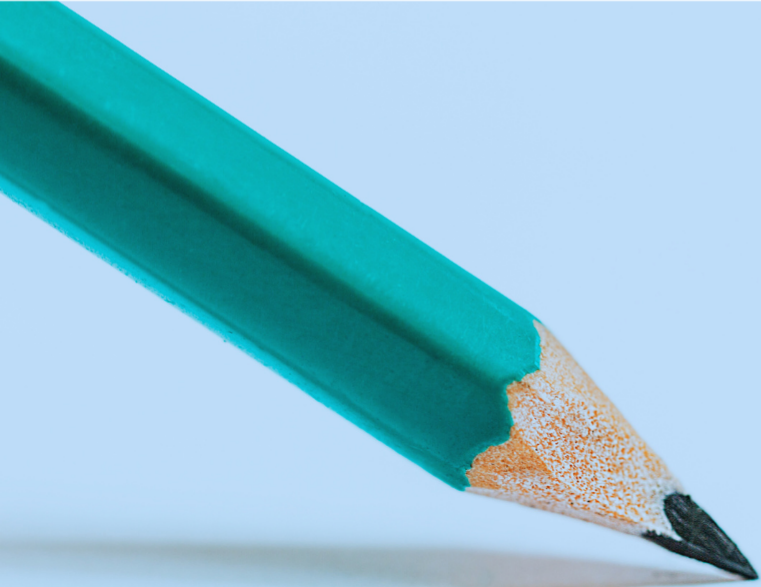




bergvliet high
continuing
education



TERM 4 2023

Lifelong Learning Courses for:

Adults | Educators | Corporates | Learners

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

QUICK CLICK TABLE OF CONTENTS

ADULT ENRICHMENT

What is the Continuing Education Programme all about?	2
What does CEP offer?	2
We tailor-make our corporate workshops to suit your needs.....	2
NEXT STEPS IN DRAWING	5
BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL	5
CROCHET FOR BEGINNERS	6
SEWING ONGOING – WORKING WITH STRETCH FABRIC.....	7
MAKING MACARONS THE ITALIAN WAY.....	7
BUILDING A BAKING BUSINESS	8
WILLS & LEGACIES	8
HOW TO SUCCEED IN FINDING & GETTING THE JOB YOU WANT!	8
MINDFULNESS – MOVING FROM CHAOS TO CALM	9
DEALING WITH ANXIETY	9
COMPUTERS FOR BEGINNERS	10
MS EXCEL – GETTING STARTED WITH SPREADSHEETS	10
MS EXCEL – INTERMEDIATE	10
MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS.....	11
EXCEL DASHBOARD FOR BUSINESS.....	11
ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!	11
CODING WITH PYTHON FOR BEGINNERS	12
CODING WITH PYTHON - ONGOING	12
INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA.....	12
WILLS & LEGACIES	13
INTRODUCTION TO FRENCH.....	13
XHOSA FOR BEGINNERS.....	13
“SOFT SKILLS” IN THE WORKPLACE	14
COMPUTER COURSES	14
MS EXCEL – GETTING STARTED WITH SPREADSHEETS	14
MS EXCEL – INTERMEDIATE	14
MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS.....	15
EXCEL DASHBOARD FOR BUSINESS.....	15
CODING WITH PYTHON FOR ABSOLUTE BEGINNERS	16
BOOKBINDING	16
INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA.....	16

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 it aims 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 those 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 can 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

kallie.pretorius@rawson.co.za | marietjie.pretorius@rawson.co.za

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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:

- | 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 in October 2023 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends in November 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. The school has a backup power solution in place so our courses will not be affected by loadshedding. | | | |
| 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 adapt the course to the specific needs of your staff members. 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 acceptable.**
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 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 accepted. 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 & CRAFT COURSES

NEXT STEPS IN DRAWING

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

This exciting and stimulating workshop will expand your artistic horizons! Explore new techniques and ways of expression using tools which include charcoal, pastels, ink and washes etc. This course is ideal for those who have attended our Drawing for Beginner's course, or those who already have drawing experience. Visual material and pencils will be provided for the 1st session. Further requirements will be advised as the course proceeds.

Date: Mondays, 23 Oct – 13 Nov

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R540 + R50 for paper = R590 (pay on registration)

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 must be purchased from Ginty at the first session for R150.

Date: Thurs, 26 Oct & Thurs, 2 Nov

Time: 18:30 – 20:30

Duration: 4 hours

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



ADULT ENRICHMENT – CROCHETING

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 patterns 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.

Date: Thursdays 26 Oct – 9 Nov

Time: 18:30 – 20:30

Sessions: 3

Cost: R240 (pay on registration) + Kit Price: R50 (pay to Lokkie at the workshop)



SEWING & BAKING

SEWING ONGOING – WORKING WITH STRETCH FABRIC

Colleen Mick

Sewing Teacher

This course is ideal for the intermediate sewer who has a sewing machine and can apply basic techniques or has attended a previous sewing class but wants to progress to the next level. In this course, you will learn all that you need to know to work with stretch fabrics and commercial patterns. In the first session, you will lay up, cut and sew a kid's t-shirt. The fabric for this first session needs to be purchased from Colleen for R50 on the day).

You will also select a project such as a kiddies' t-shirt, kiddies' dress, kiddies' joggers, ladies' top or short dress, which you will make in the second session. The fabric, and trims required for the 2nd session will be advised and the pattern for the next session needs to be purchased from Colleen for R90.

Requirements

- Fabric for session 2 (to be advised in session 1)
- Pattern for session 2 (to be purchased from Colleen in session 1)
- Own sewing machine (or hire one of ours at R80 for both sessions)
- Sewing machine tools and accessories

Date: Saturdays, 21 & 28 October **Time:** 09:00 – 13:30 **Duration:** 9 hours
 R 650 (pay on registration) + Fabric Price for session 1 (pay to Colleen on Saturday 21 October for first session kit) & R90 (pay to Colleen on 28 October for second session pattern). **Please add R80 to your course fee on registration** if you need to hire one of our sewing machines.



MAKING MACARONS THE ITALIAN WAY

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

In this hands-on workshop will learn how to:

- Bake delicious Macarons using the Italian method,
- How to colour the Macarons, and
- How to fill and display the Macarons.

The class includes:

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

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

Date: Sat, 28 October **Time:** 09:00 – 12:00 **Duration:** 3 hours **Cost:** R490

MISCELLANEOUS

BUILDING A BAKING BUSINESS

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

If you love baking and would like to start your own sustainable baking business but have no idea of the business side of things, then this course will get you on the road to making your dream come true, and making it profitable as well! Grace Stevens has almost two decades of experience in the cake industry, and will give practical advice on how to:

- Work out your costing for each of your products
- Price your products for profit and sustainability.
- How to draw up a business plan
- Identify who your customers are for effective marketing.
- Set business goals and marketing advice.
- Lastly, you will be given the opportunity to ask questions.

Date: Tuesday, 31 October **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R550

WILLS & LEGACIES

Rhiannon Thomas B.A. LLB (UCT) FRSA (UK)

Integrative Lawyer, Notary, Specialist Will Drafter, Conscious Contract Specialist, Legal Designer

Nadia Fourie LLB & LLM (Tax Law)

Lawyer, Commercial Law & Compliance Specialist, High-Performance Coach

Creating a Will is an opportunity to examine the life we are living and to discover what matters to that life. This process does not have an age restriction – we are all going to die, and your Will is one of the most important documents that you will author. Because, besides setting out what will happen to your estate, it is also your last formal communication with the living world. Alongside your Will, there are several documents that communicate your values and wishes should you not be able to speak for yourself. There are also documents that express your wishes after you die, such as funeral arrangements and what to do with your special items and beloved pets.

Preparing these documents in a creative and meaningful way helps you to live fully and offers peace of mind. In this session, you discuss these essential documents and provide a plan to help you formulate your end-of-life care plan.

Date: Wed, 25 October **Time:** 18:30 – 20:30 **Duration:** 1 Session **Cost:** R130

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, 23 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

PERSONAL DEVELOPMENT, MENTAL HEALTH & SOFT SKILLS

MINDFULNESS – MOVING FROM CHAOS TO CALM

Gill Faris M. Phil Adult Education, Psychiatric Nurse
Facilitator, Mental Health & Learning and Development Consultant

A simple question to ask yourself is “Is my mind full or, am I mindful?” Most of us would say “mind full”. Our minds are constantly busy trying to deal with the demands of life, information overload, continuous interruptions as well as the need for instant gratification. Very often we live in fear of the stories our minds conjure up about what could happen in the future, or we feel remorse or guilt about what happened or did not happen in the past. All these factors can cause anxiety and stress which can have an adverse effect on our mental, emotional and physical well-being. This practical session will provide you with simple and practical everyday mindfulness exercises to help you change from living the chaos of “mind full” to the calm of being “mindful”.

Date: Monday, 13 November **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R130



DEALING WITH ANXIETY

Gill Faris M. Phil Adult Education, Psychiatric Nurse
Facilitator, Mental Health & Learning and Development Consultant

Anxiety is a normal part of life. It is normal to feel anxious before an exam, a job interview, when learning something new and even when we fall in love! Since the pandemic and now loadshedding, we have become more aware of the negative impact that intense and prolonged anxiety can have on our mental health and wellbeing. Anxiety can lead to persistent worry and fear that can disrupt our daily functioning. In this practical course, you will learn how to manage anxiety by understanding the link between your thoughts and feelings and behaviour. You will also learn a technique to challenge those pervasive thoughts so that you can respond and get back in the driver's seat.

Date: Monday, 6 November **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R130

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, 21 & 28 October **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, 23 October
Wed, 25 October **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R510

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: Mon, 30 October
Wed, 1 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R510

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, 6 November
Wed, 8 November **Time:** 18:30 – 20:30 **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: Mon, 13 November **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

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, 24 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

CODING WITH PYTHON & PHOTOGRAPHY

CODING WITH PYTHON FOR BEGINNERS

Octavia Chidiya M.Sc. Computer Science

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

This course aims to prepare anyone who would like to be creative, collaborative, a design thinker, and acquire computational thinking skills of the future. No programming background is required. Learning Computer Science, and programming encourages creativity, problem-solving, ethics, and collaboration. You will have fun learning Python as a programming language and challenging yourself to think like A computer programmer. 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: Tues, 24 October
Thurs, 26 October **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R510

CODING WITH PYTHON - ONGOING

Octavia Chidiya M.Sc. Computer Science

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

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, it's a readable style, quick editing, runs 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: Tues, 31 October
Thurs, 2 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R510

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? 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, 28 October **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R550

LANGUAGES & CONTRACTS

WILLS & LEGACIES

Rhiannon Thomas B.A. LLB (UCT) FRSA (UK)

Integrative Lawyer, Notary, Specialist Will Drafter, Conscious Contract Specialist, Legal Designer

Nadia Fourie LLB & LLM (Tax Law)

Lawyer, Commercial Law & Compliance Specialist, High-Performance Coach

Creating a Will is an opportunity to examine the life we are living and to discover what matters to that life. Preparing these documents in a creative and meaningful way helps you to live fully and offers peace of mind. In this session, you discuss these essential documents and provide a plan to help you formulate your end-of-life care plan. Have a look at page 8 for the full course summary.

Date: Wed, 25 October

Time: 18:30 – 20:30

Duration: 1 Session

Cost: R130

INTRODUCTION TO FRENCH

Gail Oakes B.A., B. Ed.

French Teacher

Gail is going but to Canada at the end of the year, so this is your last chance to experience her excellent teaching! 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: Mon, 23 Oct – 13 Nov

Time: 18:30 – 20:00

Duration: 4 sessions

Cost: R460

XHOSA FOR BEGINNERS

Themba Ezra Nuran isiXhosa Basics

Xhosa Teacher

Designed for non-mother tongue speakers, IsiXhosa Basics aims to equip you with the necessary vocabulary, language awareness and confidence you need to get out there and *thetha* to friends, strangers and colleagues! This course starts right at the beginning with what a Xhosa word looks and sounds like and how to say all those difficult clicks (you can say them, for sure!).

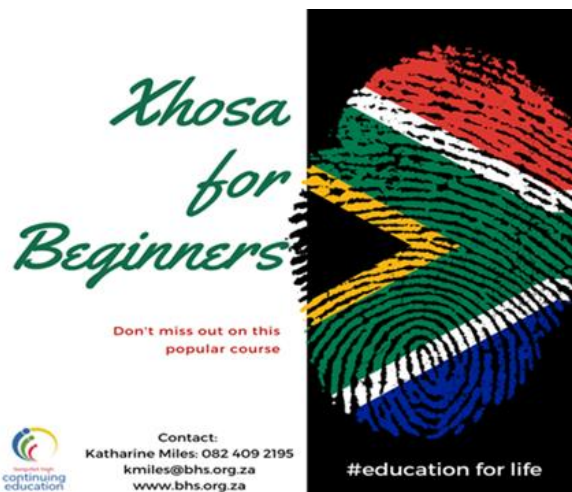
Extra, online practice is available to help you get comfortable with the work covered.

Date: Mon, 23 Oct – 13 Nov

Time: 18:30 – 20:00

Duration: 4 sessions

Cost: R460



CORPORATE TRAINING – COMPUTER COURSES

“SOFT SKILLS” IN THE WORKPLACE

The value of “soft skills”, especially at management level, cannot be underestimated. We have a number of useful Personal development and Soft Skills courses on pages 9.

COMPUTER COURSES

All our **computer courses** can be found on pages 10 - 12 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: Mon, 23 October
Wed, 25 October **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R510

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: Mon, 30 October
Wed, 1 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R510



CORPORATE TRAINING

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, 6 November
Wed, 8 November

18:30 – 20:30

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: Mon, 13 November

Time: 18:30 – 20:30

Duration: 1 session

Cost: R290



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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 learn how to code with Python, then you will enjoy this course. Course details can be found on page 12.

BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL

Ginty O'Connor B. Sc. PGCE B. Ed (Hons)

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INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Craig Murray

Photography Lecturer

Find out how to use your camera effectively and take photos like a pro! Course details can be found on page 12.