional Interview Techniques***

***Jennifer Ritchie***

***Recruitment Specialist/Career Coach, Trainer & Consultant***

If you are asked to attend an interview, it means you have met the paper-based requirements for a position, yet so often the process goes no further, and feedback is seldom given. Succeeding in an interview requires specific recruitment process understanding, a particular approach and basic preparation techniques. You need to know where to start, how to articulate your value add, how to deal with competency-based questions and come through having scored higher than other shortlisted candidates. The workshop equips you with all these critical techniques in a way which will leave you motivated and determined to prove your worth and build on your career success.

Date: 18 November

Thursday

18:30 – 20:30

Sessions: 1

Cost: R240

## **LEADERSHIP, MANAGEMENT & SOFT SKILLS IN THE WORKPLACE**

### ***Mastering the Art of Public Speaking***

***Steve Reid***

***B. Comm. Business Coach,***

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

The fear of public speaking is listed as one of the most intimidating of all fears! This course will help you to prepare off-stage so that you can be well prepared on-stage. You will cover:

- A method to be exceptionally clear (Fog cutting arrow)
- Tools to increase your confidence and impact
- Ways to overcome fear and lack of confidence
- Tools to build a compelling talk
- A “pop up” opportunity to apply your learning. (Pitch your idea)

Short videos and exercises make this two-night session a practical, yet positive experience.

Date: 2 & 4 November

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R290

### ***Exploring the Benefits of Emotional Intelligence in Leadership***

***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: 26 October

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

### ***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: 16 November

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

## ***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: 18 November

Thursday

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: 3 November

Wednesday

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: 8 November

Monday

18:30 – 20:30

Sessions: 1

Cost: R150

## ***Negotiation Skills***

***Loretta Erasmus***

***M. Phil. Management Coaching / Business Coach***

For most of us, negotiation is an everyday occurrence. For some this skill comes easily, others struggle with it! We negotiate when asking the boss for a raise, discussing the terms of a contract, bargaining with a seller at a market for the best price, encouraging our children to eat their vegetables, working out a conflict with your loved ones, asking the boss to leave early, etc. This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small.

Date: 25 & 27 October

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R280

## ***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: 9 & 11 November      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R280

## **ESSENTIAL IT SKILLS FOR THE WORKPLACE**

### ***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 9.

Date: 30 October      Saturday      09:00 – 13:00      4 Hours      Cost: R520

### ***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: 25 & 27 October      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: 3 & 8 October      Wed & Mon      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: 10 & 15 Nov

Wed & Mon

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: 18 November

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: 27 October

Wednesday

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 18.

Date: 26 October

Tuesday

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: 3 November

Wednesday

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: 10 November

Wednesday

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: 16 November

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

## **MARKETING YOUR BUSINESS OR 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.

Date: 16 & 18 November      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R490

### ***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: 6 November      Saturday      09:00 – 13:30      4.5 hours      Cost: R520



## ***Branding your Business***

***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.

Dates: 2 & 4 November      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R490

## ***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: 9 & 11 November      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R490

## **COMPUTER SKILLS**

***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: 30 Oct & 6 Nov      Saturdays      09:00 – 13:00      8 Hours      Cost: R760

**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: 25 &amp; 27 October

Mon &amp; 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: 3 &amp; 8 November

Wed &amp; Mon

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: 10 &amp; 15 Nov

Wed &amp; Mon

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: 18 November

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: 27 October

Wednesday

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: 26 October

Tuesday

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: 3 November

Wednesday

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: 10 November

Wednesday

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: 16 November      Tuesday      18:30 – 20:30      Sessions: 1      Cost: R270

**CODING COURSES****Coding with Python for Absolute Beginners****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, a 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. You will have fun learning Python as a programming language and challenging yourselves to think like computer programmers. 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: 26 & 28 October      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R490

**Python for Those with Some Programming Background****Octavia Chidiyiwa****M.Sc. Computer Science, IT Project Administrator, Computer Trainer  
Level Up Geek Up Academy**

If you are looking to add a new programming language to your stack, then this Python crash course is for you. Python language is expressive and productive, so you can create solutions quickly and others can understand it easily. One of the fundamental ideas behind Python is to facilitate an easily readable code. The syntax of Python is simple, clean and easy to understand. Unlike many other programming languages, its code is relatively easy to read as it resembles a part of everyday English that we speak. Python is a great addition to your skill set no matter where your career ends up taking you. With Python you can build simple scripts to complex applications. You can do it quickly, safely and fewer lines of code than you might think possible. Python is fun, expressive, its readable style, quick editing, run development cycle meaning you can sit down writing code, rather than fighting compilers and complex syntax. Python will grow with you as your experiments become prototypes, your prototypes become products. Python makes the experience of writing software easier and enjoyable. At the end of this course you should have a good foundation and background for further learning if you want to become an expert.

Date: 2 – 11 November      Tues & Thurs      18:30 – 20:30      Sessions: 4      Cost: R790

## **TECHNOLOGY**

### ***Being Tech-Savvy! Demystifying the Jargon around Technology***

***Craig Murray***

***Computer Lecturer/ Head: IT Infrastructure & Network Administration***

Do you get confused when your children, grandchildren, friends or family rattle off technology jargon and automatically expect you to understand what they mean? Looking to buy a new TV or a computer only to be absolutely bombarded with jargon and smooth sales talk that leaves you with less clarity than before you entered the shop? Have no idea what type of internet connection you'll need at home and don't know what on earth LTE or fibre is? If you answered yes to any of these questions, then this course is for you. Over the course of the evening, this course will demystify things such as internet connection types, smart TV vs a normal TV, tablet vs iPad and help you choose a streaming service that is worth your money amongst other modern marvels. In this relaxed environment, you can ask questions to your heart's content and get answers that won't leave you feeling like you need a PhD in jargon.

The pace of technology is only going to keep accelerating. This is your chance to get clued up, be armed with better information to make the best purchase possible for your money and best of all, show the young whippersnappers that technology is there to benefit everyone!

Date: 15 November                      Monday                      18:30 – 20:30                      Sessions: 1                      Cost: R190

## **PHOTOGRAPHY**

### ***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: 30 October                      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: 6 November                      Saturday                      09:00 – 13:00                      4 hours                      Cost: R480

## **LIFESTYLE, HEALTH & WELLNESS**

### ***Retirement: Living a Fulfilled Life***

***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: 6 November

Saturday

09:00 – 12:30

3.5 Hours

Cost: R 280 per individual or R540 per couple

## **THE OUTDOORS, GARDENING & DIY COURSES**

### ***All about Bees & Beekeeping***

***Melissa Harris***

***Beekeeper & Teacher***

In this fascinating session you will learn all about beekeeping, including:

- How to recognise the difference between honey bees, solitary bees and wasps.
- Learning about the amazing activities of honey bees.
- Recognising the sexes and castes of honey bees.
- Parts of the hive, choices of some of the different hives with their pros and cons.
- How bees function and how the beekeeper manages them – tools of the trade.
- Identifying and managing major pests and diseases.
- Details of insurance and local associations.
- Swarm collection and swarm control.
- Harvesting, storage, processing, labelling and selling the honey.

Date: 27 October

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R130

### ***Gardening for Birds, Bees & Butterflies***

***Dalton Gibbs***

***Westlake Nature Reserve/Area Manager South***

Do you want to attract birds, bees and butterflies to your garden? An indigenous fynbos garden is the perfect low-maintenance, water wise garden that birds, bees and butterflies love! In this course, Dalton will look at some of the practical considerations when starting an indigenous fynbos garden as well as the varieties of plants available to you.

Date: 28 October

Thursday

19:00 – 21:00

Sessions: 1

Cost: R120

## ***Birds & Birding – An Introduction to Birding in Cape Town***

***Dalton Gibbs***

***Westlake Nature Reserve/Area Manager South***

Birdwatching is such an exciting world to explore and you needn't go further than your backyard to encounter the most amazing birds! Dalton, who is not only very knowledgeable about all aspects of birds and bird life, but is also passionate about the subject, will introduce you to the birds that can be found in the South Western Cape and what you need to do to keep them in your garden! In addition to the lecture, you will be given the opportunity to see the birds in their natural environment by going on field trips to Strandfontein (Saturday 13 November from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 20 November from 09:00 – 12:00). These field trips will be arranged at the first session advertised below. No age restriction applies to this course, so bring the whole family along! The course fee includes the in-house session, as well as the field trips. Please note, however, that you will need to cover the gate fee at Rondevlei.

Date: 8 November	Monday	18:30 - 20:30	Sessions: 1	
13 & 20 November	Saturdays	09:00 – 12:00	2 Field Trips	Cost: R320

## ***Introduction to Power Tools – for Women***

***Charlie Flanagan***

***Engineer / Master Builder / Consultant / Flanagan Construction/Training***

Power tools make DIY jobs in and around the house so much simpler and easier, but if you don't know what you're doing, working with them can be quite daunting. Find out how to use power tools and their accessories and attachment for home DIY in this informative workshop. The course fee includes mid-morning tea and snacks.

Date: 30 October	Saturday	09:00 – 12:00	3 hours	Cost: R280
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## ***What Every Driver Should Know about His/Her Car***

***Charles Flanagan***

***Flanagan Training***

Everyone who drives needs to be equipped to take care of some basic emergency situations – such as if you get a flat tyre on a deserted road, or your car won't start. This practical course will empower you by teaching you how to:

- Change a tyre
- Jump start a car
- Check: oil levels, the battery, windscreen wipers and brake fluid levels.

This is a part theory, part hands-on course and the numbers are therefore limited to 12, so you will need to register early to avoid disappointment! Please wear comfortable clothing and closed shoes, and bring along a notebook and a pen. Tea & Snacks are included in the course fee.

Date: 30 October	Saturday	13:00 – 16:00	3 hours	Cost: R280
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## **PERSONAL DEVELOPMENT, MENTAL HEALTH & PSYCHOLOGY**

**Additional Personal Development courses can be found in the “Soft Skills in the Workplace Section on Pages 10 - 12.**

### ***Motivation & Emotion: The Role that Emotions Play in our Everyday Life***

***Robyn Jansen van Vuuren***

***M.A. Psychological Research***

People often wonder why some people are more motivated to succeed in life than others. However, our motivations are often driven by quite primitive needs, such as hunger and emotional fulfilment. The experience of emotions is an integral part of our ability to be healthy, functioning members of society. Emotions affect our relationships and our personal health and can also be important drivers in decision making. This course will discuss what motivates us to engage in certain behaviours, and the role that emotions play in our everyday lives.

Date: 27 October                      Wednesday                      19:00 – 21:00                      Sessions: 1                      Cost: R140

### ***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: 10 November                      Wednesday                      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: 18 November                      Thursday                      18:30 – 20:30                      Sessions: 1                      Cost: R140



## **MISCELLANEOUS**

### ***Djembe Drumming***

***David Keuning***

***AfroBeat Drumming***

Learn how to play the djembe/bongo drums in this fun-filled course! You will learn how to: hold the drum; how to tighten and care for it; how to read drum notation and the positions on the drum for the various "notes", as well as some simple to more challenging rhythms/techniques. All equipment will be provided for use during the course.

28 Oct – 18 Nov

Thursdays

18:30 – 20:30

Sessions: 4

Cost: R410



## **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.**

### ***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: 16 November

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

### ***Exploring the Benefits of Emotional Intelligence in Leadership***

***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: 26 October

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

### ***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: 3 November

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: 18 November

Thursday

18:30 – 20:30

Sessions: 1

Cost: R140

## ***Strategic Management – Sowing Vision and Hope***

***Christopher Swart***

***B.Sc. M. En. Programme in Project Management***

Is your business floundering because of a lack of long-term strategic planning – a lack of “vision”? Strategy is the direction and scope of an organisation over the long-term. Are you struggling to get your middle management to “buy into” your vision for the company? This course will give everyone a new perspective on the benefits of strategic planning and will set your business on the road to success. Course details can be found on page 7.

Dates: 26 & 28 October

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R 290

## ***Project Management – Planning for Success!***

***Christopher Swart***

***B.Sc. M. En. Programme in Project Management***

There is a reason why Project Management is becoming so popular – because by using project management principles and processes, you get the job done sooner, more efficiently, on time, and on budget. Why not find out how to apply these processes to the projects at work – you won’t look back! A detailed course summary can be found on page 7.

Dates: 2 – 16 Nov

Tues & Thurs

18:30 – 20:30

Sessions: 5

Cost: R 650

## ***Mastering the Art of Public Speaking***

***Steve Reid***

***B. Comm. Business Coach,***

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

Whether you need to do a presentation to the board, or a sales pitch to a client, public speaking skills are essential if you want to be successful in the business world! The fear of public speaking is listed as one of the most intimidating of all fears! This course will help you to prepare off-stage so that you can be well prepared on-stage. You will cover:

- A method to be exceptionally clear (Fog cutting arrow)
- Tools to increase your confidence and impact
- Ways to overcome fear and lack of confidence
- Tools to build a compelling talk
- A “pop up” opportunity to apply your learning. (Pitch your idea)

Short videos and exercises make this two-night session a practical, yet positive experience.

Date: 2 & 4 November

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R290



## **EDUCATOR ENRICHMENT COMPONENT**

### **PERSONAL & PROFESSIONAL GROWTH**

Our full list of **Personal Development, Lifestyle, Health & Wellness courses** can be found on  
**pages 10 – 22 & 21 – 23**

#### ***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: 3 November

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: 10 November

Wednesday

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 11.

Date: 8 November

Monday

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: 9 & 11 November      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R280

## ***Negotiation Skills – Making your Classroom a Win-Win Environment***

***Loretta Erasmus***

***M. Phil. Management Coaching / Business Coach***

Teachers are involved in negotiation with learners and colleagues all day! From encouraging learners to focus in class, dress correctly and do their homework, to making correct choices in life. There is no more room for the old fashion "because I said so" attitude – it is all about all parties "buying in" to the idea for it to work. This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small.

Date: 25 & 27 October      Mon & Wed      18:30 – 20:30      Sessions: 2      Cost: R280

## **MANAGEMENT & LEADERSHIP TRAINING**

### ***Strategic Management – Taking your School in the Right Direction***

***Christopher Swart***

***B.Sc. M. En. Programme in Project Management***

Does your school have a stated "vision" that inspires the staff and students? Will your strategic policies benefit the school in the long term? Are you using the resources at your disposal responsibly and intelligently? What gives your school the "edge" over the other schools in the area? Which external factors will affect your ability to "perform"?

School management teams, as well as Governing Body members will benefit from this course which will certainly get you thinking in the right direction! A more detailed course summary can be found on page 7.

Dates: 26 & 28 October      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R 290

### ***Project Management – Planning for Success!***

***Christopher Swart***

***B.Sc. M. En. Programme in Project Management***

School managers – Principals, Deputies, HOD's, Business, and Estate Managers – are constantly required to manage "projects" – but because they are unaware of project management principles, the projects often falter or run over time and budget. This short course will change the way things are done at your school, and ensure that projects are completed professionally, and within the given time and budget constraints. Course details can be found on page 7.

Dates: 2 – 16 November      Tues & Thurs      18:30 – 20:30      Sessions: 5      Cost: R 650

## **Mastering the Art of Public Speaking**

**Steve Reid**

**B. Comm. Business Coach,**

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

**Teachers earn SACE CPDT points for this course**

Being a good teacher doesn't necessarily mean that you have the confidence to run a school assembly, speak at prize giving, or address the parents at a Grade meeting. With a little practice, however, you can learn these skills! This course will help you to prepare off-stage so that you can be well prepared on-stage. A more detailed course summary can be found on page 13.

Date: 2 & 4 November      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R290

## **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: 16 November      Tuesday      18:30 – 20:30      Sessions: 1      Cost: R150

## **Exploring the Benefits of Emotional Intelligence in Leadership**

**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: 26 October      Tuesday      18:30 – 20:30      Sessions: 1      Cost: R150

## **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: 18 November      Thursday      18:30 – 20:30      Sessions: 1      Cost: R140

## **CLASSROOM MANAGEMENT & LEARNER-RELATED 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. Mid-morning tea and snacks will be provided.

Date: 30 October

Saturday

09:00 – 13:00

4 Hours

Cost: R320

### ***How to Support Children who suffer from Dyscalculia***

***Rene Fahrenfort***

***Barriers to Learning Trainer & Educator***

Dyscalculia is an often unrecognised barrier to learning which affects children's ability to do maths. It can have a serious impact on a child's abilities in the classroom, and on their self-esteem in general. This workshop is aimed at primary school teachers and support staff. It is interactive and there will be opportunities for discussion and questions.

Date: 2 November

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R160

### ***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: 18 November

Thursday

18:30 – 20:30

Sessions: 1

Cost: R140

## **INTERACTIVE TECHNOLOGY, COMPUTERS & PHOTOGRAPHY**

The full array of **Computer & Photography** courses can be found on pages 16 - 20.

### ***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: 30 October                      Saturday                      09:00 – 13:00                      4 hours                      Cost: R630

### ***Coding with Python for Absolute Beginners***

***Octavia Chidiyiwa***

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

This course is ideal for CAT teachers and aims to prepare anyone who would like to be creative, collaborative, a 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. You will have fun learning Python as a programming language and challenging yourselves to think like computer programmers. 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: 26 & 28 October                      Tues & Thurs                      18:30 – 20:30                      Sessions: 2                      Cost: R490

### ***Python for those with Some Programming Background***

***Octavia Chidiyiwa***

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

If you are looking to add a new programming language to your stack, then this Python crash course is for you. Course details can be found on page 19.

Date: 2 – 11 November                      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  
Google Drive  
Google Drive Advanced  
Google Forms  
Course details can be found on pages 16 - 22.

## ***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***

Imagine being able to set an exam paper and then being able to have your whole department moderate it online without having to send the hard copy around to everyone and run the risk of someone compromising the exam by forgetting it in a classroom? Imagine being able to collaborate on a sports fixture list, or a timetable, or a document - instantly, on any device and from anywhere? Imagine the time you could save? Google Drive can do all that – course details can be found on page 18. You will need a Gmail account. Please don't forget to bring your password along.

Date: 26 October                      Tuesday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

## ***Google Drive – Exploring Advanced Features***

***Susan Stein***

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

Find out how the Advanced features of Google Drive can benefit you as an educator. Course details can be found on page 18.

Date: 3 November                      Wednesday                      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! So, if you prefer Microsoft to Google, then this one's for you! Course details can be found on page 18.

Date: 27 October                      Wednesday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

## ***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 18.

Date: 10 November                      Wednesday                      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: 16 November                      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 education. It's ideal for mark sheets and keeping track of results. Computer literacy is a pre-requisite for attending this course.

Dates: 25 & 27 October      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: 3 & 8 November      Wed & Mon      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. Details can be found on page 17.

Dates: 10 & 15 November      Wed & Mon      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. It is perfect for Principals, Deputies and Heads of Grades/Subjects who need to analyse and compare large amounts of data!

Date: 18 November      Thursday      18:30 – 20:30      Sessions: 1      Cost: R270

## ***Being Tech-Savvy! Demystifying the Jargon around Technology***

***Craig Murray***

***Computer Lecturer/ Head: IT Infrastructure & Network Administration***

Tired of being “in the dark” with regard to technology and not able to make informed decisions when buying equipment? The pace of technology is only going to keep accelerating. This is your chance to get clued up, be armed with better information to make the best purchase possible for your money and best of all, understand what the learners in your classes are talking about! A detailed course description can be found on page 27.

Date: 15 November      Monday      18:30 – 20:30      Sessions: 1      Cost: R190

## **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: 2 & 4 November      Tues & Thurs      18:30 – 20:30      Sessions: 2      R490

### ***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 16.

Dates: 9 & 11 November      Tues & Thurs      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 15.

Date: 16 & 18 November      Tues & Thurs      18:30 – 20:30      Sessions: 2      R490

### ***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 15.

Date: 6 November      Saturday      09:00 – 13:30      4.5 hours      Cost: R520



## **LEARNER ENRICHMENT COMPONENT**

### ***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: 30 October

Saturday

09:00 – 13:00

4 hours

Cost: R480

### ***Coding with Python for Absolute Beginners***

***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, a 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. You will have fun learning Python as a programming language and challenging yourselves to think like computer programmers. 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: 26 & 28 October

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R490

## **GRADE 10 REVISION SCHOOL COURSES**

The lockdown period has been a challenge for many learners who, for various reasons, have not been able to do justice to their school work. The aim of the **GRADE 10 REVISION SCHOOL** is to give the **GRADE 10'S** the opportunity to reinforce some difficult sections of work, and prepare for the end of year exams by exposing them to typical exam-type questions. Detailed study notes will be handed out at each session.

The courses are **NOT** restricted to Bergvliet High School students and acceptance is on a first-come, first-served basis. **Please note that class numbers are severely restricted due to social distancing protocols.**

### ***AFRIKAANS FIRST ADDITIONAL LANGUAGE – N. Coetzee, B. Jacobs, G. Avenant, E. Anderton***

In this useful course, you will revise the Comprehension and Summary, Grammar rules, and Literature and Writing. You will be given comprehensive notes which will give you something concrete to study and will help you to improve your Afrikaans mark.

Saturdays: 09:00 – 10:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

### ***SCIENCE – Z. Booysen***

Struggling to get to grips with Science, or working towards an “A”? Revise the following important sections, in this useful course:

- Chemical Bonding;
- Quantitative Aspects of Chemical Change (Stoichiometry);
- Vectors, Scalars and Motion in one direction;
- Electrostatics and Electricity.

Saturdays: 10:00 – 11:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

### ***ACCOUNTING – C. Stevens***

Revise the following sections and write your exams with confidence:

- Accounting Equation;
- Financial Statements (including all adjustments);
- Debtors & Creditors Reconciliation;
- Analysis & Interpretation
- Ethics & Internal control

Saturdays: 10:00 – 11:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## ***LIFE SCIENCES – F. Earl, M. Brouwer, O. Peel***

Gain confidence in Life Sciences by revising the following important sections:

- Animal Tissues & Skeleton
- Plant Tissues and Plant Organs
- Chemistry of Life
- Cells & Mitosis

Saturdays: 11:00 – 12:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## ***BUSINESS STUDIES – M. Fortune***

Revise the following sections and see how your Business Studies mark improves:

- Creative thinking & Problem Solving;
- Forms of Ownership;
- Business Environments, and
- Socio-economic Issues.

Saturdays: 11:00 – 12:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## ***MATHS – C. Smith, A. Naysmith, S. Gibbs***

One can never revise enough in Maths, and in this course you will look at the following sections of work:

- Expressions & Equations;
- Functions
- Trigonometry & Trigonometry Functions;
- Analytical Geometry;

Saturdays: 12:00 – 13:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## ***MATHS LITERACY – P. Furstenburg***

Gain the upper hand in the working world of practical Maths. In this course you will cover:

- **Finance** - Tariff Systems, Interest & Tax
- **Graphs** – Patterns, Relationships, Tables, Equations & Graphs
- **Data Handling, Maps & Plans** – Measures of Central Tendency and Spread, Scale, Mapwork, SDT
- **Measurement** – Perimeter, Area, Volume, TSA & Time

Saturdays: 12:00 – 13:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## ***VISUAL ART – S. Shukla***

Improve your art marks by revising the following important sections:

- **Session 1:** Theory: Visual Literacy, Formal elements of Art, Principles of Art, Describing a work of Art
- **Session 2:** Description of PATs and the mark allocation.  
Theory: African Art, Mesopotamia & Egypt
- **Session 3:** Subject matter and themes  
Theory: Life in the Middle Ages, Renaissance
- **Session 4:** Media and Techniques, Presentation of final artworks.  
Theory: Baroque Art, Rococo Art

Detailed handouts will be given.

Saturdays: 13:00 – 14:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## ***CONSUMERS – A. Mamhede***

Want to do well in Consumers? Focussed revision of the following sections will ensure success in the exams:

- Entrepreneurship
- The Consumer
- Food & Nutrition
- Examination Preparation

Saturdays: 13:00 – 14:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## ***ENGLISH – J. Ritchie, A. Buerger, E. Bester, L. Barnwell***

Do you feel that you have lost your edge in English because of the conditions under lockdown? Take advantage of this excellent opportunity to brush up on old skills as well as learning some new ones. This four week course covers the more challenging sections of the English syllabus and is absolutely essential for anyone looking to improve their results in English, or achieve an A-aggregate.

- **Writing** - How to prepare for Paper 3 and build on your writing expertise
- **Literature** - Approaches to literature analysis and essay writing
- **Poetry** - How to analyse seen and unseen poetry
- **Language** - Visual Text analysis, and essential grammar including error correction.

Saturdays: 14:00 – 15:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## **GRADE 11 REVISION SCHOOL COURSES**

The aim of the **REVISION SCHOOL** is to prepare **GRADE 11'S** for the end of year exams by exposing them to typical exam-type questions, which will improve their results since they will submit this report to tertiary institutions for provisional acceptance into their chosen field of study.

The courses are **NOT** restricted to Bergvliet High School students and acceptance is on a first-come, first-served basis. **Please note that class numbers are restricted due to social distancing protocols.**

### ***SCIENCE – Z. Booysen***

Struggling to get to grips with Science, or working towards an “A”? Revise the following important sections, amongst others, in this useful course:

- Newton’s Laws including Universal Gravitational Law;
- Intermolecular Forces and Part 1 of Quantitative aspects of chemical change (Stoichiometry);
- Part 2 of Quantitative aspects of chemical change (Stoichiometry)
- Electrical circuits including internal resistance.

Saturdays: 09:00 – 10:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

### ***ACCOUNTING – C. Stevens***

This course will give you the “edge” in the Grade 11 final exam by revising the following sections:

- Bank Reconciliation;
- Asset Disposal;
- Partnerships - Financial Statements: Income Statement & Balance Sheet;
- Cash Budgets, and
- Manufacturing.

Saturdays: 09:00 – 10:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

### ***AFRIKAANS FIRST ADDITIONAL LANGUAGE – N. Coetzee, M. Stander, G. Avenant, D. Blennies***

In this useful course, you will revise the Comprehension and Summary, Grammar rules, and Literature and Writing. You will be given comprehensive notes which will give you something concrete to study and will help you to improve your Afrikaans mark.

Saturdays: 10:00 – 11:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## ***MATHS – B. Jorge, L. Storey, K. Grebe, J. Mele***

This is the time to buckle down and focus on getting the results you need for your university applications. Revise the following sections and approach the exam with confidence:

- Quadratic Equations & Inequalities;
- Functions;
- Trigonometry;
- Geometry

Saturdays: 11:00 – 12:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## ***MATHS LITERACY – P. Furstenburg***

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

- **Finance 1** - Interests & Tariff Systems
- **Finance 2** – UIF, Tax, Exchange Rates & Banking
- **Data Handling & Maps and Plans** – Measures of Central Tendency and Spread, Scale, Mapwork, SDT
- **Measurement** – Perimeter, Area, Volume & TSA

Saturdays: 11:00 – 12:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

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

The following important sections will be covered in this useful revision course:

- Nutrition
- Human Excretion
- Biodiversity
- Aspects of Homeostasis

Scientific method and exam technique will also be covered to ensure that you are completely exam-ready!

Saturdays: 12:00 – 13:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## ***BUSINESS STUDIES – M. Fortune***

Revise the following sections and see how your Business Studies mark improves:

- Marketing;
- Production;
- Creative Thinking & Problem Solving, and
- Avenues of Acquiring a Business.

Saturdays: 12:00 – 13:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450



## **ENGLISH – J. Ritchie, A. Buerger, E. Bester, L. Barnwell**

Do you feel that you have lost your edge in English because of the conditions under lockdown? Take advantage of this excellent opportunity to brush up on old skills, as well as learning some new ones. This four week course covers the more challenging sections of the English syllabus and is absolutely essential for anyone looking to improve their results in English, or achieve an A-aggregate.

- WRITING - How to prepare for Paper 3 and build on your writing expertise
- LITERATURE - Approaches to literature analysis and essay writing
- POETRY - How to analyse seen and unseen poetry
- LANGUAGE - Visual Text analysis, and essential grammar including error correction.

Saturdays: 13:00 – 14:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## **HISTORY – B. Nygaard**

Improve your History mark by revising the following important sections in this useful course:

- Source-based skills and tips
- Essay skills and structure
- Paper 1 content: Russian Revolution; Capitalism in the USA; Pseudo-scientific racism theories; Ideas of race in Australia and Nazi Germany
- Paper 2 content: Afrikaner Nationalism; Pan Africanism (from Gold Coast to Ghana); Apartheid in South Africa – segregation and resistance.

Saturdays: 14:00 – 15:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## **VISUAL ART – S. Shukla**

Improve you art marks by revising the following important sections:

- **Session 1:** Theory: Visual Literacy, Formal elements of Art, Principles of Art, Describing a work of Art
- **Session 2:** Description of PATs and the mark allocation.  
Theory: Introduction to 19<sup>th</sup> century, Start of Modernism
- **Session 3:** Subject matter and themes  
Theory: Early 20<sup>th</sup> century, Between the world wars
- **Session 4:** Media and Techniques, Presentation of final artworks.  
Theory: Post 1946 art, Multimedia.

Detailed handouts will be given.

Saturdays: 14:00 – 15:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450

## **CONSUMERS – A. Mamhende**

Want to do well in Consumers? Focussed revision of the following sections will ensure success in the exams:

- Entrepreneurship
- The Consumer
- Food & Nutrition
- Examination Preparation

Saturdays: 14:00 – 15:00  
16, 23, 30 October & 6 November

Sessions: 4  
Cost: R450



## **FOURTH 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 FOURTH 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	
<b>Total enclosed:</b>		<b>R</b>
Please indicate whether you would like to be placed on our <b>free</b> electronic mailing list. <b>Only select this option if you have NOT been receiving the prospectus via e-mail.</b>		<div style="display: flex; justify-content: space-between; width: 100%;"> <span>Yes</span> <span>No</span> </div>

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](mailto: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.



## **GRADE 10 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
Afrikaans	R 450		
Science	450		
Accounting	450		
Life Sciences	450		
Business Studies	450		
Maths (Pure)	450		
Maths (Literacy)	450		
Visual Art	450		
Consumers	450		
English	450		
<b>TOTAL AMOUNT PAYABLE</b>			<b>R</b>
Cheques or EFT payments should be payable to <b>BERGVLIET HIGH SCHOOL.</b>			

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 or EFT,**

**DIRECT BANKING DETAILS:** ABSA Bank, Account Name: Bergvliet High School, Current Account No: 4078183123 Branch Code: 632005 Reference: CEP + YOUR FULL NAME.

**Please fax (021 715 0631) or e-mail this registration form along with proof of payment to [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)**

Alternatively, you may **register in person** 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 Continuing Ed. Office: 021 713 7999 or Katharine Miles: 082 409 2195.



## GRADE 11 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
Science	R 450		
Accounting	450		
Afrikaans	450		
Maths (Pure)	450		
Maths (Literacy)	450		
Life Sciences	450		
Business Studies	450		
English	450		
History	450		
Visual Art	450		
Consumers	450		
<b>TOTAL AMOUNT PAYABLE</b>			<b>R</b>
Cheques or EFT payments should be payable to <b>BERGVLIET HIGH SCHOOL</b> .			

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** or **EFT**,

**DIRECT BANKING DETAILS:** ABSA Bank, Account Name: Bergvliet High School, Current Account No: 4078183123 Branch Code: 632005 Reference: CEP + YOUR FULL NAME.

**Please fax (021 715 0631) or e-mail this registration form along with proof of payment to [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)**

Alternatively, you may **register in person** 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 Continuing Ed. Office: 021 713 7999 or Katharine Miles: 082 409 2195.