



bergvliet high
continuing
education



TERM 1 2024

Lifelong Learning Courses for:

Adults | Educators | Corporates | Learners

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

QUICK CLICK TABLE OF CONTENTS

What is the Continuing Education Programme all about?	4
What does CEP offer?	4
We tailor-make our corporate workshops to suit your needs	4
ADULT ENRICHMENT COURSES	
LEARN TO DRAW	7
DRAWING: A PRACTICAL STUDY OF PORTRAITS	7
LANDSCAPE IN ACRYLICS.....	7
MOSAICS – A POTPLANT WITH PANACHE.....	8
BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL.....	8
LEARN TO SEW	8
BUILDING A BAKING BUSINESS	9
BUTTERCREAM FLOWER BOUQUET.....	9
MINI “DRIP” CAKE	10
AUTHENTIC ITALIAN PASTA DISH.....	10
MEXICAN TACOS & BURRITOS	10
VEGAN COOKING COURSE	10
HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS	11
PROJECT MANAGEMENT FOR ENTREPRENEURS	11
PRACTICAL BOOKKEEPING/ACCOUNTING	11
FUNDAMENTALS OF BUSINESS ACCOUNTING.....	12
CUSTOMER SERVICE – THE LIFEBLOOD OF ANY SUCCESSFUL BUSINESS.....	12
TRAIN THE TRAINER/TEACHER.....	12
BUILDING A BAKING BUSINESS	13
WILLS & LEGACIES.....	13
CONSCIOUS CONTRACTS.....	13
PERSONAL ASSISTANT SKILLS.....	14
HOW TO SUCCEED IN FINDING & GETTING THE JOB YOU WANT!	14
DOCUMENTING A MARKETING PLAN FOR A SMALL BUSINESS	14
SOCIAL MEDIA MARKETING: GET SOCIALLY SAUCED FOR YOUR SMALL BUSINESS	15
HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS	15
CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE	16
HOW TO WORK WELL IN TEAMS – AS A LEADER OR AS A TEAM PLAYER	16
NEGOTIATION SKILLS	16
MANAGING DIVERSITY IN THE WORKPLACE.....	16
ASSERTIVENESS FOR WOMEN	17
MINDFULNESS – MOVING FROM CHAOS TO CALM	17

QUICK CLICK TABLE OF CONTENTS

SELF-DISCOVERY THROUGH THE ENNEAGRAM.....	17
UNDERSTANDING SLEEP, SLEEP DISORDERS & DREAMING.....	17
SELF-AWARENESS & EMOTIONAL INTELLIGENCE.....	18
HOW TO MOTIVATE YOURSELF TO SUCCEED.....	18
IF YOU CAN'T TRUST YOURSELF, THEN WHO CAN YOU TRUST? LIVING WITH OCD.....	18
COMPUTERS FOR BEGINNERS.....	19
MS EXCEL – GETTING STARTED WITH SPREADSHEETS.....	19
MS EXCEL – INTERMEDIATE.....	19
MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS.....	20
HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS.....	20
COMPUTER FILE MANAGEMENT – SORTING THE FILES & FOLDERS ON YOUR COMPUTER.....	20
CLOUD COMPUTING.....	21
ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!.....	21
MICROSOFT FORMS.....	21
CODING WITH PYTHON FOR ABSOLUTE BEGINNERS.....	22
CODING WITH PYTHON FOR THOSE FROM A CODING BACKGROUND.....	22
EDITING YOUR PHOTOS AND IMAGES USING PAINT.NET.....	22
INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA.....	23
CREATIVE PHOTOGRAPHY – TAKING YOUR PHOTOS TO THE NEXT LEVEL!.....	23
AUDIO PODCASTING.....	23
SOUTH AFRICAN SIGN LANGUAGE.....	24
GERMAN FOR BEGINNERS.....	24
FRENCH FOR BEGINNERS.....	24
GREEK FOR BEGINNERS.....	24
XHOSA FOR BEGINNERS.....	24
FIRST AID: LEVEL 1.....	25
ESSENTIAL PERSONAL SAFETY.....	25
HIJACK AVOIDANCE & SURVIVAL.....	25
RETIREMENT: LIVING A FULFILLED LIFE.....	26
WRITING FOR UNIVERSITY.....	26
THE TRUTH ABOUT INTELLIGENCE & IQ.....	26
AN ASTRONOMICAL INTRODUCTION TO OUR UNIVERSE.....	27
KNOW YOUR BIRDS: INTRODUCTION TO BIRDS OF THE SOUTH-WESTERN CAPE.....	27
WAITRON TRAINING.....	27
DJEMBE DRUMMING.....	28
BASIC DIY JOBS IN THE HOME – FOR WOMEN.....	28
CORPORATE TRAINING	
HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS.....	29

QUICK CLICK TABLE OF CONTENTS

MARKETING COURSE FOR BUSINESS OWNERS & ENTREPRENEURS	29
PROJECT MANAGEMENT FOR ENTREPRENEURS	29
PRACTICAL BOOKKEEPING/ACCOUNTING & BUSINESS ACCOUNTING COURSE.....	29
CUSTOMER SERVICE – THE LIFEBLOOD OF ANY SUCCESSFUL BUSINESS.....	30
TRAIN THE TRAINER/TEACHER.....	30
EXCEL, VARIOUS MICROSOFT & BUSINESS COMPUTING COURSES.....	30
PERSONAL DEVELOPMENT & SOFT SKILLS COURSES.....	30
EDUCATOR ENRICHMENT COURSES	
CHANGING BEHAVIOUR THROUGH PROGRESSIVE DISCIPLINE	31
SERIOUS MISCONDUCT OF LEARNERS: THE DISCIPLINARY PROCESS EXPLAINED	31
UNDERSTANDING OCD AND RECOGNISING IT IN THE CHILDREN YOU TEACH.....	31
PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE COURSES.....	31
CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE	32
HOW TO WORK WELL IN TEAMS – AS A LEADER OR AS A TEAM PLAYER	32
NEGOTIATION SKILLS	32
MANAGING DIVERSITY IN THE WORKPLACE.....	32
THE TRUTH ABOUT INTELLIGENCE & IQ.....	32
MASTERING THE INTERACTIVE WHITEBOARD.....	33
COMPUTER COURSES.....	33
INTEGRATING EXCEL & STAFFROOM – AN ESSENTIAL COURSE FOR EDUCATORS	33
DESIGNING AN EXAM PAPER IN WORD	33
LEARNER ENRICHMENT COURSES	
ESSENTIAL STUDY SKILLS & FIRST AID LEVEL 1	34
CODING WITH PYTHON FOR ABSOLUTE BEGINNERS.....	34
WAITRON TRAINING	34
DJEMBE DRUMMING	35
INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA	35
AUDIO PODCASTING	35
REGISTRATION FORM.....	36

GENERAL INFORMATION

What is the Continuing Education Programme all about?

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

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

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

What does CEP offer?

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

The course categories include:

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

We tailor-make our 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

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 1 courses begin on 5 February 2024 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on 13 March 2024 . | | | |
| 5. | Additional Programmes and Registration forms are available from the foyer of the school, local libraries, or on our website: www.bhs.org.za under "Continuing Ed". | | | |
| 6. | Details published herein are subject to change to fit in with school activities. Changes are unlikely and, as far as possible will be made by mutual arrangement. | | | |
| 7. | Course participants will be advised wherever possible of programme disruptions caused by unscheduled power outages and affected courses will be rescheduled. | | | |
| 8. | All courses at Bergvliet High School, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses. | | | |
| 9. | Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded. | | | |
| 10. | NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING. | | | |
| 11. | Please note the dates and starting times carefully. Parking is available 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. 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



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 FIRST TERM 2024 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.		<div>Yes</div> <div>No</div>

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

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

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

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

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

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

Ettienne Short B.A.
Artist & Teacher

This course is aimed at those who are beginning their drawing adventure. The primary medium will be charcoal and you will learn how to identify shapes and form, and work with tone and layers to create form. Charcoal is an incredibly forgiving medium which shares many properties with paint, making it ideal for practising the properties of tone-to-form art. The focus will be on simple portraits. The cost of the course material has been included in the course fee.

Date: Tues 6, 13, 27 Feb & 5 March

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R580 (includes the cost of the course materials)

DRAWING: A PRACTICAL STUDY OF PORTRAITS

Ettienne Short B.A.
Artist & Teacher

This exciting course is for those already delving into the world of drawing with a special interest in drawing human and animal 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, 15, 22, 29 Feb & 7 March

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R580 (includes the cost of the course materials)



LANDSCAPE 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 create a landscape. 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 landscape 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. The kit consists of the 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. Mid-morning tea and snacks will be provided.

Date: Sat, 17 February

Time: 09:00 – 14:00

Duration: 4.5 hours

Cost: R490 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)

ADULT ENRICHMENT – CRAFTS & SEWING

MOSAICS – A POTPLANT WITH PANACHE

Gina Florentino

Mosaic Artist

In this creative workshop you will learn how to decorate a plant pot with mosaics, and then you will plant a plant in the pot! It is perfect as a focal point in your home, or as a personalized gift for a friend. The course kit costs R150 and needs to be purchased from Gina at the workshop. Mid-morning tea and snacks will be provided.

Date: Saturday, 24 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R250 (pay on registration) + Kit Price: R150 (pay to Gina 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 must be purchased in the first session at a cost of R150.

Date: Wed, 28 February

Time: 18:30 – 20:30

Duration: 2 hours

Date: Wed, 6 March

Time: 18:30 – 20:30

Duration: 2 hours

Cost: R320 (pay on registration) + Kit Price: R150 (pay to Ginty at the workshop)

LEARN TO SEW

Colleen Mick

Sewing Teacher

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

Course Requirements

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

Date: Saturday, 17 February

Time: 09:00 – 13:30

Duration: 2 sessions

Saturday, 24 February

R 660 (pay on registration) + Kit Price: R90 (pay to Colleen on Saturday 17 February.)

Cost: Please add R80 to your course fee on registration if you need to hire one of our sewing machines.

ADULT ENRICHMENT – COOKING & BAKING

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, 27 February **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R560

BUTTERCREAM FLOWER BOUQUET

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

Grace is known as the “Queen” of Buttercream! Join this class and learn from the best!

In this class you will learn how to:

- Pipe buttercream Chrysanthemums onto cupcakes
- Pipe buttercream Rosebuds
- Pipe buttercream leaves
- Use Korean nozzles
- Arrange piped flowers onto cupcakes
- Arrange cupcakes into a cupcake bouquet (see the example below)
- How to store buttercream flowers and cakes and how best to transport them.

Included in this class is:

- Professional tuition by Grace Stevens
- All materials
- Access to nozzles, piping bags, aprons and other equipment
- Your finished cupcake bouquet

Date: Sat, 17 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R570



COOKING COURSES & WAITRON TRAINING

MINI “DRIP” CAKE

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

Decadent Drip cakes are very popular at the moment! They make the perfect birthday cake or teatime treat, and this mini version is ideal for a smaller group or as a birthday gift.

In this hands-on workshop you will:

- Learn how to bake a moist, tender, chocolatey chocolate cake that taste amazing and keep well.
- Learn how to make decadent chocolate ganache and chocolate drip, and how to fill and stack mini cakes.

This workshop includes:

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

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

Date: Sat, 24 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R570

~~AUTHENTIC ITALIAN PASTA DISH – COURSE WITHDRAWN~~

Leon & Robyn Marney

Revival Gourmet Cuisine

Qualified Chefs and Business owners

Have fun learning how to make pasta from scratch and top it with Italian tomato sauce with meatball bolognese. The ingredient kit costs R250 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: Wednesday, 21 February **Time:** 18:00 – 21:00 **Duration:** 3 hours
Cost: R260 (pay on registration) + Kit Price: R250 (pay to the chefs at the workshop)

~~MEXICAN TACOS & BURRITOS – COURSE WITHDRAWN~~

Robyn & Leon Marney

Revival Gourmet Cuisine

Qualified Chefs and Business owners

Braais are a great South-African tradition, but who doesn't love a good Mexican feast? In this hands-on workshop, you will learn how to make Mexican tacos and Filled Burritos – and your family and friends can enjoy your new culinary skills at your next get-together!

Date: Wednesday, 28 February **Time:** 18:00 – 21:00 **Duration:** 3 hours
Cost: R260 (pay on registration) + Kit Price: R270 (pay to the chefs at the workshop)

VEGAN COOKING COURSE

Nikki Botha

Vegan Chef and Consultant for Local and International Celebrities, Cooking Presenter

Following a vegan diet can have its challenges, especially when you're starting out and aren't sure which vegan products can replace conventional ingredients in recipes etc. In this exciting course, you will learn how to make the following vegan dishes:

- Cheese melt – a spreadable cheese that can be used for sandwiches, pizza or as a cheese sauce
- Cottage Cheese – a simple recipe which requires no cooking
- Seltan – a basic recipe which is used to make a mock meat and can be turned into steaks, sausages, mince or burger patties. The course fee includes the cost of all ingredients.

Date: Sat, 17 February **Time:** 14:30 – 17:30 **Duration:** 3 hours **Cost:** R630

BUSINESS, FINANCE & ENTREPRENEURSHIP

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 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. You will be required to log into your email, so please remember to bring your passwords along.

Date: Mon, 26 February **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R310

PROJECT MANAGEMENT FOR ENTREPRENEURS

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

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 those changes.

The course will look at each of the steps, using both household 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.

Date: Wed, 6 & 13 March **Time:** 18:30 – 20:30 **Sessions:** 2 **Cost:** R590

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: Tues & Thurs, 6 – 15 Feb **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R620

BUSINESS, FINANCE & ENTREPRENEURSHIP

FUNDAMENTALS OF BUSINESS ACCOUNTING

Clive Stevens

Accounting Teacher

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

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

Date: Thurs & Tues, 22 Feb – 5 March **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R620

CUSTOMER SERVICE – THE LIFEBLOOD OF ANY SUCCESSFUL BUSINESS

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Excellent customer service is the lifeblood of any successful business and in the DNA of every successful employee: it is a non-negotiable element in business today, yet it is often assumed rather than trained, evaluated, and rewarded. This two-hour workshop covers the basics, from customer needs, to moments of truth, the circle of service, how to deal with angry customers and how to retain customers. For companies requiring group training, separate courses exist for delivery crew and drivers, managers, and credit staff. These contain post-course assessments and monitoring measures.

Jennifer Ritchie is a Trainer and Coach with specialist expertise in developing, training and measuring Customer Service in staff teams.

Date: Mon, 4 & 11 March **Time:** 18:30 – 20:30 **Sessions:** 2 **Cost:** R510

TRAIN THE TRAINER/TEACHER

Jennifer Ritchie Training Management Diploma

Teacher, Career Coach & Consultant

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

Date: Saturday, 17 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R510

ADULT ENRICHMENT: BUSINESS & LEGAL CONTRACTS

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, 27 February Time: 18:00 – 20:30 Duration: 2.5 hours Cost: R560

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, 21 February Time: 18:30 – 20:30 Duration: 1 Session Cost: R150

CONSCIOUS CONTRACTS

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

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

Lorna Olckers M.Phil. B. Soc.Sc (Hons) Ph.D.

Counsellor, Facilitator, Educator, Collaborative Enthusiast

Have you ever wondered if legal contracts could be different and better? This workshop introduces you to Conscious Contracts. Most contracts are based on an adversarial approach and assume there is always a winner and a loser. Conscious Contracts focus on the relationship first and are co-created by the users. By using a relational and values-based approach Conscious Contracts foster collaboration and build trust.

Conscious Contracts promote sustainable relationships through clarity and transparency. They are flexible and ensure long-term impact. This workshop will give you an overview of the core components and together you will explore how taking a relational approach to contracts can build better business and other relationships. If you're interested in sustainable practices and how to use values to build better relationships, this workshop is for you.

Date: Wed, 28 February Time: 18:30 – 20:30 Duration: 1 Session Cost: R150

RECRUITMENT, CAREERS & BUSINESS MARKETING

PERSONAL ASSISTANT SKILLS

Emmerentia Jansen B.A. H.D.E.
Computer & Corporate Skills Trainer

This comprehensive course was developed to equip office workers and Personal Assistants in the workplace. You will learn everything that is required to do the job well: from workplace etiquette and effective telephone skills, time and stress management, good vs bad customer service and how to deal with difficult customers to the basic MS Word skills to equip you to type business documents! So, if you're thinking of going back to work after being at home bringing up children, or you want to move up in the ranks, then you'll love this course. Certificates will be issued on completion of the course. Mid-morning tea/coffee and snacks will be provided.

Date: Saturday, 24 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R540

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: Tues, 13 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R320

DOCUMENTING A MARKETING PLAN FOR A SMALL BUSINESS

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

Building a successful business is about energy, enthusiasm, and innovation. And about discipline. That discipline starts with planning. Most small businesses have a documented business plan which is supplemented with monthly financial reports that reveal their business's financial success or failure.

Marketing-led big businesses will apply the same disciplines to their marketing. That becomes a process of annual marketing plans being converted into quarterly reviews and monthly status reports.

It is a worldwide observation that most small businesses do not apply the same discipline to their marketing, the most important function of the business. That is because a traditional marketing plan is perceived to be time consuming and expensive to produce and is not used on a regular basis.

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. And your thinking will not be distracted by the many opportunistic offers that do come your way.

Every small business must optimise and maximise its limited people, time and financial resources if it is going to be successful. Thorough marketing planning and implementation of the resultant tactics is essential to achieve that success. This course will assist you in achieving that success.

Date: Wed, 21 & 28 Feb **Time:** 18:30 – 20:30 **Sessions:** 2 **Cost:** R490

MARKETING & “SOFT SKILLS” IN THE WORKPLACE

SOCIAL MEDIA MARKETING: GET SOCIALLY SAUCED FOR YOUR SMALL BUSINESS

Lucille Divine

B. Sc.

Graphic Designer, Marketing & Communications, Trainer

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

You'll learn:

Session 1:

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

Session 2:

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

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

Date: Monday 4 March &
Wednesday 6 March

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R540

HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

Lucille Divine

Graphic Designer, Marketing & Communications, Trainer

Ever heard of ChatGPT, Canva Pro, Video.AI tools, Search Engine Optimisation?

Imagine the satisfaction of sharing content your audience craves—strategically crafted and continuously delivered. This course is designed in a way that will give you confidence in creating content by leveraging smart AI tools. You'll learn to produce valuable, engaging material that not only captivates your audience but also helps you to rank on online search engines effectively. Now you can elevate your content game and forge meaningful connections with your audience through the power of smart content AI and clever planning.

This course will appeal to small business owners, entrepreneurs, and marketing professionals looking to enhance their understanding of social media. Participants will gain the knowledge and skills to create compelling content for your social media channels using smart AI tools such as ChatGPT, Search Engine Optimisation Tools, Google Trends, Google Search, Video.AI tools, Canva Pro, and other relevant tools. You will also learn quick content hacks for efficient creation and distribution across various digital assets.

Date: Monday, 11 March
Wednesday, 13 March

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R540

“SOFT SKILLS” IN THE WORKPLACE

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

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

Date: Wed, 6 & 13 March **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R310

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: Tues, 13 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

NEGOTIATION SKILLS

Loretta Erasmus M. Phil
Management Coaching / Business Coach

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

Date: Thurs, 22 & 29 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** 310

MANAGING DIVERSITY IN THE WORKPLACE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can sometimes be a challenge, but one that can easily be overcome. This session will look at: The importance and benefits of Diversity Management; Prejudices and Discrimination; Encouraging a Culture of Equality, and lastly; Tips on how to manage the challenges of Workplace Diversity.

Date: Thurs, 15 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

PERSONAL DEVELOPMENT, MENTAL HEALTH & SOFT SKILLS

ASSERTIVENESS FOR WOMEN

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

Do you find that you tend to say “yes” when you actually mean “no” or vice versa? Do you feel that you are not quite achieving your goals or reaching your full potential because you consider everyone else’s feelings and opinions before your own? Or, do you find that you are unable to say what you think or feel because you’re so busy trying to formulate your thoughts and sentences to come out right, that you miss the moment? It is challenging to find one’s voice in a noisy world.

This course offers women the opportunity to explore ways to recognise and remedy self-deprecating beliefs and behaviours and to find ways to enhance and celebrate authenticity and wisdom.

Date: Tuesday, 27 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

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: Tuesday, 5 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

SELF-DISCOVERY THROUGH THE ENNEAGRAM

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

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

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

Date: Monday, 19 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

UNDERSTANDING SLEEP, SLEEP DISORDERS & DREAMING

Robyn Jansen van Vuuren M.A. Psychological Research

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

Date: Thursday, 7 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

PERSONAL DEVELOPMENT & MENTAL HEALTH

SELF-AWARENESS & EMOTIONAL INTELLIGENCE

Anthea Swift

B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

Emotional Intelligence can be learnt. We can become more emotionally intelligent. 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: Thurs, 8 February

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

HOW TO MOTIVATE YOURSELF TO SUCCEED

Robyn Jansen van Vuuren

M.A. Psychological Research

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

Date: Tuesday, 6 February

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

IF YOU CAN'T TRUST YOURSELF, THEN WHO CAN YOU TRUST? LIVING WITH OCD

Robyn Jansen van Vuuren

M.A. Psychological Research

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

Date: Monday, 12 February

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

ADULT ENRICHMENT: COMPUTER COURSES

COMPUTERS FOR BEGINNERS

Cedric Goliath

Network Administrator and IT Trainer

Do you want to know how to?

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

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

Date: Sat, 17 & 24 February **Time:** 09:00 – 13:00 **Duration:** 8 hours **Cost:** R790

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, 6 February
Thursday, 8 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R550

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: Tues, 13 February
Thurs, 15 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R550

ADULT ENRICHMENT: COMPUTER COURSES

MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS

Cedric Goliath

Network Administrator and IT Trainer

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

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

Date: Tues, 27 February
Thurs, 29 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R550

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. You will be required to log into your email, so please remember to bring your passwords along.

Date: Mon, 26 February **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R310

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: Thurs, 7 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R310

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: Thurs, 22 Feb

Time: 18:00 – 20:00

Duration: 1 session

Cost: R310

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: Mon, 4 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R310

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: Mon, 26 February

Time: 18:30 – 20:30

Duration: 1 session

Cost: R310

CODING & EDITING COURSES

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiyiwa M.Sc. Computer Science

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

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

Date: Mon, 5 February
Wed, 7 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R560

CODING WITH PYTHON 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.

Date: Monday, 19 Feb
Wednesday, 21 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R560

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: Wed, 28 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R310

PHOTOGRAPHY & AUDIO PODCASTING

INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Craig Murray

Photography Lecturer

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

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

Date: Sat, 17 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R590

CREATIVE PHOTOGRAPHY – TAKING YOUR PHOTOS TO THE NEXT LEVEL!

Wayne Turner

Photography Lecturer & Author

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

Date: Sat, 24 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R590

AUDIO PODCASTING

Wayne Turner

Radio Broadcaster, Podcaster, Lecturer

Video has its place online, but podcasting is taking the internet by storm! Take your message or your organisation's message online, give your business an online voice, or create your own on-demand radio show and become the DJ or talk show host you've always wanted to be!

In this workshop, you will learn how to create a simple online podcast show under the experienced guidance of Wayne Turner who has been involved in radio broadcasting and audio production for 23 years. He hosts his own local radio show and a community podcast at www.hellopodcast.co.za.

You will explore the following aspects of podcasting in this course:

- The equipment which you will need (you won't need much);
- How to create the content – chat shows, interviews or discussions;
- How to record and do an interview;
- How to add intros, outros and transitions and give your podcast a unique sound;
- How to format your podcast;
- Where to host and upload your podcast;

What to bring along: USB flash drive, notebook, smartphone, headphones, and if possible, a laptop with Audacity software (free) or Adobe Audition (paid). The course fee includes tea and snacks.

Date: Sat, 17 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R590

LANGUAGES

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 people. 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 people. It is a fun, non-threatening course where you will learn through doing.

Date: Mon, 12 Feb – 11 March **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R540

GERMAN FOR BEGINNERS

Regina Bailey
German Teacher & Translator

This practical course will equip you to travel confidently overseas by teaching you the vocabulary that you will need to shop, travel, order in a restaurant, cope at the airport, make friends and much more. This course is also suitable for those operating B & B establishments who frequently need to interact with German tourists.

Date: Mon, 12 Feb – 11 March **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R540

FRENCH FOR BEGINNERS

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: Mon, 12 Feb – 11 March **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R540

GREEK FOR BEGINNERS

Georgia Papangeli B.A., H.D.E, DELTA (Cambridge)
Greek Teacher

Whether you'd like to learn how to speak the modern Greek language before going on a holiday to Greece or Cyprus, or simply to speak to friends and colleagues, you will love this course! Georgia is a dynamic and experienced teacher who will make this language "come alive" for you!

Date: Mon, 12 Feb – 11 March **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R540

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 that 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, 12 Feb – 11 March **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R540

FIRST AID & PERSONAL SAFETY

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, 17 Feb **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R980
 Saturday, 24 Feb

ESSENTIAL PERSONAL SAFETY

Mark Human Safety Expert, Trainer & Coach
 Personal Safety

Most crimes are preventable by being aware of our surroundings. The ACT Personal Safety training sessions are a fun way to learn essential safety information including when and where most violent confrontations take place, how to recognize different types of criminals, how to minimize your vulnerability, and how best to respond to an attacker to maximize your chances of survival. By means of some simple interactive physical exercises, you will also learn how to recognize suspicious behaviour and avoid potentially dangerous confrontations. Mid-morning tea and snacks will be provided.

The following aspects of personal safety will be covered:

- Understand what drives criminals
- Threat recognition and linked actions (awareness)
- Know how to plan your personal safety
- Learn how to reduce the likelihood of becoming a target, and
- Know what to do if you are attacked.

Date: Sat, 17 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R590

HIJACK AVOIDANCE & SURVIVAL

Mark Human Safety Expert, Trainer & Coach
 Personal Safety

In this interactive workshop, you will learn how to reduce your chances of being targeted as a hijack victim, as well as how to survive hijackings if you are attacked. You will cover the importance of taking responsibility for your safety and making decisions as well as planning your safety. Through this session, you will understand the goal of hijackers, where you are most vulnerable, and how to use this knowledge effectively. Learning what you and other vehicle occupants can do if you are hijacked could ultimately save you or a family member's life. Mid-morning tea and snacks will be provided. Course content includes:

- Understanding hi-jacking motivations and methods,
- Planning and decision making,
- Role plays exercises
- Threat awareness in and around vehicles
- Face-to-face hijackings -decision-making and reactions
- Practical Hijack Avoidance recognition skills
- 3 practical Hijack driving survival skills

Date: Sat, 24 February **Time:** 09:00 – 13:00 **Duration:** 4hours **Cost:** R590

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: Sat, 17 February

Time: 09:00 – 12:30

Duration: 3.5 hours

Cost:

R290 per person or R550 per couple

WRITING FOR HIGH SCHOOL & UNIVERSITY

Robyn Jansen van Vuuren

M.A. Psychological Research

Academic Coach

There is nothing to writing. All you do is sit down at a typewriter and bleed." Ernest Hemingway... This is how many undergraduate, and high school, students feel about having to engage with academic writing. This workshop aims to make explicit the necessary steps for writing a strong academic essay including (a) a brief discussion of what academic writing expects, (b) analysing the given task (what are you being asked to do), (c) introducing the essay, (d) structuring paragraphs, and (e) concluding the essay. It also provides a brief guideline to referencing, as well as some tips and tricks for making writing a little less painful.

Date: Tues, 27 Feb

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

THE TRUTH ABOUT INTELLIGENCE & IQ

Robyn Jansen van Vuuren

M.A. Psychological Research

The term "IQ Score" is often used as an indication of how successful society believes an individual will be in his or her life. However, intelligence is a multifaceted construct that is difficult to define and is often misunderstood and misused. This fascinating course aims to equip you with some of the facts about intelligence, and will discuss: The history of the concepts of intelligence and IQ; Some of the more popular theories of intelligence; Alternative theories of intelligence; How intelligence is measured, and Factors that may affect intelligence.

Date: Wednesday, 21 February

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

MISCELLANEOUS COURSES

AN ASTRONOMICAL INTRODUCTION TO OUR UNIVERSE

Eddy Nijeboer

Astronomer and Lecturer

Leeuwenboschfontein Observatory / Cape Centre of Astronomy

Astronomy is the field of study in which scientists explore the universe, space, physics, and mathematics. Yet it is also accessible to anyone with an interest through the practical activity of stargazing. At this course, there will be a presentation to introduce some essential astronomy concepts, followed up by a practical stargazing activity with telescopes.

The viewing activity will include how to find celestial South and using the Stellarium app and telescopes, looking at features of the Moons, star systems and some planets.

Date: Mon, 12 February
Mon, 19 February

Time: 18:30 – 21:00
19:30 – 22:00

Duration: 5 hours

Cost: R290

KNOW YOUR BIRDS: INTRODUCTION TO BIRDS OF THE SOUTH-WESTERN CAPE

Dalton Gibbs

Westlake Nature Reserve - Area Manager South

Don't miss out on this popular course! Birdwatching is such an exciting world to explore and you needn't go further than your backyard to encounter the most amazing birds! Dalton, who is not only very knowledgeable about all aspects of birds and bird life, but is also passionate about the subject, will introduce you to the birds that can be found in the South-Western Cape and what you need to do to keep them in your garden!

In addition to the lecture, you will be given the opportunity to see the birds in their natural environment by going on field trips to Strandfontein (Saturday 24 February from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 2 March from 09:00 – 12:00), where you might even get to ring birds! These field trips will be arranged at the first session advertised below. No age restriction applies to this course, so bring the whole family along! The course fee includes the in-house session, as well as the 2 field trips. Please note, however, that you will need to cover the gate fee at Rondevlei.

Date: Wed, 21 February

Time: 18:30 – 20:30

Venue: BHS

Cost: R390

Date: Saturday 24 Feb & 2 March

Time: 09:00 – 12:00

Venue: TBA at first session

WAITRON TRAINING – COURSE WITHDRAWN

Robyn & Leon Marney

Revival Gourmet Cuisine

Qualified Chefs and Business owners

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; and
- Service – the do's and don'ts of the position

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

Date: Sat, 24 February

Time: 09:00 – 12:00

Duration: 3 hours

Cost: R280

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, 8 – 29 February

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R390

BASIC DIY JOBS IN THE HOME – FOR WOMEN

William Wood

DIY & Carpenter

Empower yourself to take care of all those niggly DIY jobs in the home that drive you to distraction and have fun at the same time! You will learn how to:

- Hang shelves and pictures
- Fix doors that jam
- How to use Powertools such as a drill
- How to change a 16 amp plug on an appliance
- How to change a lightbulb
- How to fix a dripping tap
- How to unblock a drain
- Window maintenance

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

Date: Sat, 17 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R330

CORPORATE TRAINING

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. You will be required to log into your email, so please remember to bring your passwords along.

Date: Mon, 26 February **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R310

MARKETING COURSE FOR BUSINESS OWNERS & ENTREPRENEURS

We offer the following marketing courses:

- Documenting a Marketing Plan for your Business
- Social Media Marketing
- How to Create Social Media Content using Smart AI tools such as ChatGPT

Course details can be found on pages 14 & 15 of this prospectus.

PROJECT MANAGEMENT FOR ENTREPRENEURS

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

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:

- An awareness of all the key individual activities that the full project requires to be completed.
- Detailing the resources (time, money, and people) required to complete each individual activity.
- Prioritization and sequencing of the individual activities into a start-to-end list.
- 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 those changes.

The course will look at each of the steps, using both household 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. Mid-morning tea and snacks will be served.

Date: Wed, 6 & 13 March **Time:** 18:30 – 20:30 **Sessions:** 2 **Cost:** R590

PRACTICAL BOOKKEEPING/ACCOUNTING & BUSINESS ACCOUNTING COURSE

These course details can be found on pages 11 & 12 of this prospectus.

ESSENTIAL PERSONAL SAFETY & HIJACK AVOIDANCE COURSES

These course details can be found on PAGE 25 of this prospectus.

CORPORATE TRAINING - COMPUTERS & SOFT SKILLS

CUSTOMER SERVICE – THE LIFEBLOOD OF ANY SUCCESSFUL BUSINESS

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Excellent customer service is the lifeblood of any successful business and in the DNA of every successful employee: it is a non-negotiable element in business today, yet it is often assumed rather than trained, evaluated, and rewarded. This two-hour workshop covers the basics, from customer needs, to moments of truth, the circle of service, how to deal with angry customers and how to retain customers. For companies requiring group training, separate courses exist for delivery crew and drivers, managers, and credit staff. These contain post-course assessments and monitoring measures.

Jennifer Ritchie is a Trainer and Coach with specialist expertise in developing, training and measuring Customer Service in staff teams.

Date: Mon, 4 & 11 March

Time: 18:30 – 20:39

Sessions: 2

Cost: R510

TRAIN THE TRAINER/TEACHER

Jennifer Ritchie Training Management Diploma

Teacher, Career Coach & Consultant

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: Saturday, 17 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R510

EXCEL, VARIOUS MICROSOFT & BUSINESS COMPUTING COURSES

All our **computer courses** can be found on pages 19 - 22 of this prospectus.

PERSONAL DEVELOPMENT & SOFT SKILLS COURSES

We have a whole host of **Personal Development** and **Soft Skills for the Workplace** courses on pages 16 - 18 of this prospectus. We also offer these courses at your place of work.

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

Do you have the required number of trained First Aid officers at your place of work? This Level 1 First Aid course will enable you to remedy any shortfalls!

Date: Saturday, 17 Feb
Saturday, 24 Feb

Time: 09:00 – 16:00

Duration: 14 hours

Cost: R980

EDUCATOR TRAINING: LEARNER-RELATED

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: Thurs, 8 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R260

SERIOUS MISCONDUCT OF LEARNERS: THE DISCIPLINARY PROCESS EXPLAINED

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

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

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

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

Date: Sat, 24 Feb **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R370

UNDERSTANDING OCD AND RECOGNISING IT IN THE CHILDREN YOU TEACH

Robyn Jansen van Vuuren M.A. Psychological Research

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

Date: Mon, 12 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE COURSES

These can be found on **pages 16 - 18** of the prospectus. We can also offer all these courses at your school during your staff development session at a special rate.

EDUCATOR TRAINING: PERSONAL DEVELOPMENT

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

Conflict is an unavoidable part of life, especially when you deal with so many individuals every day in schools. Sometimes it's good, and other times it can have a very negative impact. Most often, conflict occurs when dealing with difficult people. Fixing the problem may depend on you. These participatory workshops will provide you with the tools to proactively engage others to resolve conflicts and effect positive change.

Date: Wed, 6 & 13 March **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R310

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

If you are in a promotion post or working towards this goal, then the skills which you learn in this course will stand you in good stead to create cohesive and successful teams. Course details can be found on page 16.

Date: Tues, 13 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

NEGOTIATION SKILLS

Loretta Erasmus M. Phil
Management Coaching / Business Coach

For most of us, negotiation is an everyday occurrence. For some this skill comes easily, others struggle with it! This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small. Page 16 has more details.

Date: Thurs, 22 & 29 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** 310

MANAGING DIVERSITY IN THE WORKPLACE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

This session will look at: The importance and benefits of Diversity Management; Prejudices and Discrimination; Encouraging a Culture of Equality, and lastly; Tips on how to manage the challenges of Workplace Diversity. An essential course for all educators to attend!

Date: Thurs, 15 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

THE TRUTH ABOUT INTELLIGENCE & IQ

Robyn Jansen van Vuuren M.A. Psychological Research

The term "IQ Score" is often used as an indication of how successful society believes an individual will be in his or her life. However, intelligence is a multifaceted construct that is difficult to define and is often misunderstood and misused. This fascinating course aims to equip you with some of the facts about intelligence, and will discuss: The history of the concepts of intelligence and IQ; Some of the more popular theories of intelligence; Alternative theories of intelligence; How intelligence is measured, and Factors that may affect intelligence.

Date: Wednesday, 21 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

EDUCATOR TRAINING: IWB & COMPUTER COURSES

MASTERING THE INTERACTIVE WHITEBOARD

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

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

Date: Sat, 17 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R650

COMPUTER COURSES

All our **COMPUTER COURSES**, can be found on **pages 19 - 22** of this prospectus.

INTEGRATING EXCEL & STAFFROOM – AN ESSENTIAL COURSE FOR EDUCATORS

Cedric Goliath
Network Administrator and IT Trainer

If you're an educator and you're struggling to extract data from Staffroom and export it to Excel, then you will find this course very useful. In the course you will look at the following:

- Intro to Snipping Tool, versions Windows 10 and Windows 11
- Formulating and Extracting data from Staffroom and exporting to Excel
 - Staffroom Analysis - Averages for symbols and Grade Averages
 - Staffroom Analysis - Mark Summaries for learners at risk
- Filter Staffroom data (Alphanumeric and highest to smallest, etc.)
- How to use IF, SUMIF and ISNUMBER in the school context
- Convert text/general labels to numbers, stubborn conversions, and the way to do it safely.
- Learn handy Excel shortcuts.

Date: Tues, 5 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R310

DESIGNING AN EXAM PAPER IN WORD

Cedric Goliath
Network Administrator and IT Trainer

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

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

Date: Tues, 12 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R310

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

ESSENTIAL STUDY SKILLS

Netisha Ramjatan B.A. PGCE Hons M.Ed.
Educational Psychologist

This useful Study Skills course will assist you to boost your confidence and improve your grades by teaching you to use effective study methods. It is an interactive course which will equip you with the necessary tools which you can use throughout your education. You will learn how to draw up a study timetable, set achievable goals, learn about time management and planning, exam techniques and learning skills. It will help you to develop yourself as an independent learner. You will receive a Study Skills Booklet and a Time management booklet to map your way forward.

Date: Saturday, 24 Feb **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R410

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! Course details can be found on page 25.

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

Date: Saturday, 17 Feb
Saturday, 24 Feb **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R980

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

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

If you'd like to become a Software Developer some day and would like to see if this career is something you would enjoy, then this introductory course will help you to make an informed decision. This course aims to prepare anyone who would like to be creative, collaborative, a design thinker, and acquire computational thinking skills of the future. No programming background is required. Learning Computer Science, and programming encourages creativity, problem-solving, ethics and collaboration. You will have fun learning Python as a programming language and challenging yourselves to think like computer programmers. Python is used across diverse fields from web and game development to machine learning, AI, scientific computing, and academic research. It is easy to learn as a first language and a valuable skill set to have in any programmer's stack because of its diverse usage making it a versatile language to learn. At the end of this course, you should be able to write a basic program using Python.

Date: Mon, 5 February
Wed, 7 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R560

WAITRON TRAINING – COURSE WITHDRAWN

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: Sat, 24 February **Time:** 09:00 – 12:00 **Duration:** 3 hours **Cost:** R280

LEARNER ENRICHMENT - 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, 8 – 29 February **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R390

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: Wed, 28 February **Time:** 18:30 – 20:30 **Duration:** 2 hours
Date: Wed, 6 March **Time:** 18:30 – 20:30 **Duration:** 2 hours
Cost: R320 (pay on registration) + Kit Price: R150 (pay to Ginty at the workshop)

INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Craig Murray

Photography Lecturer

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

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

Date: Sat, 17 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R590

AUDIO PODCASTING

Wayne Turner

Radio Broadcaster, Podcaster, Lecturer

Find out how to start your own radio station at school, or do audio podcasting from home! Course details can be found on page 23.

Date: Sat, 17 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R590

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 FIRST TERM 2024 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.		<div style="display: flex; justify-content: space-around;"> Yes No </div>

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

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

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

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

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.

