



bergvliet high
continuing
education



TERM 2 2024

Lifelong Learning Courses for:

Adults | Educators | Corporates | Learners

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

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GENERAL INFORMATION

What is the Continuing Education Programme all about?

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

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

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

What does CEP offer?

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

The course categories include:

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

We tailor-make our 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. | Admission will be on a first-come, first-served basis. Adult enrichment courses are only available to over 16's unless by special arrangement. | | | |
| 3. | All courses are in-person courses which will take place at Bergvliet High School unless otherwise stated. | | | |
| 4. | Term 2 courses begin on 16 April 2024 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on 20 May 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 SECOND 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

IMPROVE YOUR PORTRAIT DRAWING SKILLS

Ettienne Short B.A.
Artist & Teacher

This half day course is aimed at those who would like to improve their confidence when tackling portraits. 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. All the materials will be provided in kit form, which you will purchase from Ettienne on the day at a cost of R80. Mid-morning tea and snacks will be provided.

Date: Saturday, 4 May

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R360 (pay on registration) + Kit Price: R80 (pay to Ettienne at the workshop)



PAINTING WITH WATERCOLOURS

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

Whether you are a lover of landscapes, or seascapes, this course will teach you the techniques you need to complete a masterful watercolour painting. You will learn four different watercolour painting techniques: wet on wet; wet on dry; masking technique and salt technique. 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 watercolour landscape or seascape painting. 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 for R150 on the day. The kit consists of a watercolour paint set, palette, 2 brushes and paper. Other items that you will need will be available to everyone, such as jars to hold water, salt, making fluid, masking tape and additional paper. Please let us know if you already have these kit materials at home and would prefer to bring your own along. Mid-morning tea and snacks will be provided.

Date: Saturday, 20 April

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R490 (pay on registration) + Kit Price: R150 (pay to Saroj at the workshop)

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

BUSINESS & FINANCE

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.

Date: Thurs, 2 & 9 May

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 who would like to understand the accounting side of the business 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,
16, 18, 23 & 25 April

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R620

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: Mon & Wed,
6 – 15 May

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R620

TRAINING & RECRUITMENT

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

Date: Saturday, 4 May

Time: 09:00 – 13:00

Duration: 4 hours

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, 20 April

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R510

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. The course content covers job market realities, a foolproof step-by-step process to follow and techniques to succeed.

Specifics include job search strategies, CV drafting, cover letter basics, interview preparation and principles and techniques to ensure you are the successful candidate. This is an invaluable course for anyone to whom career success and progression are non-negotiable. The course fee includes a handy book on the subject that was written by Jennifer.

Date: Monday, 22 April

Time: 18:30 – 20:30

Duration: 1 session

Cost: R320

SOCIAL MEDIA MARKETING

SOCIAL MEDIA MARKETING FOR BUSINESS & SCHOOLS

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, copy, paste 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, 22 April &
Wednesday, 24 April

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, 29 April
Monday, 6 May

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R540

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, 20 April & 4 May **Time:** 09:00 – 13:00 **Duration:** 8 hours **Cost:** R790

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: Tuesday, 14 May **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R310

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, 16 April
Thursday, 18 April **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R550

ADULT ENRICHMENT: COMPUTER COURSES

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: Tuesday, 23 April
Thursday, 25 April **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R550

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: Tuesday, 7 May
Thursday, 9 May **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R550

CREATING AN EXCEL DASHBOARD USING PIVOT TABLES

Cedric Goliath

Network Administrator and IT Trainer

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. In this course you will learn how to create Dashboards using existing tools in Excel such as Pivot tables. It will change the way your work with data!

Date: Monday, 20 May **Time:** 18:00 – 20:00 **Duration:** 1 session **Cost:** R310

COMPUTER COURSES & CODING

DESIGNING AN EXAM PAPER/ASSESSMENT IN MS WORD – A COURSE FOR EDUCATORS

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 mid-year exams! 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: Thursday, 2 May

Time: 18:30 – 20:30

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: Monday, 22 April

Time: 18:30 – 20:30

Duration: 1 session

Cost: R310

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: Monday, 6 May
Wednesday, 8 May

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R560

CODING & PHOTOGRAPHY COURSES

CODING WITH PYTHON ONGOING

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. A course requirement is that you have attended our Python for Beginners course (above).

Date: Monday, 13 May
Wednesday, 15 May **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R560

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 forward on this incredible journey.

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

Date: Saturday, 20 April **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R590

HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

Julian Goldswain

B. Tech (Photography), Professional Photographer & Lecturer

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

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

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

Date: Saturday, 4 May **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R590

LIFESTYLE, HEALTH & WELLNESS

UNDERSTANDING PAIN & HOW TO RESPOND TO IT

Jacqui Koep

B. Sc. Physio, M.Sc. Pain Management

Director & Lecturer for Train Pain Academy

This workshop will provide an overview of how pain works to protect the body and how sometimes it overshoots the mark, and the pain continues even after the injury has healed. You will explore the curious nature of the pain experience. That pain is never proportional to injury but always dependent on meaning. For example, if you twist your ankle just before a big race it can feel worse than if you twist your ankle and you don't even like running. The workshop will give practical tips and tools for managing pain, especially when it has become chronic and is getting in the way of living well.

Date: Monday, 29 April

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

DEALING WITH “LONG COVID”

Jacqui Koep

B. Sc. Physio, M.Sc. Pain Management

Director & Lecturer for Train Pain Academy

What is “Long Covid”? Why do some people get better after Covid while others continue to struggle? Why do some people who had Covid, who were formally fit and active, suffer from such exhaustion and debilitating inflammation that it renders them incapable of resuming their “pre-Covid” lifestyle? Over the past few years, we have learnt a lot about how exercises and other rehabilitation tools can help someone with Long Covid get back on track. You will look at the different options and the science behind them.

Course outline

- The Covid virus and its inflammatory effect on the immune system.
- Why the virus can affect any body system (RAS 2 system).
- Why people with Long Covid feel fatigued and struggle with brain fog.
- What can we do to help retrain the body settings?

Date: Wednesday, 8 May

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

DISEASES OF LIFESTYLE

Jacqui Koep

B. Sc. Physio, M.Sc. Pain Management

Director & Lecturer for Train Pain Academy

Less than half of all adults move enough, and most people spend more than 70% of their day sitting. We are too stressed, eat too much and sleep too little. Then there are some people who do too much exercise and eat too little. Why does it matter? Diseases of lifestyle are illnesses such as heart conditions, lung conditions, osteoarthritis, and type two diabetes. We don't catch them from anyone else but make ourselves vulnerable to them by the way we live. This talk will look at the science of how that happens and what to do about it.

Course outline

- What are diseases of lifestyle?
- What makes us vulnerable to developing them and why?
- What can we do about it?

Date: Wednesday, 15 May

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

LIFESTYLE, HEALTH & WELLNESS

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, 20 April
Saturday, 4 May **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R980

UNDERSTANDING THE PSYCHO-PHYSIOLOGICAL BASIS OF STRESS

Robyn Jansen van Vuuren M.A. Psychological Research

Stress has become accepted as an everyday part of our modern lives, and the (negative) effects of stress on our ability to function effectively have been well documented. But what exactly do we mean when we say “I am so stressed”? What actually counts as a “stressful situation”, and how do our bodies respond physiologically to these situations? What happens to us psychologically when we experience chronic stress? How can we effectively (and ineffectively) deal with stress? This session will aim to answer these questions and equip you with some skills to better understand and handle stress in the future.

Date: Tuesday, 7 May **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

NEUROANATOMY – WHAT HAPPENS WHEN YOUR BRAIN “BREAKS”

Robyn Jansen van Vuuren M.A. Psychological Research

The brain is one of the most fascinating (and arguably the most important) organs in our bodies. But how does it work? What happens when it stops working optimally? This course will focus on brain-behaviour relationships and will introduce you to some of the basics of neuroanatomy (i.e., the different neural structures and their functions) as well as discuss some examples of what can happen to us when our brain is damaged by trauma such as strokes.

Date: Thursday, 2 May **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

WRITING & RESEARCH

WRITING FOR HIGH SCHOOL & UNIVERSITY

Robyn Jansen van Vuuren
Academic Coach

M.A. Psychological Research

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: Tuesday, 16 April **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

HOW TO WRITE HONESTLY: AVOIDING PLAGIARISM IN ACADEMIC WRITING

Robyn Jansen van Vuuren
Academic coach

M.A. Psychological Research

One of the aspects of academic writing that university and high school students most often struggle with is how to collate information from multiple resources and (re)express it using their own words. This interactive workshop aims to equip students with the necessary information and tools to avoid falling into this common trap. It specifically looks at: exactly what plagiarism is; why students may plagiarise; the role of the internet in plagiarism; how to identify plagiarism; some of the possible consequences of plagiarism; some basic citation and referencing techniques, and some tips for how to avoid plagiarising work.

Date: Tuesday, 23 April **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

TRAVEL WRITING/BLOGGING

Jennifer Stern
Published Author, Travel Writer & Editor

B.Sc. (Hons), H. Dip Journalism

Always fancied joining the glamorous, romantic world of travel writing? Find out the highs and lows (yes, there are both), the nitty gritty, the etiquette, and the essential skills of this much-romanticised craft. This course is for you if you are planning to write the ultimate guide to anywhere, publish a few travel pieces in a local (or international) magazine, or blog for fun and (hopefully) profit.

Date: Monday, 6 May **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

FICTION WRITING/ STORY CRAFTING

Jennifer Stern
Published Author, Travel Writer & Editor

B.Sc. (Hons), H. Dip Journalism

Storytelling is what makes us human. It's how we define ourselves, how we entertain ourselves, and how we deal with the challenges life throws at us. It's innate, we all know how to do it, and some people are better at it than others, but that's because they have learned (consciously or unconsciously) the craft. Whether you're making up a bedtime story for your little one, regaling your friends at the pub with a hilarious anecdote, explaining to your boss why you couldn't meet that deadline, or penning a blockbuster novel, crafting is everything. This course will introduce you to the craft – how to find ideas for stories, and how to structure them for maximum effect.

Date: Thurs & Tues,
2, 7 & 9 May **Time:** 18:30 – 20:30 **Duration:** 3 sessions **Cost:** R460

LANGUAGES & MISCELLANEOUS COURSES

XHOSA FOR BEGINNERS

Themba Ezra Nuran isiXhosa Basics
Xhosa Teacher

isiXhosa Basics is designed to familiarise you with the language, cultural context and give you the confidence you need to go out and *thetha* with friends, strangers and colleagues! Our classes with Themba are lots of fun and very interactive! We start right at the beginning with what Xhosa sounds and looks like and how to greet. There are also exciting out-of-class resources available to help you practice and get comfortable with what we are learning in class.

Date: Mon, 22 April – 20 May **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R540

EXPLORING YOUR FAMILY ROOTS – A JOURNEY INTO YOUR GENEALOGY

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

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

Date: Wed, 8 & 15 May **Time:** 18:30 – 20:30 **Duration:** 2 Sessions **Cost:** R350

DJEMBE DRUMMING

David Keuning
AfroBeat Drumming

Learn how to play the djembe/bongo drum 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, 18 April – 9 May **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R390

ALL ABOUT FROGS

Dalton Gibbs
Regional Manager North for Nature Conservation in Cape Town

Find out all about the different types of frogs found in and around Cape Town and the South-Western Cape; how to make your property frog-friendly and the conservation of frogs.

Date: Tuesday, 7 May **Time:** 18:30 – 20:30 **Duration:** 1 sessions **Cost:** R130

CORPORATE TRAINING

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: Thurs, 2 & 9 May Time: 18:30 – 20:30 Sessions: 2 Cost: R590

PRACTICAL BOOKKEEPING/ACCOUNTING & BUSINESS ACCOUNTING COURSE

These course details can be found on page 8 of this prospectus.

EXCEL, VARIOUS MICROSOFT & BUSINESS COMPUTING COURSES

All our **computer courses** can be found on pages 11 - 14 of this prospectus.

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! Course details can be found on page 16.

Date: Saturday, 20 April
Saturday, 4 May **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R980

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

Date: Saturday, 4 May Time: 09:00 – 13:00 Duration: 4 hours Cost: R510

CORPORATE TRAINING & SOCIAL MEDIA MARKETING

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, 20 April Time: 09:00 – 13:00 Duration: 4 hours Cost: R510

SOCIAL MEDIA MARKETING FOR 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.

Course details can be found on page 10 of this prospectus.

Date: Monday, 22 April &
Wednesday, 24 April 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

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 their 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. Course details can be found on page 10.

Date: Monday, 29 April
Monday, 6 May Time: 18:30 – 20:30 Duration: 2 sessions Cost: R540

EDUCATOR ENRICHMENT COURSES

CHANGING BEHAVIOUR THROUGH PROGRESSIVE DISCIPLINE

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

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

Date: Tues, 23 April **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R260

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, 20 April **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R650

COMPUTER COURSES

All our **COMPUTER COURSES** can be found on **pages 11 - 14** of this prospectus.

CODING WITH PYTHON COURSES FOR CAT & IT TEACHERS

Course details can be found on **pages 13 & 14** of this prospectus.

DESIGNING AN EXAM PAPER/ASSESSMENT IN MS 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 mid-year exams! 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: Thursday, 2 May **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R310

MISCELLANEOUS COURSES

WRITING FOR HIGH SCHOOL & UNIVERSITY

Robyn Jansen van Vuuren
Academic Coach

M.A. Psychological Research

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 for referencing, as well as some tips and tricks for making writing a little less painful. It is perfect for those subject teachers who require their learners to write these kinds of essays.

Date: Tuesday, 16 April **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

HOW TO WRITE HONESTLY: AVOIDING PLAGIARISM IN ACADEMIC WRITING

Robyn Jansen van Vuuren
Academic coach

M.A. Psychological Research

One of the aspects of academic writing that university and high school students most often struggle with is how to collate information from multiple resources and (re)express it using their own words. This interactive workshop aims to equip students with the necessary information and tools to avoid falling into this common trap. It specifically looks at exactly what plagiarism is; why students may plagiarise; the role of the internet in plagiarism; how to identify plagiarism; some of the possible consequences of plagiarism; some basic citation and referencing techniques, and some tips for how to avoid plagiarising work. Join this session and pass these tips on to the learners in your classes.

Date: Tuesday, 23 April **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

SOCIAL MEDIA MARKETING FOR SCHOOLS

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

Find out how to market your schools more effectively on social media and reap the benefits of an engaged school community. Course details can be found on page 10.

Date: Monday, 22 April &
Wednesday, 24 April **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

This course will appeal to those who have been tasked with marketing your school who are 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. Course details can be found on page 10 of this prospectus.

Date: Monday, 29 April
Monday, 6 May **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R540

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

STUDY SUPPORT FOR MATRICES

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

Preparing for the matric exams can be a daunting process. This focussed study support programme helps grade 12 students to prioritize their studies by equipping them with effective study techniques, goal setting, organisation, understanding the key elements of exam preparation and building self-confidence. It is aimed at assisting matrices to develop study habits that works best for them to enable them to track their progress and stay motivated.

Date: Saturday, 20 April **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 16.

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

Date: Saturday, 20 April
Saturday, 4 May **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, 6 May
Wed, 8 May **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R560

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: Tuesday, 16 April **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

HOW TO WRITE HONESTLY: AVOIDING PLAGIARISM IN ACADEMIC WRITING

Robyn Jansen van Vuuren
Academic coach

M.A. Psychological Research

One of the aspects of academic writing that university and high school students most often struggle with is how to collate information from multiple resources and (re)express it using their own words. This interactive workshop aims to equip students with the necessary information and tools to avoid falling into this common trap. It specifically looks at: exactly what plagiarism is; why students may plagiarise; the role of the internet in plagiarism; how to identify plagiarism; some of the possible consequences of plagiarism; some basic citation and referencing techniques, and some tips for how to avoid plagiarising work.

Date: Tuesday, 23 April **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

DJEMBE DRUMMING

David Keuning
AfroBeat Drumming

Learn how to play the djembe/bongo drums in this fun-filled course! Course details can be found on page 18.

Date: Thurs, 18 April – 9 May **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R390

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 forward on this incredible journey. More specific course details can be found on page 15.

Date: Saturday, 20 April **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R590

HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

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

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

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

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

Date: Saturday, 4 May **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R590