



bergvliet high
continuing
education



TERM 2 2023

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 16'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

ADULT ENRICHMENT

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

CORPORATE TRAINING & DEVELOPMENT

Speak to us about your specific needs

EDUCATOR DEVELOPMENT

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

COMPLETION CERTIFICATES

All participants receive
Certificates of Completion

Many thanks to Rawson Constantia for sponsoring the printing of the booklet



Your Neighborhood Experts

Kallie Pretorius | Marietjie Pretorius

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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:

- | | ADULT
ENRICHMENT | EDUCATOR
DEVELOPMENT | CORPORATE TRAINING
& DEVELOPMENT | LEARNER SUPPORT
PROGRAMMES |
|-----|---|---------------------------------|---|---------------------------------------|
| 1. | | | | |
| 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 2 courses begin on 2 May 2023 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on 13 June 2023 . | | | |
| 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. | This term's courses have been scheduled carefully so that they will only be affected if we have Stage 7 loadshedding. However, 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 on 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. We are able focus the course on the specific needs of your staff members. Please contact us if you would like to discuss this option. | | | |

GENERAL INFORMATION - 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 acceptable.**
- NO PHONE BOOKINGS WILL BE ACCEPTED**
- 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



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 SECOND TERM 2023 courses you would like to register for:

Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Total enclosed:		R		
Please indicate whether you would like to be placed on our free electronic mailing list. Only select this option if you have NOT been receiving the prospectus via e-mail.		<table border="1"> <tr> <td>Yes</td> <td>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 – ART COURSES

LEARN TO DRAW

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

Date: Thurs, 4, 11, 18 & 25 May **Time:** 18:00 – 20:00 **Duration:** 4 sessions **Cost:** R560

DRAWING ADVANCED – HOW TO DRAW 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: Thurs, 4, 11, 18 & 25 May **Time:** 18:00 – 20:00 **Duration:** 4 sessions **Cost:** R560

FLOWER IN ACRYLICS

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

Participants will use acrylic paints on canvas to paint a flower. The purpose of this session is to enable you to express your own individual creativity while having fun. You will be guided step by step in this experience and will take home a flower painting done on canvas. Everyone is welcome to join – no prior knowledge of painting is necessary. All the materials will be provided in kit form, which you will purchase from Saroj on the day for R200. The kit consists of the 10 X 10 canvas, acrylic paints, brushes, palette knife, gel medium texture paste and other materials required for the session. Please let us know if you already have these materials at home and would prefer to bring your own along. Reference pictures will also be sourced, however, you may bring your own picture if you like. Tracing will also be available. Mid-morning tea and snacks will be provided.

Date: Sat, 13 May **Time:** 09:00 – 14:00 **Duration:** 5 hours
Cost: R490 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)

ADULT ENRICHMENT – ART & CRAFTS



ABSTRACT WOMAN IN ACRYLICS

Saroj Shukla

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

Art Teacher

Choose two of the faces to paint (tracing will be provided). Each canvas is 8 x 8. You will also add gold leaf to your design. The cost of the kit is R250 per person, and you will need to pay Saroj in cash for the kit at the workshop. Mid-morning tea and snacks will be provided.

Date: Sat, 27 May

Time: 09:00 – 14:00

Duration: 5 hours

Cost: R490 (pay on registration) + Kit Price: R250 (pay to Saroj at the workshop)

BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL

Ginty O'Connor

B. Sc. PGCE B. Ed (Hons)

Bookbinder

In this practical course, participants will create their own 100-page A4 case-bound hardcover journal. In session one, you will create the cover of the book which will go into the book press overnight. In the second session, you will sew the inside book block and bind them with the cover that was made in the previous session. The book will again go into the press overnight, to be collected the following day. All materials required will be provided in kit form which will be purchased in the first session at a cost of R150.

Date: Tuesday, 9 May

Time: 18:00 – 20:00

Duration: 2 hours

Date: Thursday, 11 May

Time: 18:00 – 20:00

Duration: 2 hours

Cost: R250 (pay on registration) + Kit Price: R150 (pay to Ginty at the workshop)

ADULT ENRICHMENT – CROCHET

CROCHET FOR BEGINNERS

Lokkie van Niekerk

Business Owner: Woolcrate, Yarn Artist

Crocheting is a very trendy hobby at the moment. It is easy to learn, and very versatile. This course is aimed at those with no prior crocheting experience. You will practice the basic techniques by making crochet squares that will form the basis of a blanket. The following content will be covered:

- Understanding crochet hooks
- Understanding different types of yarn
- Understanding yarn weights
- Understanding a yarn label/ball band
- US versus UK terminology
- Understanding patterns: written pattern versus graphs
- Working flat versus working in the round
- Understanding basic crochet techniques

And, you will master the following techniques:

- How to make a slipknot
- Chain stitch
- Basic crochet techniques: Single Crochet; Double Crochet; Half Double Crochet; Treble Crochet
- Turning chains
- Slip stitch

All materials required will be provided in kit form which you will need to purchase from Lokkie at the first session at a cost of R50. Cash, card or Snapscan facilities are available. Please indicate your kit number (see below) on your registration form.

Date: Thursdays 4, 11 & 18 May

Time: 18:00 – 20:00

Sessions: 3

Cost: R260 (pay on registration) + Kit Price: R50 (pay to Lokkie at the workshop)

Kit 1:



Kit 2:



Kit 3:



Kit 4:



Kit 5:



Kit 6:



ADULT ENRICHMENT – SEWING

SEWING ONGOING

Colleen Mick

Sewing Teacher

The course is ideal for beginners who have basic sewing machine knowledge or have attended a previous sewing class but want to progress to the next level.

In session 1 you will:

- Recap on basic sewing operations, e.g. threading and stitching straight lines,
- Be introduced to general sewing techniques, e.g. zips, buttonholes, hems, binding, elastics etc.
- Explore tools and equipment used to perform these techniques,
- Prepare and apply these techniques on fabric (provided by the instructor).
- You can choose to make various projects: scatter cushion, sewing caddy, pencil case, bowl covers or apron
- Select projects for session 2. Fabric and trims required for the second session will be advised.
- Possible projects for session 2 are a beach bag or buttoned scatter cushion covers.

In session 2 you will:

- Assess fabric selections and measure, mark and sew project as decided in session 1

Course Requirements

- Sewing kit from the previous class (or to be purchased from instructor @ R80)
- Fabric for session 2 (to be advised in the first session)
- Bring your own sewing machine (or hire one of ours at R80 for both sessions)
- Any other trims can be obtained by the instructor – at a fee.
- Mid-morning tea/coffee and snacks will be provided.

Date: Saturday, 13 May
Saturday, 27 May
Time: 09:00 – 13:30
10:00 – 14:30
Duration: 2 sessions
Cost: R 650 (pay on registration) + Kit Price: R80 (pay to Colleen on Saturday 14 May)
Please add R80 to your course fee on registration if you need to hire our sewing machines.



COOKING COURSES & WAITRON TRAINING

ARTISAN BREAD WORKSHOP

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

In this fun, hands-on workshop will learn how to make the following breads:

- Focaccia,
- Hamburger Rolls, and
- A Braided Loaf.

The class includes:

- Professional tuition by Grace Stevens; All materials and ingredients; Access to all professional tools, and everything you need to complete your project. No previous experience is needed.

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

Date: Sat, 27 May

Time: 10:00 – 13:00

Duration: 3 hours

Cost: R490

MAKING CAPE MALAY CURRY, TOMATO SALSA & NAAN BREAD

Robyn & Leon Marney

Revival Gourmet Cuisine

Qualified Chefs and Business owners

What could be more Capetonian than a good Malay curry! In this hands-on cooking class you will learn how to make authentic Cape Malay Curry, Tomato Salsa and Naan Bread. The ingredient kit costs R200 and you will need to purchase it from the Marneys at the workshop. Please bring a container along in which to take your food home.

Date: Saturday, 13 May

Time: 09:00 – 12:00

Duration: 3 hours

Cost: R290 (pay on registration) + Kit Price: R200 (pay to the chefs at the workshop)

WAITRON TRAINING

Robyn & Leon Marney

Revival Gourmet Cuisine

Qualified Chefs and Business owners

Leon and Robyn have 21 years of experience in the hospitality industry. They have not only trained in various hotels and restaurants in the Cape Town area but have also worked abroad.

This practical course is aimed at anyone who would like to earn some money being a waitron and would like to have a certificate which will give them access to not only casual restaurants but also fine dining establishments. In the course, you will learn all about:

- Setting a table
- Silver service
- Clearing a table
- Service – the do's and don'ts of the position

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

Date: Saturday, 27 May

Time: 09:00 – 12:00

Duration: 3 hours

Cost: R290

BUSINESS & ENTREPRENEURSHIP SKILLS

BUSINESS SKILLS YOU NEED TO MAKE A SUCCESS OF YOUR SME

Gareth Price B. Bus. Sc. (Finance), B. Compt. (Hons), C.A.
Entrepreneur, Innovator, Accountant, Mentor

Running a business is hard work - especially if you want it to grow to be bigger than just you. In this course, Gareth will share some lessons he has learned over the last 10 years of running businesses, so that you don't have to learn the hard way. There will be some practical advice and some philosophical advice and plenty of stories - and you will walk away with much to think about as you grow your side-hustle into a business.

Date: Tuesday, 2 May **Time:** 18:00 – 20:00 **Duration:** 2 hours **Cost:** R180

HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS

Gareth Price B. Bus. Sc. (Finance), B. Compt. (Hons), C.A.
Entrepreneur, Innovator, Accountant, Mentor

As a business owner, your decision-making is only as good as the information you base that decision on - and very often, our financial information is late and out of date. In this hands-on course, you'll learn how to integrate the accounting tasks into the running of your business so that you can get real-time financial information, without having to do more work. You'll be shown how to leverage tasks you are already doing in order to do accounting. This is a practical, hands-on session.

Date: Wed, 10 May **Time:** 18:00 – 20:00 **Duration:** 2 hours **Cost:** R190

PROJECT MANAGEMENT FOR ENTREPRENEURS

Garth Sutherland B. Sc. (Hons)
Project Management & Marketing Lecturer

The entrepreneur is not seeking to become a project management professional but seeking to make his/her business a success. The application of the core principles of project management will assist in doing that. At its simplest, any project is a combination of activities that, when completed, constitute a completed project. There are four key steps or processes to that.

1. An awareness of all the key individual activities that the full project requires to be completed.
2. Detailing the resources (time, money, and people) required to complete each individual activity.
3. Prioritization and sequencing of the individual activities into a start-to-end list.
4. The application and use of digital tools to allow start-to-end seamless modification of change communication that will ensure all parties will be fully aware of the impact of those changes.

The course will look at each of the steps, using both non-technical understanding and professional terminology. It will therefore appeal to entrepreneurs looking to upskill their project management capacity, as well as those who are involved in working with professional project managers in the corporate environment. In the second session you will learn how to use Project Libre software, which is available for free on the internet.

Date: Tuesday, 2 May
Tuesday, 9 May **Time:** 18:00 – 20:00 **Duration:** 2 Sessions **Cost:** R520

MARKETING, FINANCE & TRAINING

HOW TO PLAN & IMPLEMENT A MARKETING STRATEGY FOR YOUR BUSINESS

Garth Sutherland B. Sc. (Hons)

Project Management & Marketing Lecturer

Marketing is one of the most important functions of your business. Without strategic marketing your business won't grow. This course will give you the skills to develop a simplified yet comprehensive, single page, marketing plan, a document that you can refer to daily, weekly, or monthly and ensure that your business remains on track. Find out how to be purposeful with your marketing and see how your business thrives! Mid-morning tea and snacks will be served.

Date: Monday, 29 May
Wednesday, 31 May **Time:** 18:00 – 20:00 **Duration:** 2 Sessions **Cost:** R490

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: Thurs, 4, 11, 18 & 25 May **Time:** 18:00 – 20:00 **Duration:** 4 Sessions **Cost:** R580

TRAIN THE TRAINER/TEACHER

Jennifer Ritchie Training Management Diploma

Teacher, Career Coach & Consultant, National Training Manager FMCG

During this course you will learn and apply all the principles and techniques of professional facilitation. These include:

- Differentiating between different types of learning and development,
- Understanding adult learning principles and the elements of training,
- Learning to apply the components of the training process and present training.
- You will work through the technical elements of voice and of effective formal communication and learn to handle typical challenges and problems.

The course is interactive and involves skills practice and an assessment. Companies are encouraged to send supervisors and line managers who handle workplace teams.

Jennifer Ritchie has a Training Management Diploma and worked for over a decade as a National Trainer in retail and as a Training Manager in FMCG.

Date: Monday, 29 May
Wednesday, 31 May **Time:** 18:00 – 20:00 **Duration:** 2 Sessions **Cost:** R470

PERSONAL DEVELOPMENT & SOFT SKILLS

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. The course fee includes a handy book on the subject that was written by Jennifer.

Date: Monday, 15 May

Time: 18:00 – 20:00

Duration: 1 session

Cost: R280

USING ENNEAGRAM INSIGHTS TO IMPROVE YOUR RELATIONSHIPS AT HOME & AT WORK

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: Wednesday, 10 May

Time: 18:00 – 20:00

Duration: 1 session

Cost: R160

SELF-AWARENESS & EMOTIONAL INTELLIGENCE

Anthea Swift

B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

Emotional Intelligence can be learnt. It involves recognizing various aspects of your feelings and emotions and taking the time to work on the elements of self-awareness, self-regulation, motivation, empathy and social skills. When we practise the skills of EQ, our personal and professional relationships become easier and life becomes less stressful. During these times of increased uncertainty and complexity, the skills of EQ are becoming more and more important. This experiential workshop introduces the different competencies of EQ, while focusing particularly on the competence of Self-Awareness which is the most fundamental of all EQ competencies. Participants will leave with tools to better understand and manage themselves and others.

Date: Monday, 15 May

Time: 18:00 – 20:00

Duration: 1 session

Cost: R160

PERSONAL DEVELOPMENT & SOFT SKILLS

HOW TO WORK WELL IN TEAMS – AS A LEADER OR AS A TEAM PLAYER

Anthea Swift

B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

“The whole is greater than the sum of its parts”. This famous quote epitomizes the value of teams, of harnessing different perspectives and knowing that you are not alone when facing adversity.

However, teams can also be challenging. We often find ourselves forced to work with people that we would probably never choose to work with. And yet we have to. How can we become a good team player even when we struggle with members of our team?

Introducing some of the concepts and skills of Systems Thinking, this workshop offers insight into the advantages of working with people that challenge us, as well as giving us the skills and tools to being a good team player, and team leader.

Date: Tuesday, 30 May

Time: 18:00 – 20:00

Duration: 1 session

Cost: R160



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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: Saturday, 13 May **Time:** 09:00 – 13:00 **Duration:** 8 hours **Cost:** R760
 Saturday 27 May 10:00 – 14:00

COMPUTER FILE MANAGEMENT – SORTING THE FILES & FOLDERS ON YOUR COMPUTER

Cedric Goliath

Network Administrator and IT Trainer

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

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

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

Date: Wednesday, 31 May **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R290

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: Tuesday, 2 May **Time:** 18:00 – 20:00 **Duration:** 2 sessions **Cost:** R510
 Thursday, 4 May

COMPUTER COURSES - EXCEL

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, 10 May
Mon, 15 May **Time:** 18:00 – 20:00 **Duration:** 2 sessions **Cost:** R510

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: Thursday, 18 May
Thursday, 25 May **Time:** 18:00 – 20:00 **Duration:** 2 sessions **Cost:** R510

EXCEL DASHBOARD FOR BUSINESS

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. It will change the way your work with data!

Date: Monday, 12 June **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R290

ADULT ENRICHMENT: COMPUTER COURSES

CLOUD COMPUTING

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

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

Date: Thursday, 25 May **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R290

HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS

Gareth Price

B. Bus. Sc. (Finance), B. Compt. (Hons), C.A.

Entrepreneur, Innovator, Accountant, Mentor

As a business owner, your decision-making is only as good as the information you base that decision on - and very often, our financial information is late and out of date. In this hands-on course, you'll learn how to integrate the accounting tasks into the running of your business so that you can get real-time financial information, without having to do more work. You'll be shown how to leverage tasks you are already doing in order to do accounting. This is a practical, hands-on session.

Date: Wed, 10 May **Time:** 18:00 – 20:00 **Duration:** 2 hours **Cost:** R190

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: Tuesday, 13 June **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R290

GOOGLE FORMS

Matthew Prins

B. Ed. (Hons)

Computer Application Technology Teacher

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: Thursday, 11 May **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R290

ADULT ENRICHMENT: COMPUTER COURSES

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: Monday, 29 May

Time: 18:00 – 20:00

Duration: 1 session

Cost: R290

INTRODUCTION TO GOOGLE DRIVE

Matthew Prins B. Ed. (Hons)

Computer Application Technology Teacher

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.

What you'll learn with Google Drive:

- Upload and store
- Sync and access
- View and update
- Organize and search
- Share and collaborate

Date: Tuesday, 2 May

Time: 18:00 – 20:00

Duration: 1 session

Cost: R290

CREATING POWERFUL INTERACTIVE PRESENTATIONS WITH GOOGLE SLIDES

Matthew Prins B. Ed. (Hons)

Computer Application Technology Teacher

Google Slides is a programme used for creating online presentations, which can be used in any field of work. In this course you will learn how to create a presentation that is non-linear, interactive and creative. You will find out how to create:

- Multiple choice quizzes;
- Guided information presentations, and
- Triggers that will allow people to get information or answer question by clicking on a picture, shape or word.

Please ensure that you have a Google or Gmail account set up prior to attending the course.

Date: Tuesday, 30 May

Time: 18:00 – 20:00

Duration: 1 session

Cost: R290

COMPUTERS

INTRODUCTION TO GOOGLE CLASSROOM

Matthew Prins B. Ed. (Hons)
Computer Application Technology Teacher

Google Classroom is a free web service that aims to simplify creating, distributing and grading assignments in a paperless way. In this course we will cover the following content:

- Creating and customizing classes
- Adding class details/materials
- Adding students
- Setting up the workflow
- Comment settings
- Creating, submitting and marking assignments
- Making announcements
- Managing and grading assignments
- Giving assignment feedback

Please make sure you have a Gmail account and you remember the password as we will need this to log into Google Classroom.

Date: Thursday, 4 May **Time:** 18:00 – 20:00 **Duration:** 1 Session **Cost:** R290

EDITING YOUR PHOTOS AND IMAGES USING PAINT.NET

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

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

Date: Monday, 15 May **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R290

CODING WITH PYTHON

CODING WITH PYTHON FOR 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: Tuesday, 9 May
Thursday, 11 May **Time:** 18:00 – 20:00 **Duration:** 2 sessions **Cost:** R520

PYTHON ADVANCED FOR THOSE FROM A CODING 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 skillset 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 with 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. Please note: you are required to have attended the Coding for Beginners course (advertised above) in order to qualify for this course.

Date: Monday, 29 May
Wednesday, 31 May **Time:** 18:00 – 20:00 **Duration:** 2 sessions **Cost:** R520

PHOTOGRAPHY COURSES

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: Saturday, 13 May **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R550

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 Snapseed and 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 Mobil, Snapseed & 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: Saturday, 27 May **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R550

EDITING YOUR PHOTOS AND IMAGES USING PAINT.NET

Ross Cohen

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

Advanced Web Development, Delphi Programming for Teachers

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

Date: Monday, 15 May **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R290

MISCELLANEOUS COURSES

RETIREMENT: LIVING A FULFILLED LIFE

Paul Britton

B.Sc. (Forestry) M. Landscape Arch

Dr Anne Blacklaws

Retirement Services Advisor & Researcher

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: Saturday 13 May **Time:** 09:00 – 12:30 **Duration:** 3.5 hours **Cost:** R290 or R560 per couple

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, 13 May
Saturday, 27 May **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R970

MISCELLANEOUS COURSES

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: Thurs, 4, 11, 18 & 25 May **Time:** 18:00 – 19:30 **Duration:** 4 sessions **Cost:** R450

SOUTH AFRICAN SIGN LANGUAGE

Rosy Jacobs B. Econ., H.D.E., B. Ed.
Deaf Education Specialist

In this short course you will learn basic South African Sign Language (SASL) which will help you to communicate with Deaf persons. You will learn the concept of hand shape, finger spelling, facial expressions and body language, followed by an overview of communication tips and how to socialize with Deaf persons. It is a fun, non-threatening course where you will learn through doing.

Date: Thurs, 4, 11, 18 & 25 May **Time:** 18:00 – 19:30 **Duration:** 4 sessions **Cost:** R450

WARDROBE PLANNING/ STYLING

Leslie Hochfellner
Personal Wardrobe Consultant & Commercial Fashion Stylist

Wardrobe planning is a specialised skill that can be learned and applied with incredibly positive results. Find your own style in this fun, interactive course where you will look at the following:

- Basic Items needed in a wardrobe
- How to choose the right size
- Choosing the right colours for you
- How to balance an outfit
- Direction on where to spend the most money
- Go through common challenges that others can relate to
- Basic Do's & Don'ts
- How clothing works in a positive or negative way for first impressions
- Emotion that is involved in style
- Dressing for your age

Please bring the following items of clothing along to the course:

- A piece of clothing that you struggle to wear
- A piece of clothing that you love wearing

Bring some friends along, and come and enjoy every moment of this informative course!

Date: Tuesday, 9 May **Time:** 18:00 – 20:00 **Duration:** 1 Session **Cost:** R290

MISCELLANEOUS COURSES

EXPLORING YOUR FAMILY ROOTS – A JOURNEY INTO YOUR GENEALOGY

Cherie Wright Education Dip., Publisher
Cape Town Family History Society Committee Member

Find out how to research your family history and create a family tree by finding information from a number of sources including oral history, archives, gravestones, family search, in person visits to the Western Cape Archives, the Huguenot Monument and the National Library, amongst others. The second evening will be a hands-on session where you will be shown how to research online.

Date: Thursday, 25 May
Tuesday, 30 May **Time:** 18:00 – 20:00 **Duration:** 2 Sessions **Cost:** R350

ARMCHAIR TRAVEL – FINDING OUT MORE ABOUT GREYTON

Cherie Wright Education Dip., Publisher
Cape Town Family History Society Committee Member

Find out all about the History of Greyton in this fascinating lecture!

Date: Monday, 15 May **Time:** 18:00 – 19:00 **Duration:** 1 hour **Cost:** R60

EMPOWERING OUR CHILDREN TO NAVIGATE LIFE

Dr Genevieve da Silva B. Psych, M.Ed., Ph.D. Ed
Educational Psychologist, Author

The world is changing. Our children struggle to navigate and manage the challenges that face them. As adults living or working with children (parents, teachers, other professionals, family or role models), we have the opportunity to empower and influence them for life. But sometimes, we feel like we don't even have what it takes to make it. At this workshop, Dr Genevieve da Silva will challenge you and guide you towards tools to navigate daily life and to use these to influence the children you engage with. What we do matters! How we live life matters!

Some topics that will be covered:

- Self-awareness and regulation
- Connection and Correction
- Navigation Crisis.

Genevieve's new book, *Journey Together: Empowering our Children to Navigate Life*, will be on sale for R200 at the course.

Date: Monday 15 May **Time:** 18:00 – 20:00 **Duration:** 1 Session **Cost:** R80

WAITRON TRAINING

Leon & Robyn Marney Revival Gourmet Cuisine
Qualified Chefs and Business owners

Leon and Robyn have 21 years of experience in the hospitality industry. They have not only trained in various hotels and restaurants in the Cape Town area but have also worked abroad.

This practical course is aimed at anyone who would like to earn some money being a waitron and would like to have a certificate which will give them access to not only casual restaurants, but also fine dining establishments. Mid-morning tea/coffee and snacks will be provided.

Date: Saturday, 27 May **Time:** 09:00 – 12:00 **Duration:** 3 hours **Cost:** R290

MISCELLANEOUS COURSES

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.

Date: Thurs, 4, 11, 18 & 25 May **Time:** 18:00 – 20:00 **Duration:** 4 sessions **Cost:** R390

BOOKBINDING – MAKING YOUR OWN PERSONALISED JOURNAL

Ginty O'Connor

B. Sc. PGCE B. Ed (Hons)

Bookbinder

In this practical course, participants will create their own 100 page A4 case-bound hardcover journal. In session one, you will create the cover of the book which will go into the book press overnight. In the second session you will sew the inside book block and bind them with the cover that was made in the previous session. The book will again go into the press overnight, to be collected the following day. All materials required will be provided in kit form which will be purchased in the first session at a cost of R150.

Date: Tuesday, 9 May **Time:** 18:00 – 20:00 **Duration:** 2 hours

Date: Thursday, 11 May **Time:** 18:00 – 20:00 **Duration:** 2 hours

Cost: R250 (pay on registration) + Kit Price: R150 (pay to Ginty at the workshop)

ALL YOU NEED TO KNOW ABOUT PURCHASING YOUR FIRST PROPERTY

Keller Williams Realty Elite

The decision to purchase your first property is a stressful one, especially if you don't feel like you can make an informed decision because you don't have the necessary information at your disposal. This course will answer all the questions that are bothering you, such as:

- Should one buy or rent?
- When is a good time to buy?
- How does one finance the property?
- What are the "hidden" costs when purchasing a property?
- What is involved when submitting an Offer to Purchase (OTP) and what are the legal obligations attached to an OTP?
- What financial assistance is available to first time buyers on lower incomes, e.g. FLISP?

Many thanks to Keller Williams for partnering with us, which has enabled us to offer this course to you for free!

Date: Monday, 15 May **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R60



CORPORATE TRAINING: FINANCE

BUSINESS SKILLS YOU NEED TO MAKE A SUCCESS OF YOUR SME

Gareth Price B. Bus. Sc. (Finance), B. Compt. (Hons), C.A.
Entrepreneur, Innovator, Accountant, Mentor

Running a business is hard work - especially if you want it to grow to be bigger than just you. In this course, Gareth will share some lessons he has learned over the last 10 years of running businesses, so that you don't have to learn the hard way. There will be some practical advice and some philosophical advice and plenty of stories - and you will walk away with much to think about as you grow your side-hustle into a business.

Date: Tuesday, 2 May **Time:** 18:00 – 20:00 **Duration:** 2 hours **Cost:** R180

HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS

Gareth Price B. Bus. Sc. (Finance), B. Compt. (Hons), C.A.
Entrepreneur, Innovator, Accountant, Mentor

As a business owner, your decision-making is only as good as the information you base that decision on - and very often, our financial information is late and out of date. In this hands-on course, you'll learn how to integrate the accounting tasks into the running of your business so that you can get real-time financial information, without having to do more work. You'll be shown how to leverage tasks you are already doing in order to do accounting.

Date: Wed, 10 May **Time:** 18:00 – 20:00 **Duration:** 2 hours **Cost:** R190

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: Thurs, 4, 11, 18 & 25 May **Time:** 18:00 – 20:00 **Duration:** 4 Sessions **Cost:** R580

CORPORATE TRAINING

HOW TO PLAN & IMPLEMENT A MARKETING STRATEGY FOR YOUR BUSINESS

Garth Sutherland B. Sc. (Hons)

Project Management & Marketing Lecturer

Marketing is one of the most important functions of your business. Without strategic marketing your business won't grow. This course will give you the skills to develop a simplified yet comprehensive, single page, marketing plan, a document that you can refer to daily, weekly, or monthly and ensure that your business remains on track. Find out how to be purposeful with your marketing and see how your business thrives! Mid-morning tea and snacks will be served.

Date: Monday, 29 May
Wednesday, 31 May **Time:** 18:00 – 20:00 **Duration:** 2 Sessions **Cost:** R490

PROJECT MANAGEMENT FOR ENTREPRENEURS

Garth Sutherland B. Sc. (Hons)

Project Management & Marketing Lecturer

The entrepreneur is not seeking to become a project management professional but seeking to make his/her business a success. The application of the core principles of project management will assist in doing that. At its simplest, any project is a combination of activities that, when completed, constitute a completed project. There are four key steps or processes to that.

1. An awareness of all the key individual activities that the full project requires to be completed.
2. Detailing the resources (time, money, and people) required to complete each individual activity.
3. Prioritization and sequencing of the individual activities into a start-to-end list.
4. The application and use of digital tools to allow start-to-end seamless modification of change communication that will ensure all parties will be fully aware of the impact of those changes.

The course will look at each of the steps, using both non-technical understanding and professional terminology. It will therefore appeal to entrepreneurs looking to upskill their project management capacity, as well as those who are involved in working with professional project managers in the corporate environment. In the second session you will learn how to use Project Libre software, which is available for free on the internet.

Date: Tuesday, 2 May
Tuesday, 9 May **Time:** 18:00 – 20:00 **Duration:** 2 Sessions **Cost:** R520

TRAIN THE TRAINER/TEACHER

Jennifer Ritchie Training Management Diploma

Teacher, Career Coach & Consultant, National Trainer in Retail, Training Manager FMCG

During this course you will learn and apply all the principles and techniques of professional facilitation. These include:

- Differentiating between different types of learning and development,
- Understanding adult learning principles and the elements of training,
- Learning to apply the components of the training process and present training.
- You will work through the technical elements of voice and of effective formal communication and learn to handle typical challenges and problems.

The course is interactive and involves skills practice and an assessment. Companies are encouraged to send supervisors and line managers who handle workplace teams.

Date: Monday, 29 May
Wednesday, 31 May **Time:** 18:00 – 20:00 **Duration:** 2 Sessions **Cost:** R470

CORPORATE TRAINING – COMPUTER COURSES

COMPUTER COURSES

All our **computer courses** can be found on pages 16 - 21 of this prospectus.

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:	Tuesday, 2 May Thursday, 4 May	Time:	18:00 – 20:00	Duration:	2 sessions	Cost:	R510
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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, 10 May Mon, 15 May	Time:	18:00 – 20:00	Duration:	2 sessions	Cost:	R510
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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:	Thursday, 18 May Thursday, 25 May	Time:	18:00 – 20:00	Duration:	2 sessions	Cost:	R510
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CORPORATE TRAINING – COMPUTER & SOFT SKILLS

EXCEL DASHBOARD FOR BUSINESS

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. It will change the way your work with data!

Date: Monday, 12 June

Time: 18:00 – 20:00

Duration: 1 session

Cost: R290

USING ENNEAGRAM INSIGHTS TO IMPROVE YOUR RELATIONSHIPS AT HOME & AT WORK

Anthea Swift

B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

Find out how to know yourself better and learn how to work well with your colleagues at work in this empowering course. Course details can be found on page 14.

Date: Wednesday, 10 May

Time: 18:00 – 20:00

Duration: 1 session

Cost: R160

SELF-AWARENESS & EMOTIONAL INTELLIGENCE

Anthea Swift

B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

Emotional Intelligence can be learnt. It involves recognizing various aspects of your feelings and emotions and taking the time to work on the elements of self-awareness, self-regulation, motivation, empathy and social skills. When we practise the skills of EQ, our personal and professional relationships become easier and life becomes less stressful. During these times of increased uncertainty and complexity, the skills of EQ are becoming more and more important. This experiential workshop introduces the different competencies of EQ, while focusing particularly on the competence of Self-Awareness which is the most fundamental of all EQ competencies. Participants will leave with tools to better understand and manage themselves and others.

Date: Monday, 15 May

Time: 18:00 – 20:00

Duration: 1 session

Cost: R160

HOW TO WORK WELL IN TEAMS – AS A LEADER OR AS A TEAM PLAYER

Anthea Swift

B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

“The whole is greater than the sum of its parts”. This famous quote epitomizes the value of teams, of harnessing different perspectives and knowing that you are not alone when facing adversity.

However, teams can also be challenging. We often find ourselves forced to work with people that we would probably never choose to work with. And yet we have to. How can we become a good team player even when we struggle with members of our team?

Introducing some of the concepts and skills of Systems Thinking, this workshop offers insight into the advantages of working with people that challenge us, as well as giving us the skills and tools to being a good team player, and team leader.

Date: Tuesday, 30 May

Time: 18:00 – 20:00

Duration: 1 session

Cost: R160

EDUCATOR TRAINING: LEARNER-RELATED COURSES

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.

Date: Wed, 10 May **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R240

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: Saturday, 27 May **Time:** 10:00 – 14:00 **Duration:** 4 hours **Cost:** R350

EMPOWERING OUR LEARNERS TO NAVIGATE LIFE

Dr Genevieve da Silva B. Psych, M.Ed., Ph.D. Ed
Educational Psychologist, Author

The world is changing. Our children struggle to navigate and manage the challenges that face them. As adults living or working with children (parents, teachers, other professionals, family or role models), we have the opportunity to empower and influence them for life. But sometimes, we feel like we don't even have what it takes to make it. At this workshop, Dr Genevieve da Silva will challenge you and guide you towards tools to navigate daily life and to use these to influence the children you engage with. What we do matters! How we live life matters!

Some topics that will be covered:

- Self-awareness and regulation
- Connection and Correction
- Navigation Crisis.

Genevieve's new book, *Journey Together: Empowering our Children to Navigate Life*, will be on sale for R200 at the course.

Date: Monday, 15 May **Time:** 18:00 – 20:00 **Duration:** 1 Session **Cost:** R60

INTERACTIVE TECHNOLOGY & COMPUTERS

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.

Date: Saturday, 13 May **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R650

INTRODUCTION TO GOOGLE CLASSROOM

Matthew Prins B. Ed. (Hons)
Computer Application Technology Teacher

Google Classroom is a free web service that aims to simplify creating, distributing and grading assignments in a paperless way. In this course we will cover the following content:

- Creating and customizing classes
- Adding class details/materials
- Adding students
- Setting up the workflow
- Comment settings
- Creating, submitting and marking assignments
- Making announcements
- Managing and grading assignments
- Giving assignment feedback

Please make sure you have a Gmail account and you remember the password as we will need this to log into Google Classroom.

Date: Thursday, 4 May **Time:** 18:00 – 20:00 **Duration:** 1 Session **Cost:** R290

COMPUTER COURSES

All our **computer courses**, can be found on **pages 16 – 21 of this prospectus**.

HOW TO PLAN & IMPLEMENT A MARKETING STRATEGY FOR YOUR SCHOOL

Garth Sutherland B. Sc. (Hons)
Project Management & Marketing Lecturer

We have all come to understand the importance of marketing in the school context. This course will give you the skills to develop a simplified yet comprehensive, single page, marketing plan, a document that you can refer to daily, weekly, or monthly and ensure that your school remains on track. Find out how to be purposeful with you marketing and see how your school community thrives! Mid-morning tea and snacks will be served.

Date: Monday, 29 May
Wednesday, 31 May **Time:** 18:00 – 20:00 **Duration:** 2 Sessions **Cost:** R490

EDUCATOR TRAINING: MISCELLANEOUS

TRAIN THE TRAINER/TEACHER

Jennifer Ritchie Training Management Diploma
Teacher, Career Coach & Consultant, Training Manager in FMCG

During this course you will learn and apply all the principles and techniques of professional facilitation. These include:

- Differentiating between different types of learning and development,
- Understanding adult learning principles and the elements of training,
- Learning to apply the components of the training process and present training.
- You will work through the technical elements of voice and of effective formal communication and learn to handle typical challenges and problems.

The course is interactive and involves skills practice and an assessment.

Date: Monday, 29 May
Wednesday, 31 May **Time:** 18:00 – 20:00 **Duration:** 2 Sessions **Cost:** R470

USING ENNEAGRAM INSIGHTS TO IMPROVE YOUR RELATIONSHIPS AT HOME & AT WORK

Anthea Swift B. Sc.
Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

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. Course details can be found on page 14.

Date: Wednesday, 10 May **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R160

SELF-AWARENESS & EMOTIONAL INTELLIGENCE

Anthea Swift B. Sc.
Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

Find out how to be a resilient leader in this empowering course. Details can be found on page 14

Date: Monday, 15 May **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R160

HOW TO WORK WELL IN TEAMS – AS A LEADER OR AS A TEAM PLAYER

Anthea Swift B. Sc.
Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

“The whole is greater than the sum of its parts”. This famous quote epitomizes the value of teams, of harnessing different perspectives and knowing that you are not alone when facing adversity.

However, teams can also be challenging. We often find ourselves forced to work with people that we would probably never choose to work with. And yet we have to. How can we become a good team player even when we struggle with members of our team?

Introducing some of the concepts and skills of Systems Thinking, this workshop offers insight into the advantages of working with people that challenge us, as well as giving us the skills and tools to being a good team player, and team leader.

Date: Tuesday, 30 May **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R160

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, 13 May
Saturday, 27 May **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R970

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiya 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: Tuesday, 9 May
Thursday, 11 May **Time:** 18:00 – 20:00 **Duration:** 2 sessions **Cost:** R520

WAITRON TRAINING

Leon & Robyn Marney Revival Gourmet Cuisine

Qualified Chefs and Business owners

Leon and Robyn have 21 years of experience in the hospitality industry. They have not only trained in various hotels and restaurants in the Cape Town area but have also worked abroad.

If you'd like to make some money while you're studying, or taking a gap year, then this certificate will give you the "edge" to get a job not only in casual restaurants but also fine dining establishments where you will earn more.

Date: Saturday, 27 May **Time:** 09:00 – 12:00 **Duration:** 3 hours **Cost:** R290

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

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 and Snapseed. 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, Snapseed & 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: Saturday, 27 May

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R550

BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL

Ginty O'Connor

B. Sc. PGCE B. Ed (Hons)

Bookbinder

In this practical course, participants will create their own 100 page A4 case-bound hardcover journal. All materials required will be provided in kit form which will be purchased in the first session at a cost of R150. See page 8 for course details.

Date: Tuesday, 9 May

Time: 18:00 – 20:00

Duration: 2 hours

Date: Thursday, 11 May

Time: 18:00 – 20:00

Duration: 2 hours

Cost: R250 (pay on registration) + Kit Price: R150 (pay to Ginty at the workshop)

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 SECOND TERM 2023 courses you would like to register for:

Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Total enclosed:		R		
Please indicate whether you would like to be placed on our free electronic mailing list. Only select this option if you have NOT been receiving the prospectus via e-mail.		<table border="1"> <tr> <td>Yes</td> <td>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.