



bergvliet high
continuing
education



TERM 4 2022

Lifelong Learning Courses for:

Adults | Educators | Corporates | Learners

www.bhs.org.za kmiles@bhs.org.za 021 713 7999

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GENERAL INFORMATION

What is the Continuing Education Programme all about?

The Continuing Education Programme was launched in 1989. It is a lifelong learning programme which runs every term at Bergvliet High School and its aim is to enable everyone to continue their education in a meaningful and practical way.

The Continuing Education Programme is accessible to everyone, and our focus is not on making money, but rather on making a difference in people's lives. We aim to provide a service to people, to teach, educate and provide fun and interesting activities that can even lead to people starting their own small businesses, or just inspire you to explore a new hobby or interest.

One of our objectives is to empower the unemployed by enabling them to learn the skills which could improve their chances of finding employment.

What does CEP offer?

More than 100 different short courses are offered per term, to the public, during the week at night, and on Saturdays.

The course categories include:

- Adult Enrichment – for over 18's
- Educator Development – for schools and educators
- Learner Support Programmes - for high school students
- Corporate Training & Development – for our business and corporate clients

We tailor make our corporate workshops to suit your needs

Depending on your staff training or development needs, we will create courses which are customised to your specific needs. We are able to offer training workshops at your place of work for small or large groups. This is ideal for staff training sessions.

ACCREDITED COURSES

Many of our educator courses are SACE accredited.
PD points can be earned

LEARNER ENRICHMENT PROGRAMMES

Winter School Programmes
Revision Schools for Gr. 10, 11 & 12

CORPORATE TRAINING & DEVELOPMENT

Speak to us about your specific needs

ADULT ENRICHMENT

Personal Development, Arts & Crafts, Computer Courses and many more

EDUCATOR DEVELOPMENT

Classroom Management, IWB, New trends in Education, Computers & Learner-related courses

COMPLETION CERTIFICATES

All participants receive Certificates of Completion

GENERAL INFORMATION: TERMS & CONDITIONS

Continuing Education Office – Telephone: 021 – 713 7999

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

This prospectus is divided into 4 sections:

- | 1. | ADULT
ENRICHMENT | EDUCATOR
DEVELOPMENT | CORPORATE TRAINING
& DEVELOPMENT | LEARNER SUPPORT
PROGRAMMES |
|-----|---|---------------------------------|---|---------------------------------------|
| 2. | Admission will be on a first-come, first-served basis. Adult enrichment courses are only available to over 16's unless by special arrangement. | | | |
| 3. | All courses are in-person courses which will take place at Bergvliet High School unless otherwise stated. | | | |
| 4. | Term 4 courses begin on 24 October 2022 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on 16 November 2022 . | | | |
| 5. | Additional Programmes and Registration forms are available from the foyer of the school, local libraries, or on our website: www.bhs.org.za under "Continuing Ed". | | | |
| 6. | Details published herein are subject to change to fit in with school activities. Changes are unlikely and, as far as possible will be made by mutual arrangement. | | | |
| 7. | Course participants will be advised wherever possible of programme disruptions caused by unscheduled power outages and affected courses will be rescheduled. | | | |
| 8. | All courses at Bergvliet High School, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses. | | | |
| 9. | Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded. | | | |
| 10. | NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING. | | | |
| 11. | Please note the dates and starting times carefully. Parking is available in the school grounds on a first-come, first-served basis and although precautions will be taken to ensure the safety of your vehicle, the School and the Continuing Education Programme will not be held responsible for any loss or damage to vehicles parked in or around the school grounds. | | | |
| 12. | Gift vouchers are available for all courses. | | | |
| 13. | For your convenience, we are available to present most of the courses 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. | | | |

GENERAL INFORMATION - REGISTRATION

1. 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).
2. **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.**
3. **NO PHONE BOOKINGS WILL BE ACCEPTED**
4. For **registration enquiries**, contact the Continuing Education office: **021 713 7999**, Katharine Miles: **082 409 2195** or e-mail: kmiles@bhs.org.za

REGISTRATION FORM



bergvliet high
continuing
education

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

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

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

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

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

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

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

ADULT ENRICHMENT - CREATIVITY STARTS HERE

DRAWING: A PRACTICAL STUDY OF PORTRAITS

Ettienne Short **B.A.**

Artist & Teacher

This exciting course is for those already delving into the world of drawing with a special interest in drawing portraits; specifically using tone to create a form (much like painting). The two main areas of focus will cover creating form via the process of drawing in tones and layering, and secondly, examining and using the ratios hidden within our faces to assist in making accurate observations of the subject matter. The course will employ charcoal as the main medium; an incredibly forgiving medium which shares many properties with paint, making it ideal for practising the properties of tone-to-form art. The cost of the course material has been included in the course fee.

Date: Wed 26 Oct – 16 Nov **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R540

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 2 you will paint, gild, and varnish this beautiful bowl. (See image below).

All the materials will be provided in kit form (R100), which you will need to purchase from Saroj on the first day.

Date: Sat, 29 October **Time:** 09:00 – 11:00 **Duration:** 2 hours
Date: Sat, 5 November **Time:** 12:00 – 13:00 **Duration:** 1 hour
Cost: R250 (pay on registration) + Kit Price: R100 (pay to Saroj at the workshop)

SERVIETTE DECOUPAGE

Saroj Shukla B.A. Fine Art; Graphic Design and Photography Dip; ACE; PGCE

Art Teacher

For this workshop, you will need to bring your own empty can (such as a Koo beans can). The process will be demonstrated to you, and all the materials will be provided in kit form. You will create a stunning pencil or cutlery holder. **All the tools and materials will be provided at the cost of R80, which you will need to buy directly from Saroj on the day.**

Date: Saturday, 5 November **Time:** 09:00 – 11:30 **Duration:** 2.5 hours
Cost: R250 (pay on registration) + Kit Price: R80 (pay to Saroj at the workshop)



Gilded Edge Ring Bowls



Serviette Decoupage Tin

ADULT ENRICHMENT - SEWING FOR FUN/BAKING

LEARN TO SEW

Colleen Mick

Sewing Teacher

The course is ideal for the absolute beginner. You will learn how to use the sewing machine, thread 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
- How to cut, mark and sew a funky pincushion or phone stand "with a difference" by applying the basic skills - 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 (either a bag or a cushion cover), lay-up, cut, mark, and sew project

Course Requirements

- Sewing kit (purchased from instructor @ R75)
- Any sewing tools that you may already have e.g. scissors
- Fabric for session 2 (to be advised in first session)
- You are welcome to use our sewing machines at a hiring cost of R80 for the duration of the course) or bring your own one along. Please indicate which of these options you will choose on your registration form).
- Mid-morning tea/coffee and snacks will be provided.

Date: Saturday, 29 October
Saturday, 5 November
Time: 09:00 – 13:30
Duration: 2 sessions
R 610 (pay on registration) + Kit Price: R75 (pay to Colleen on Saturday 29 October.)
Cost: **Please add R80 to your course fee on registration** if you need to hire one of our sewing machines.

YUMMY SUMMER HOLIDAY TREATS

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

In this hands-on workshop will learn:

- How to make Watermelon shaped rice crispy treats, and
- How to make delicious crunchies,

The class includes:

- Professional tuition by Grace Stevens
- All materials & ingredients
- Access to all professional tools, colours, and everything you need to complete you project

Please bring along a container in which to take your goodies home.

Date: Wed, 2 November
Time: 18:00 – 20:30
Duration: 2.5 hours
Cost: R500

ADULT ENRICHMENT - BAKING & EDIBLE GIFTS

EDIBLE GIFTS 1

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

If you are at a loss as to what to give your friends and family, or even gifts for teachers at the end of the year, then this is the ideal workshop for you!

In this hands-on workshop you will:

- Learn how to make marshmallows from scratch,
- Learn how to make rainbow coconut ice,
- Explore boxing and gifting ideas for your baked gifts.

This workshop includes:

- Professional tuition by Grace Stevens
- All materials,
- Access to all professional tools, colours, and everything you need to complete your project.

Please bring along a container in which to take your gifts home.

Date: Monday, 7 Nov

Time: 18:00 – 20:30

Duration: 2.5 hours

Cost: R500

EDIBLE GIFTS 2

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

You will have such fun making goodies for those you love this holiday season!

In this hands-on workshop you will:

- Learn how to make caramel popcorn and turn it into a fun Christmas gift with some great additions,
- Learn how to make Christmas Mince Pies, including the pastry,

This workshop includes:

- Professional tuition by Grace Stevens
- All materials,
- Access to all professional tools, and everything you need to complete your project

Please bring along a container in which to take your gifts home.

Date: Wednesday, 9 Nov

Time: 18:00 – 20:30

Duration: 2.5 hours

Cost: R500



BAKING & EDIBLE CHRISTMAS DECORATIONS

GLUTEN-FREE BROWNIES

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

In this hands-on workshop, you will learn how to:

- Adapt your recipes to make them gluten free,
- Bake gluten free chocolate brownies

This class includes:

- Professional tuition by Grace Stevens.
- All materials including the recipe you will need to make your brownies.
- Access to all professional tools you need to complete you project.

Please bring along a container in which to take your brownies home.

Date: Saturday, 5 Nov

Time: 09:00 – 12:00

Duration: 3 hours

Cost: R550

GINGERBREAD COOKIES TO USE AS CHRISTMAS DECOR

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

There will be nothing boring about your Christmas tree this year!

In this hands-on workshop, you will:

- Learn how to bake Gingerbread cookies and decorate them to use as Christmas décor.
- These cookies also make wonderful end-of-year gifts for teachers!

This class includes:

- Professional tuition by Grace Stevens
- All materials,
- Access to all professional tools, and everything you need to complete your project.

Please bring along a container in which to take your cookies home.

Date: Mon, 14 November

Time: 18:00 – 20:30

Duration: 2.5 hours

Cost: R500



ADULT ENRICHMENT - BUSINESS & RECRUITMENT

PRACTICAL BOOKKEEPING/ACCOUNTING

Clive Stevens

Accounting Teacher

This popular “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.

Date: Mon, 24 Oct – 14 Nov **Time:** 18:30 – 20:30 **Duration:** 5 sessions **Cost:** R670

HOW TO SUCCEED IN FINDING & GETTING THE JOB YOU WANT!

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Finding suitable employment is challenging at every level, furthermore, it requires a technical understanding of recruitment practice and job market realities which are not easily acquired. Jennifer is an experienced career coach who specialises in assisting job seekers to understand and apply all the steps in finding the right job at the right time. Course content covers job market realities, a foolproof step-by-step process to follow and techniques to succeed.

Specifics include job search strategies, CV drafting, cover letter basics, interview preparation and principles and techniques to ensure you are the successful candidate. This is an invaluable course for anyone to whom career success and progression are non-negotiable.

Date: Thursday, 3 November **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R260

MARKETING YOUR BUSINESS ONLINE

SOCIAL MEDIA MARKETING: GET SOCIALLY SAUCED FOR YOUR SMALL BUSINESS

Lucille Divine B. Sc.

Graphic Designer, Marketing & Communications, Trainer

If you haven't added social media marketing to your business promotional strategy or have opened social media channels and are not utilising them to their full potential, then this introductory course is just for you. It's suitable for those who have little or no previous experience with using social media to amplify your business message.

You'll learn:

Session 1:

- The real-time stats around who is using social media marketing,
- Top social media campaigns that sizzle (local market case study),
- The pros and cons of using social media,
- Social media landscape in South Africa (big data & stats).

Session 2:

- Introduction to the top social media channels: Meta (Facebook, Instagram & WhatsApp), LinkedIn, Twitter, Pinterest, YouTube,
- How to create a social wheel link or strategy for your business,
- How to determine which social media site is best to position your business on.

You must be computer literate, in other words, you'll need to know the basics like how to open a window, paste, copy and click towards various sites. You'll be given worksheets to write and plan your strategy on and have access to the Google drive presentation slide deck - which you can keep as a reference once the course is over.

Date: Thurs, 3 November
Tues, 8 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

MARKETING: HOW TO CREATE SOCIAL MEDIA CONTENT

Lucille Divine

Graphic Designer, Marketing & Communications, Trainer

This hands-on course which will give you a full breakdown of how to create content for your social media channel. It will boost your business and take the pressure off you!

- 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, which is customer-centric and showcases your business message and story.

Date: Thursday, 10 November
Tuesday, 15 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

ADULT ENRICHMENT - COMPUTER COURSES

COMPUTERS FOR BEGINNERS

Cedric Goliath

Network Administrator and IT Trainer

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.

Date: Sat, 29 Oct & 5 Nov **Time:** 09:00 – 13:00 **Duration:** 8 hours **Cost:** R760

MS EXCEL – GETTING STARTED WITH SPREADSHEETS

Cedric Goliath

Network Administrator and IT Trainer

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.

Date: Mon, 24 Oct
Wed, 26 Oct **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

MS EXCEL – INTERMEDIATE

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Wed, 2 November
Mon, 7 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

ADULT ENRICHMENT - COMPUTER COURSES

MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Mon, 14 Nov
Wed, 16 Nov **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

EXCEL FOR EDUCATORS

Cedric Goliath

Network Administrator and IT Trainer

In this hands-on course you will:

- Find out how to extract data from Staffroom and export it to Excel
- Use Data Filter & Sort (Alphanumeric and highest to lowest etc.)
- Hide, unhide, insert and delete columns and rows
- Convert Text labels to numbers
- Learn how to use IF, SUMIF, Count and Counta
- Learn how to insert Charts, Conditional Formatting and Cell Formatting,
- You will also learn handy Excel shortcuts.

Date: Thurs, 27 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

DESIGNING AN EXAM PAPER IN WORD

Cedric Goliath

Network Administrator and IT Trainer

Those who struggle to produce professional-looking exam papers, will find this course very useful, and just in time for the final exam! You will learn the following:

- How to create, edit, save and print documents,
- Inserting and working with tables,
- Converting a list to a table,
- Bulleted formatting,
- Inserting and using images in documents,
- Difference between “save as” and “save”,
- Converting to PDF.

Date: Mon, 31 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

COMPUTER COURSES, CODING & SMARTPHONE

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: Tues, 25 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

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: Thurs, 27 October
Tues, 1 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

MASTERING YOUR ANDROID SMARTPHONE

Octavia Chidiyiwa M.Sc. Computer Science

IT Project Administrator, Computer Trainer, Level Up Geek Up Academy

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

Sort out your Google account; Create or import contacts; Install some Apps from Google play store; Moving files to and from your phone; Navigation buttons; Use Android folders; How to take screenshots; Choosing the best Android Keyboard, and Data and Wifi, how to avoid unnecessary background downloads. Please bring your cell phone along to the course.

Date: Tues, 25 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

ADULT ENRICHMENT - MISCELLANEOUS

INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Craig Murray

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: Sat, 29 October **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R520

HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

Julian Goldswain

B. Tech (Photography), Professional Photographer & Lecturer

Don't miss out on recording memorable moments because you've forgotten to bring your camera along! For this photography course you won't need an expensive camera, or a complicated lens – all you'll need is a smartphone or an iPhone! Learn the tips and tricks involved with taking good photos on your mobile device and then editing the photos on Lightroom Mobiles. Unlock your creativity and discover the world around you from a new point of view. You will also do an Instawalk at a secret location (wear comfortable shoes and weather appropriate clothing).

You will need the following apps on your mobile device: Lightroom Mobile & Instagram.

Make sure that your mobile device is fully charged and bring your charger along just in case. The course fee includes mid-morning tea and snacks.

Date: Sat, 5 November **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R550

INTRODUCTION TO FRENCH

Gail Oakes

B.A., B. Ed.

French Teacher

Whether your motivation for learning to speak French is to travel in France, or simply to enjoy speaking this beautiful language, you will love every minute of this fun course. Gail is an experienced and dynamic French teacher who uses skits and dialogue in a non-threatening way, to teach you how to speak the language. You will be amazed at how quickly you pick it up and how much you enjoy the experience!

Date: Tues, 25 Oct – 15 Nov **Time:** 18:30 – 20:00 **Duration:** 4 sessions **Cost:** R470

ADULT ENRICHMENT - MISCELLANEOUS

SELF-DISCOVERY THROUGH THE ENNEAGRAM

Anthea Swift B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

The Enneagram is a powerful and insightful way of understanding ourselves and others. Describing our typical patterns of behaviour, as we are all the 'drivers' behind these behavioural patterns, the Enneagram allows us to reflect on how we 'show up' in the world (both personally and professionally). This then helps us understand why we find some people, some relationships, and some situations more challenging than others. Working with the Enneagram also gives us the tools to manage these challenges.

This workshop will introduce the Enneagram model, giving participants an understanding of the diversity of people and beginning the journey of self-discovery through the Enneagram.

Date: Thursday, 3 November **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

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: Tuesday, 1 November **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

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

- Department of Labour accredited certificate,
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,

Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

Date: Saturday, 29 Oct
Saturday, 5 Nov **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R950

ADULT ENRICHMENT - MISCELLANEOUS

RETIREMENT: LIVING A FULFILLED LIFE

Paul Britton
Retired Consultant

B.Sc. (Forestry) M. Landscape Arch

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 is in 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: Sat, 5 November **Time:** 09:00 – 12:30 **Duration:** 3.5 hours **Cost:** R280 or R540 per couple

TRANSFORMING THE DEMENTIA JOURNEY: EMPOWERING CARE GIVERS

Alice Ashwell PhD Educator & Life Coach Dementia Connection SA

When people are diagnosed with Alzheimer's disease, or any other form of dementia, they and their care partners embark on a long journey of loss. We tend to focus on the losses experienced by the person with dementia – the deep forgetfulness, and the inability to cope with the activities of daily living. But care partners experience huge losses too – of companionship, conversation, support, security, and the comforting familiarity of the one they love who seems to be disappearing. Research has shown that the care partners who coped best with the dementia journey were not necessarily the best problem-solvers, rather, they were the people with the emotional capacity to accept the situation and find ways to manage it. Dementia demands of the care partner considerable acceptance, equanimity, and emotional maturity. This empowering session explore how you can build resilience for the dementia journey and develop attitudes, practices and habits that help you to feel centred, release the burden of stress, and overcome setbacks.

Date: Saturday, 29 Oct **Time:** 09:00 – 11:00 **Duration:** 2 hours **Cost:** R180



CORPORATE TRAINING - COMPUTERS AND IT SKILLS

MS EXCEL – GETTING STARTED WITH SPREADSHEETS

Cedric Goliath

Network Administrator and IT Trainer

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.

Date: Mon, 24 Oct
Wed, 26 Oct **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

MS EXCEL – INTERMEDIATE

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Wed, 2 November
Mon, 7 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Mon, 14 Nov
Wed, 16 Nov **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

CORPORATE TRAINING - COMPUTERS & MARKETING

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: Tues, 25 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

SOCIAL MEDIA MARKETING: GET SOCIALLY SAUCED FOR YOUR SMALL BUSINESS

Lucille Divine B. Sc.

Graphic Designer, Marketing & Communications, Trainer

If you haven't added social media marketing to your business promotional strategy or have opened social media channels and are not utilising them to their full potential, then this introductory course is just for you. It's suitable for those who have little or no previous experience with using social media to amplify your business message.

You'll learn:

Session 1:

- The real-time stats around who is using social media marketing,
- Top social media campaigns that sizzle (local market case study),
- The pros and cons of using social media,
- Social media landscape in South Africa (big data & stats).

Session 2:

- Introduction to the top social media channels: Meta (Facebook, Instagram & WhatsApp), LinkedIn, Twitter, Pinterest, YouTube,
- How to create a social wheel link or strategy for your business,
- How to determine which social media site is best to position your business on.

You must be computer literate, in other words, you'll need to know the basics like how to open a window, paste, copy and click towards various sites. You'll be given worksheets to write and plan your strategy on and have access to the Google drive presentation slide deck - which you can keep as a reference once the course is over.

Date: Thurs, 3 November
Tues, 8 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

CORPORATE TRAINING - MARKETING & SOFT SKILLS

MARKETING: HOW TO CREATE SOCIAL MEDIA CONTENT

Lucille Divine

Graphic Designer, Marketing & Communications, Trainer

This hands-on course which will give you a full breakdown of how to create content for your social media channel. It will boost your business and take the pressure off you!

- 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, which is customer-centric and showcases your business message and story.

Date: Thursday, 10 November
Tuesday, 15 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

SELF-DISCOVERY THROUGH THE ENNEAGRAM

Anthea Swift B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

The Enneagram is a powerful and insightful way of understanding ourselves and others. Describing our typical patterns of behavior, as we all as the 'drivers' behind these behavioural patterns, the Enneagram allows us to reflect on how we 'show up' in the world (both personally and professionally). This then helps us understand why we find some people, some relationships, and some situations more challenging than others. Working with the Enneagram also gives us the tools to manage these challenges.

This workshop will introduce the Enneagram model, giving participants an understanding of the diversity of people and beginning the journey of self-discovery through the Enneagram.

It will do wonders for your interactions with your workplace colleagues, since it will help you to understand what motivates them and why they act in certain ways.

Date: Thurs, 3 November **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

EDUCATOR TRAINING - MISCELLANEOUS

SELF-DISCOVERY THROUGH THE ENNEAGRAM

Anthea Swift B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

The Enneagram is a powerful and insightful way of understanding ourselves and others. Describing our typical patterns of behavior, as we are all the 'drivers' behind these behavioural patterns, the Enneagram allows us to reflect on how we 'show up' in the world (both personally and professionally). This then helps us understand why we find some people, some relationships, and some situations more challenging than others. Working with the Enneagram also gives us the tools to manage these challenges.

This workshop will introduce the Enneagram model, giving participants an understanding of the diversity of people and beginning the journey of self-discovery through the Enneagram.

It will not only help you to understand your colleagues at school, but also the students you teach, and it will make your interactions on a daily basis more meaningful.

Date: Thursday, 3 November **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

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: Tues, 1 November **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

If you're in charge of the First Aid Team at school and need to get yourself and your team trained up, then this course is ideal for you! The fee includes:

- Department of Labour accredited certificate,
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,

Tea/Coffee and midmorning snacks. Please bring your own lunch.

Date: Saturday, 29 Oct
Saturday, 5 Nov **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R950

EDUCATOR TRAINING - LEARNER-RELATED COURSES

SUPPORTING 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: Sat, 5 October **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R360

CHANGING BEHAVIOUR THROUGH PROGRESSIVE DISCIPLINE

Stephen Price B.Sc. H.D.E. B.Ed.
Principal

Keep your cool in class by implementing a progressive discipline model of classroom management, designed to release pupil learner pressure points before they escalate into conflict. Progressive discipline is a style of learner management that focuses on changing behaviour rather than punishment. It is a behaviour modification model which has been used successfully in many schools worldwide and what is significant about it is that instead of simply punishing inappropriate behaviour, it reinforces positive behaviour and actively engages learners and their parents in the process, ensuring accountability on the part of the learner for inappropriate behaviour. Explore this model and maximize control and minimize stress in your classroom. **Educators Earn 5 CPDT points**

Date: Thurs, 27 Oct **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R220

SERIOUS MISCONDUCT OF LEARNERS: THE DISCIPLINARY PROCESS EXPLAINED

Stephen Price B.Sc. H.D.E. B.Ed.
Principal

Provincial Gazette 6939 outlines the processes that need to be followed when conducting a Disciplinary Hearing for a learner accused of serious misconduct. Serious misconduct may lead to a recommendation from the SGB to the WCED for expulsion of the learner. Too often though the recommendation for expulsion is turned down by the WCED for schools not following the correct procedures.

This comprehensive course will look at what is considered to be serious misconduct and what to do before, during and after a hearing. It will include templates of letters needed in the process including what happens if a recommendation for expulsion is made.

The roles of everyone involved in the disciplinary process will be discussed, and there will be time for questions. Mid-morning tea/coffee and snacks will be provided.

Date: Sat, 5 Nov **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R350

INTERACTIVE TECHNOLOGY & COMPUTER COURSES

MASTERING THE INTERACTIVE WHITEBOARD

Stephen Price B.Sc. H.D.E. B.Ed.
Principal

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. **Educators Earn 9 CPDT points**

Date: Sat, 29 October **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R640

EXCEL FOR EDUCATORS

Cedric Goliath
Network Administrator and IT Trainer

In this hands-on course you will:

- Find out how to extract data from Staffroom and export it to Excel,
- Use Data Filter & Sort (Alphanumeric and highest to lowest etc.)
- Hide, unhide, insert and delete columns and rows.
- Convert Text labels to numbers
- Learn how to use IF, SUMIF, Count and Counta
- Learn how to insert Charts, Conditional Formatting and Cell Formatting,
- You will also learn handy Excel shortcuts.

Date: Thurs, 27 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

DESIGNING AN EXAM PAPER IN WORD

Cedric Goliath
Network Administrator and IT Trainer

Those who struggle to produce professional-looking exam papers, will find this course very useful. You will learn the following:

- How to create, edit, save and print documents,
- Inserting and working with tables,
- Converting a list to a table,
- Bulleted formatting,
- Inserting and using images in documents,
- Difference between “save as” and “save”,
- Converting to PDF.

Date: Mon, 31 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

COMPUTER COURSES & MARKETING YOUR SCHOOL

DASHBOARD FOR SCHOOL MANAGERS – USING PIVOT TABLES & SLICERS

Cedric Goliath

Network Administrator and IT Trainer

School managers (Principals, Deputies, Heads of Grade, House Heads, and Heads of Subject etc.) have an enormous amount of data that they need to process, which can often be overwhelming!

This useful course will help you to make sense of this data by presenting it in a simple and logical way.

A **Pivot table** is a statistics tool that summarizes and reorganizes selected columns and rows of data in a spreadsheet or database table to obtain a desired report. It calculates, summarizes, and analyses data that lets you see comparisons, patterns, and trends in your data. The tool does not actually change the spreadsheet or database itself, it simply “pivots” or turns the data to view it from different perspectives. It would answer unanticipated questions about your data. It is especially designed for querying large amounts of data in many user-friendly ways. This "rotation" or pivoting of the summary table gives the concept its name.

Slicers in MS Excel are implemented along with the Excel tables and pivot tables to act as one-click software filters to filter out the required information from an enormous collection of data within a fraction of a second.

So, if you're drowning in data, then this course will give you the buoyancy to lift your head above the water!

Date: Wed, 9 Nov

Time: 18:30 – 20:30

Duration: 1 session

Cost: R270

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiya M.Sc. Computer Science

IT Project Administrator, Computer Trainer, Level Up Geek Up Academy

This course is ideal for CAT teachers, who have never used Python, but would like to learn the basics to be able to pass on to the learners in their classes. No programming background is required. 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: Thurs, 27 Oct
Tues, 1 Nov

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R490

MARKETING: HOW TO CREATE SOCIAL MEDIA CONTENT FOR YOUR SCHOOL

Lucille Divine

Graphic Designer, Marketing & Communications, Trainer

This hands-on course which will give you a full breakdown on how to create content for your social media channel. It will boost your school and take the pressure off you!

- 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, which is “customer”-centric and showcases your school's message and story.

Date: Thursday, 10 Nov
Tuesday, 15 Nov

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R490

MARKETING YOUR SCHOOL & PHOTOGRAPHY

SOCIAL MEDIA MARKETING: GET SOCIALLY SAUCED FOR YOUR SCHOOL

Lucille Divine B. Sc.
Graphic Designer, Marketing & Communications, Trainer

Once you've set up your Facebook Page, you'll need a social media strategy across all social media channels. This practical course will teach you all you need to know about:

- The real time stats around who is using social media marketing,
- Top social media campaigns that sizzle (local market case study),
- The pros and cons of using social media,
- Social media landscape in South Africa (big data & stats).
- Introduction to the top social media channels: Meta (Facebook, Instagram & WhatsApp), LinkedIn, Twitter, Pinterest, YouTube,
- How to create a social wheel link or strategy for your school,
- How to determine which social media site is best to position your school on.

You must be computer literate, in other words, you'll need to know the basics like how to open a window, paste, copy and click towards various sites.

Date: Thursday, 3 Nov
Tuesday, 8 Nov **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

INTRODUCTION TO PHOTOGRAPHY

Craig Murray
Photography Lecturer

If you are in charge of the photography club at school, or you have been tasked with taking photos for the School's Social Media pages, then this is a perfect course for you, and your photography team! 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: Saturday, 29 Oct **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R520

HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

Julian Goldswain
B. Tech (Photography), Professional Photographer & Lecturer

Don't miss out on recording memorable moments because you've forgotten to bring your camera along! For this photography course you won't need an expensive camera, or a complicated lens – all you'll need is a smartphone or an iPhone! Learn the tips and tricks involved with taking good photos on your mobile device and then editing the photos on Lightroom Mobiles. Unlock your creativity and discover the world around you from a new point of view. You will also do an Instawalk at a secret location (wear comfortable shoes and weather appropriate clothing).

You will need the following apps on your mobile device: Lightroom Mobile & Instagram.

Make sure that your mobile device is fully charged and bring your charger along just in case. The course fee includes mid-morning tea and snacks.

Date: Sat, 5 November **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R550

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

If you want to be part of the First Aid Team at school or want to study medicine after school, then this course is ideal for you! The fee includes:

- Department of Labour accredited certificate,
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,

Tea/Coffee and midmorning snacks. Please bring your own lunch.

Date: Saturday, 29 Oct
Saturday, 5 Nov **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R950

COMPUTERS FOR BEGINNERS

Cedric Goliath

Network Administrator and IT Trainer

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.

Date: Saturday, 29 Oct
Saturday, 5 Nov **Time:** 09:00 – 13:00 **Duration:** 8 hours **Cost:** R670

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiyiwa M.Sc. Computer Science

IT Project Administrator, Computer Trainer, Level Up Geek Up Academy

If you’d like to become a Software Developer some day and would like to see if this career is something you would enjoy, then this introductory course will help you to make an informed decision. 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 a versatile language to learn. At the end of this course, you should be able to write a basic program using Python.

Date: Thurs, 27 Oct
Tues, 1 Nov **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

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: Sat, 29 Oct

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Duration: 4 hours

Cost: R520

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Julian Goldswain

B. Tech (Photography), Professional Photographer & Lecturer

Don't miss out on recording memorable moments because you've forgotten to bring your camera along! For this photography course you won't need an expensive camera, or a complicated lens – all you'll need is a smartphone or an iPhone! Learn the tips and tricks involved with taking good photos on your mobile device and then editing the photos on Lightroom Mobiles. Unlock your creativity and discover the world around you from a new point of view. You will also do an Instawalk at a secret location (wear comfortable shoes and weather-appropriate clothing).

You will need the following apps on your mobile device: Lightroom Mobile & Instagram.

Make sure that your mobile device is fully charged and bring your charger along just in case. The course fee includes mid-morning tea and snacks.

Date: Sat, 5 November

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R550



GRADE 10 & 11 REVISION SCHOOLS 2022



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