bergvliet high
continuing education

EDUCATION

TERM 3
JULY - AUGUST
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**:

1.
ADULT ENRICHMENT	EDUCATOR DEVELOPMENT	CORPORATE TRAINING & DEVELOPMENT	LEARNER SUPPORT PROGRAMMES

2. Admission will be on a first-come, first-served basis. **Adult enrichment** courses are only available to over 16's unless by special arrangement.

3. All courses are in-person courses which will take place at **Bergvliet High School** unless otherwise stated.

4. Term 3 courses begin on **29 July 2024.** Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on **26 August 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

1. Registration at the Finance office of the school is on an **ONGOING BASIS during the school term**, Mondays – Fridays from 08:30 – 15:30 (excluding Public Holidays).

2. **DIRECT DEPOSITS –** All Electronic Banking details can be found on the Registration Forms at the back of the Prospectus. **Electronic Payments should** be made payable to **BERGVLIET HIGH SCHOOL. EFT, Debit or Credit Card payments are acceptable.**

3. **NO PHONE BOOKINGS WILL BE ACCEPTED**

4. For **registration enquiries,** contact the Continuing Education office: **021 713 7999,**
Katharine Miles: **082 409 2195 or e-mail: kmiles@bhs.org.za**

REGISTRATION FORM

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 THIRD 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.**	Yes	No

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

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

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

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

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

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

ADULT ENRICHMENT – ART

LANDSCAPE OR SEASCAPES 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 or seascape. The purpose of this workshop 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 or seascape 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, 3 August   **Time:**   09:00 – 14:00   **Duration:**   5 hours
Cost: R490 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)

PORTRAITS IN ACRYLICS

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

This course is for beginners and the more advanced depending on which option you choose. There will be three different categories – you will choose one style.
- Cubist–style portrait – This choice is suitable for beginners and you will draw a simplified distorted sketch first. (See first picture 1 above).
- Boho-Style portrait - This choice is also suitable for beginners and you will trace the boho style from the examples provided. (See picture 2 above).
- Contemporary Portrait – This for a more advanced option. For this course you will draw a realistic sketch first. (See picture 3 above).

You will receive help with the drawing and will then trace it onto a canvas board. Acrylic paints will be used to complete the artwork. 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 August   Time: 09:00 – 14:00   Duration: 5 hours
Cost: R490 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)

ADULT ENRICHMENT – SEWING & BAKING

LEARN TO SEW

Colleen Mick
Sewing Teacher

This 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, 3 August
Saturday, 17 August **Time:** 09:00 – 13:30 **Duration:** 2 sessions

Cost: R 660 (pay on registration) + Kit Price: R90 (pay to Colleen on Saturday 3 August).
Please add R80 to your course fee on registration if you need to hire one of our sewing machines.

MAKING MACARONS THE ITALIAN WAY

Grace Stevens
Entrepreneur, Baker, Chef, Teacher

In this hands-on workshop will learn how to:
- Bake delicious Macarons using the Italian method,
- How to colour the Macarons, and
- How to fill and display the Macarons.

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

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

Date: Sat, 3 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R520

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: Thursday, 15 August **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R560

BUSINESS & TAX

UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!

Laura Sciuto
Tax Practitioner & Tax Services Consultant, Business Owner

Whether you pay personal tax, or run your own business and are a provisional tax payer, you need to get it right! This 2-hour session on personal tax, provisional tax, and legitimate tax deductions in South Africa will hopefully clarify things for you. You will look at the following:

- **Introduction to Taxation in South Africa**

Overview of the South African tax system; Understanding the role of the South African Revenue Service (SARS); The importance of understanding personal tax and provisional tax; Basic terminology: taxable income, deductions, credits, etc.

- **Personal Tax in South Africa**

Definition of personal tax and who it applies to; Taxable income: what it includes and excludes; Tax rates and brackets for individuals; Deductible expenses and allowances; Calculation of tax liability using tax tables or tax calculators; Filing deadlines and penalties for non-compliance.

- **Legitimate Tax Deductions**

Definition of tax deductions and their importance; Overview of deductible expenses for individuals in South Africa; Common deductions: medical expenses, retirement contributions, donations, etc.; Requirements for claiming deductions: documentation, limits, exclusions; Strategies for maximizing legitimate deductions while staying compliant.

- **Understanding Provisional Tax**

Explanation of provisional tax and its purpose; Who needs to pay provisional tax and when; Calculation of provisional tax payments; Filing deadlines and penalties for non-compliance; Differences between provisional tax and PAYE (Pay As You Earn).

- **Sole Proprietorship and Taxation**

Definition and characteristics of sole proprietorship; Distinction between personal and business income; Calculation of taxable income for sole proprietors; Allowable deductions for Sole Proprietors; Tax deductions and credits available to Sole Proprietors; Vat and the Sole Proprietor.
concepts discussed; Analysis of scenarios to determine tax liabilities and deductions; Q&A session for participants to clarify doubts and seek further explanation.

Date:	Monday, 19 August	**Time:**	18:30 – 20:30	**Duration:**	1 Session	**Cost:**	R240

BOOKKEEPING & BUSINESS ACCOUNTING

Clive Stevens
Accounting Teacher

This revamped "hands-on" course will cover:
- Basic Bookkeeping: Posting to General Ledger, Debtor's Ledger & Creditor's Ledger
- Extracting a Trial Balance
- Financial Statements; Income Statement & Balance Sheet
- Analysis of Financial Statements
- Reconciliations & VAT

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, 30 July, 1, 6, 13, 15 & 20 August	**Time:**	18:30 – 20:30	**Duration:**	6 sessions	**Cost:**	R890

BUSINESS WRITING & PROJECT MANAGEMENT

MASTERING BUSINESS WRITING

Niezaar Ebrahim   B. Ed
English Teacher; Business Writing Coach

In today's competitive business landscape, effective communication is paramount. This intensive 4-hour course is designed to equip professionals with the essential skills and techniques needed to excel in business writing. Through a combination of interactive lectures, practical exercises, and real-world examples, participants will learn how to craft clear, concise and compelling writing communication that engages and persuades their audience. Some of the topics covered will be:

- The importance of Tone and Style in professional communication,
- Email Etiquette and Professional Correspondence,
- Creating Persuasive Reports
- Minutes of meetings
- Polishing your Grammar and Proofreading Skills
- Tailoring your Communication for Different Audiences

This course is geared to professionals at all levels who want to improve their business writing skills and enhance their effectiveness in the workplace. Whether you're a manager looking to communicate more effectively with your team, a salesperson striving to win over clients, or a marketer crafting compelling content, this course will provide you with the tools and techniques you need to succeed.

Date:	Wed, 7 & 14 August	**Time:**	18:30 – 20:30	**Duration:**	2 sessions	**Cost:** R280

PROJECT MANAGEMENT FOR ENTREPRENEURS

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

Completing projects, within time and money constraints, is a key element to any successful business.
The Project Manager (often the entrepreneur him or herself) is the person who coordinates all the activities and resources to ensure success - a project that is completed within the time frames and available money.
Every project involves people from different disciplines working together. To optimize such cross-discipline, and cross-cultural activities, the PMI has developed a set of working protocols as defined in the Project Management Body of Knowledge (PMBOK).
The course will look at typical project steps, using both common understanding and professional terminology.

1. Develop "big picture" awareness of all the key individual tasks and activities that the full project requires. The individual tasks are usually identified in a "brainstorm", that is driven by experience of the key participants. In this course you will combine "brainstorming" and **ChatGPT** to help identify key tasks and activities for a case study project.
2. That will developed into a plan, using PMBOK terminology and protocols, which details the resources required to complete each activity, in terminology that all involved in execution will understand. In this course you will develop awareness of the processes and protocols as developed by the PMI and documented in the **PMBOK.**
3. You will develop a plan that will help coordinate and manage all the resources (people, time, and money), that is visually represented in a **ProjectLibre GANNT chart**.
4. Project closure is also a key part of any project. The techniques, skills and technology you will learn during this course will empower you to **close your next project with a celebration!**

The course is designed for entrepreneurs looking to upskill their project management knowledge, as well as those who are involved in working with professional project managers in the corporate environment.

Date:	Mondays, 5 & 12 Aug	**Time:**	18:30 – 20:30	**Sessions:**	2	**Cost:** R590

BUSINESS & RECRUITMENT

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! Course details can be found on page 7.

Date:	Thursday, 15 August	**Time:**	18:00 – 20:30	**Duration:**	2.5 hours	**Cost:**	R560

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

Jennifer Ritchie   B.A. H.D.E. TDD TMD
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:	Wed, 31 July	**Time:**	18:30 – 20:30	**Duration:**	1 session	**Cost:**	R320

HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS

Stephen Price   B.Sc. H.D.E. B.Ed.
Principal & Business Owner: Get ShortlistED

Are you tired of applying for positions and not getting shortlisted even though you know that you are equipped for the position? This comprehensive course is designed to empower educators in South Africa with the essential skills to write impactful CVs and covering letters that increase their chances of being shortlisted for both WCED and SGB positions. Participants will learn strategies tailored to effectively navigate the WCED e-recruitment system and align their application materials with job descriptions on this platform as well as platforms used by schools to advertise SGB posts.
You will look at the following:
- Understanding the WCED e-recruitment system:
- Crafting a standout CV:
- Writing a compelling covering letter:
- Aligning your application with job descriptions:

This course combines theoretical knowledge with practical exercises and real-world examples to empower educators with the tools they need to navigate the competitive job market in South Africa's education sector. Participants will leave with actionable insights and a personalized roadmap for crafting compelling application materials that stand out to prospective employers, and ensure that you get shortlisted. A more detailed course summary can be found on page 22.

Date:	Tues, 30 July Thurs, 1 August	**Time:**	18:30 – 20:30	**Duration:**	4 hours	**Cost:**	R590

SOCIAL MEDIA MARKETING

SOCIAL MEDIA MARKETING FOR BUSINESS & SCHOOLS

Lucille Divine   B. Sc.
Graphic Designer, Award-winning Digital Marketing Coach & Mentor

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, 5 August Wednesday, 7 August	**Time:**	18:30 – 20:30	**Duration:**	2 sessions	**Cost:**	R540

HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

Lucille Divine
Graphic Designer, Award-winning Digital Marketing Coach & Mentor

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. **A course requirement is that you have attended our Social Media Marketing course advertised above.**

Date:	Monday, 12 August Wednesday, 14 August	**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, 3 & 17 August | **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:** | Thurs, 15 August | **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, 30 July
Thursday, 1 August | **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, 6 August Tuesday, 13 Aug	**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, 20 Aug Thursday, 22 Aug	**Time:**	18:30 – 20:30	**Duration:**	2 sessions	**Cost:**	R550

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, 29 July	**Time:**	18:30 – 20:30	**Duration:**	1 session	**Cost:**	R310

ADULT ENRICHMENT: COMPUTER COURSES

DIVE INTO THE OCEAN OF DATA ANALYTICS

Faseegh Everson   B. Ed
Computer Applications Technology Teacher

Why has data become so important? It boils down to two key ideas: better decisions and deeper understanding. Imagine navigating in the dark – that's what businesses faced before data. Now, data acts like a flashlight, illuminating the path ahead. It allows for:

- **Informed Choices**: Data provides insights to back up decisions, reducing reliance on guesswork and increasing success rates.
- **Clearer understanding**: Data helps to analyse processes, customer behaviour, and market trends, giving professionals a roadmap for improvement and growth.

This course introduces the fundamental concepts and techniques of data analysis. Participants will learn the basics of data analysis, gain skills in manipulation and cleaning, and how to visualize data effectively using tools such as charts and graphs. No prior knowledge of data analytics is required, but a basic understanding of maths and computer literacy is recommended.

Date:	Tues, 30 July Thurs, 1 August	**Time:**	18:30 – 20:30	**Duration:**	2 sessions	**Cost:**	R550

MICROSOFT ACCESS (DATABASE)

Faseegh Everson   B. Ed
Computer Applications Technology Teacher

Go beyond basic data entry! Master MS Access and automate tasks, saving you time and boosting your productivity. Course content will include:

- **Tables:** Creating a database table; Lookup Wizard; Validation Rules and Text; Input Masks
- **Queries:** Basic Query; LIKE and NULL; Calculated Fields
- **Forms:** Basic Form; Improving your Form
- **Reports:** Basic Report; Grouping in Reports; Sorting in Reports

Date:	Mon, 19 August Wed, 21 August	**Time:**	18:30 – 20:30	**Duration:**	2 sessions	**Cost:**	R550

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:	Wed 21 August	**Time:**	18:30 – 20:30	**Duration:**	1 session	**Cost:**	R310

IMAGE EDITING & CODING WITH PYTHON

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, 31 July	**Time:**	18:30 – 20:30	**Duration:**	1 session	**Cost:**	R310

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidyiwa   M.Sc. Computer Science
IT Project Administrator, Computer Trainer, Level Up Geek Up Coding 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, 29 July Wednesday, 31 July	**Time:**	18:30 – 20:30	**Duration:**	2 sessions	**Cost:**	R560

CODING WITH PYTHON ONGOING

Octavia Chidyiwa   M.Sc. Computer Science
IT Project Administrator, Computer Trainer, Level Up Geek Up Coding 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 you 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, 5 August Wednesday, 7 Aug	**Time:**	18:30 – 20:30	**Duration:**	2 sessions	**Cost:**	R560

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 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, 3 Aug | **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 mid-morning tea and snacks.

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

PERSONAL DEVELOPMENT, PARENTING & FIRST AID

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

Robyn Jansen van Vuuren   M.A. Psychological Research

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

Date: Tuesday, 6 August   **Time:** 18:30 – 20:30   **Duration:** 1 session   **Cost:** R150

FIRST AID: LEVEL 1

First Aid Trainer   Medical Education Centre

Get your Level 1 First Aid certificate. The fee includes:
- Department of Labour accredited certificate,
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,

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

Date: Saturday, 3 August
Saturday, 17 Aug   **Time:** 09:00 – 16:00   **Duration:** 14 hours   **Cost:** R980

MATHEMATICS IN THE FOUNDATION PHASE: HOW TO HELP YOU CHILD

Jenni McMinn   H.D.E. Junior Primary, D.S.E, (Remedial)
Teacher/ Head of Foundation Phase

Struggling with Maths in the Foundation Phase is daunting for little ones. They often need help with homework, and it is important to be aware of the way Maths is taught at school so that you don't confuse them with your own way of doing things. In this session, Jenni will look at the skills and concepts covered in the Foundation Phase (Grades R – 3) CAPS curriculum, and you will explore practical ways to support your child at home and in the course of daily activities.

Date: Wednesday, 7 August   **Time:** 18:30 – 20:00   **Duration:** 1 session   **Cost:** R140

LANGUAGES & WRITING

THE PSYCHOLOGY OF LANGUAGE DEVELOPMENT

Robyn Jansen van Vuuren   M.A. Psychological Research

Language is the one cognitive function that sets us apart from all other species, although the ability to communicate effectively is often taken for granted. This course will explore how we acquire this complex aspect of cognition, as well as its various components and its significance for humanity.

Date: Tuesday, 13 August   **Time:** 18:30 – 20:30   **Duration:** 1 session   **Cost:** R150

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! You will 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 you are learning in class.

Date: Mondays, 29 July & 5, 12, 19, 26 August   **Time:** 18:30 – 20:00   **Duration:** 5 sessions   **Cost:** R540

FICTION WRITING/ STORY CRAFTING

Jennifer Stern   B.Sc. (Hons), H. Dip Journalism
Published Author, Travel Writer & Editor

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: Mondays, 29 July 5 & 12 August   **Time:** 18:30 – 20:30   **Duration:** 3 sessions   **Cost:** R460

MASTERING BUSINESS WRITING: EFFECTIVE COMMUNICATION FOR SUCCESS

Niezaar Ebrahim   B.Ed.
English Teacher & Business Writing lecturer

In today's competitive business landscape, effective communication is paramount. This intensive 4-hour course is designed to equip professionals with the essential skills and techniques needed to excel in business writing. Through a combination of interactive lectures, practical exercises, and real-world examples, participants will learn how to craft clear, concise, and compelling written communication that engages and persuades their audience. Professionals at all levels who want to improve their business writing skills and enhance their effectiveness in the workplace would benefit from this course. A detailed course summary can be found on page 9.

Date: Wed, 7 &14 Aug   **Time:** 18:30 – 20:30   **Duration:** 2 sessions   **Cost:** R280

CORPORATE TRAINING

PROJECT MANAGEMENT FOR ENTREPRENEURS

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

Completing projects, within time and money constraints, is a key element to any successful business. The Project Manager (often the entrepreneur him or herself) is the person who coordinates all the activities and resources to ensure success - a project that is completed within the time frames and available money.

Every project involves people from different disciplines working together. To optimize such cross-discipline, and cross-cultural activities, the PMI has developed a set of working protocols as defined in the Project Management Body of Knowledge (PMBOK).

The course will look at typical project steps, using both common understanding and professional terminology.

5. Develop "big picture" awareness of all the key individual tasks and activities that the full project requires. The individual tasks are usually identified in a "brainstorm", that is driven by experience of the key participants. In this course you will combine "brainstorming" and **ChatGPT** to help identify key tasks and activities for a case study project.
6. That will developed into a plan, using PMBOK terminology and protocols, which details the resources required to complete each activity, in terminology that all involved in execution will understand. In this course you will develop awareness of the processes and protocols as developed by the PMI and documented in the **PMBOK.**
7. You will develop a plan that will help coordinate and manage all the resources (people, time, and money), that is visually represented in a **ProjectLibre GANNT chart**.
8. Project closure is also a key part of any project. The techniques, skills and technology you will learn during this course will empower you to **close your next project with a celebration!**

The course is designed for entrepreneurs looking to upskill their project management knowledge, as well as those who are involved in working with professional project managers in the corporate environment.

Date: Mondays, 5 & 12 Aug   **Time:** 18:30 – 20:30   **Sessions:** 2   **Cost:** R590

MASTERING BUSINESS WRITING

Niezaar Ebrahim   B. Ed
English Teacher; Business Writing Coach

In today's competitive business landscape, effective communication is paramount. This intensive 4-hour course is designed to equip professionals with the essential skills and techniques needed to excel in business writing. Through a combination of interactive lectures, practical exercises, and real-world examples, participants will learn how to craft clear, concise and compelling writing communication that engages and persuades their audience. Some of the topics covered will be:

- The importance of Tone and Style in professional communication,
- Email Etiquette and Professional Correspondence,
- Creating Persuasive Reports
- Minutes of meetings
- Polishing your Grammar and Proofreading Skills
- Tailoring your Communication for Different Audiences

This course is geared to professionals at all levels who want to improve their business writing skills and enhance their effectiveness in the workplace. Whether you're a manager looking to communicate more effectively with your team, a salesperson striving to win over clients, or a marketer crafting compelling content, this course will provide you with the tools and techniques you need to succeed.

Date: Wed, 7 & 14 August   **Time:** 18:30 – 20:30 **Duration:** 2 sessions   **Cost:** R280

CORPORATE TRAINING

BOOKKEEPING & BUSINESS ACCOUNTING

Clive Stevens
Accounting Teacher

This revamped "hands-on" course will cover:
- Basic Bookkeeping: Posting to General Ledger, Debtor's Ledger & Creditor's Ledger; Extracting a Trial Balance; Financial Statements; Income Statement & Balance Sheet; Analysis of Financial Statements; Reconciliations & VAT

A detailed course summary can be found on page 8 of this prospectus.

Date:	Tues & Thurs, 30 July, 1, 6, 13, 15 & 20 August	**Time:**	18:30 – 20:30	**Duration:**	6 sessions	**Cost:**	R890

UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!

Laura Sciuto
Tax Practitioner & Tax Services Consultant, Business Owner

Whether you pay personal tax, or run your own business and are a provisional tax payer, you need to get it right! This 2-hour session on personal tax, provisional tax, and legitimate tax deductions in South Africa will hopefully clarify things for you. A detailed course summary can be found on page 8.

Date:	Monday, 19 August	**Time:**	18:30 – 20:30	**Duration:**	1 Session	**Cost:**	R240

DIVE INTO THE OCEAN OF DATA ANALYTICS

Faseegh Everson   B. Ed
Computer Applications Technology Teacher

Why has data become so important? It boils down to two key ideas: better decisions and deeper understanding. Imagine navigating in the dark – that's what businesses faced before data. Now, data acts like a flashlight, illuminating the path ahead. It allows for:
- **Informed Choices**: Data provides insights to back up decisions, reducing reliance on guesswork and increasing success rates.
- **Clearer understanding**: Data helps to analyse processes, customer behaviour, and market trends, giving professionals a roadmap for improvement and growth.

This course introduces the fundamental concepts and techniques of data analysis. Participants will learn the basics of data analysis, gain skills in manipulation and cleaning, and how to visualize data effectively using tools such as charts and graphs. No prior knowledge of data analytics is required, but a basic understanding of maths and computer literacy is recommended.

Date:	Tues, 30 July Thurs, 1 August	**Time:**	18:30 – 20:30	**Duration:**	2 sessions	**Cost:**	R550

EXCEL, VARIOUS MICROSOFT & BUSINESS COMPUTING COURSES

All our **COMPUTER COURSES** can be found on pages 12- 15 of this prospectus.

CORPORATE TRAINING

MICROSOFT ACCESS (DATABASE)

Faseegh Everson   B. Ed
Computer Applications Technology Teacher

Go beyond basic data entry! Master MS Access and automate tasks, saving you time and boosting your productivity. Course content will include:

- **Tables:** Creating a database table; Lookup Wizard; Validation Rules and Text; Input Masks
- **Queries:** Basic Query; LIKE and NULL; Calculated Fields
- **Forms:** Basic Form; Improving your Form
- **Reports:** Basic Report; Grouping in Reports; Sorting in Reports

| **Date:** | Mon, 19 August
Wed, 21 August | **Time:** | 18:30 – 20:30 | **Duration:** | 2 sessions | **Cost:** | R550 |

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. A detailed course summary can be found on page 11.

| **Date:** | Monday, 5 August &
Wednesday, 7 August | **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 11.

| **Date:** | Monday, 12 August
Wednesday, 14 August | **Time:** | 18:30 – 20:30 | **Duration:** | 2 sessions | **Cost:** | R540 |

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 17.

| **Date:** | Saturday, 3 August
Saturday, 17 Aug | **Time:** | 09:00 – 16:00 | **Duration:** | 14 hours | **Cost:** | R980 |

EDUCATOR ENRICHMENT COURSES

HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS

Stephen Price   B.Sc. H.D.E. B.Ed.
Principal & Business Owner: Get ShortlistED

Are you tired of applying for positions and not getting shortlisted even though you know that you are equipped for the position? This comprehensive course is designed to empower educators in South Africa with the essential skills to write impactful CVs and covering letters that increase their chances of being shortlisted for both WCED and SGB positions. Participants will learn strategies tailored to effectively navigate the WCED e-recruitment system and align their application materials with job descriptions on this platform as well as platforms used by schools to advertise SGB posts.
You will look at the following:

- **Understanding the WCED e-recruitment system:**

Navigating the WCED e-recruitment platform; Exploring key features and functionalities; Tips for optimizing your profile on the platform

- **Crafting a standout CV:**

Structuring your CV for maximum impact; Highlighting relevant qualifications, experience, and achievements; Tailoring your CV to specific teaching positions and requirements; Incorporating keywords and buzzwords from job descriptions

- **Writing a compelling covering letter:**

Understanding the purpose and importance of a covering letter; Structuring your covering letter effectively; Showcasing your passion for education and commitment to student success; Addressing key selection criteria outlined in job descriptions

- **Aligning your application with job descriptions:**

Decoding job descriptions to understand employer expectations; Identifying transferable skills and experiences; Customizing CVs and covering letters to match job requirements; Demonstrating alignment between your skills and the needs of the educational institution.

This course combines theoretical knowledge with practical exercises and real-world examples to empower educators with the tools they need to navigate the competitive job market in South Africa's education sector. Participants will leave with actionable insights and a personalized roadmap for crafting compelling application materials that stand out to prospective employers and ensure that you get shortlisted.

Date:	Tues, 30 July Thurs, 1 August	**Time:**	18:30 – 20:30	**Duration:**	4 hours	**Cost:**	R590

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, 13 August	**Time:**	18:30 – 20:30	**Duration:**	1 session	**Cost:**	R260

EDUCATOR ENRICHMENT 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 August	**Time:**	09:00 – 13:00	**Duration:**	4 hours	**Cost:**	R650

COMPUTER COURSES

All our **COMPUTER COURSES** can be found on **pages 12 - 15** of this prospectus.

CODING WITH PYTHON COURSES FOR CAT & IT TEACHERS

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

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 11.

Date:	Monday, 5 August Wednesday, 7 August	**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 11 of this prospectus.

Date:	Monday, 12 August Wednesday, 14 August	**Time:**	18:30 – 20:30	**Duration:**	2 sessions	**Cost:**	R540

LEARNER ENRICHMENT

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 17.
Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

Date: Saturday, 3 Aug
Saturday, 17 Aug   **Time:** 09:00 – 16:00   **Duration:** 14 hours   **Cost:** R980

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidyiwa   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. Have a look at the course details on page 15.

Date: Mon, 29 July
Wed, 31 August   **Time:** 18:30 – 20:30   **Duration:** 2 sessions   **Cost:** R560

INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Craig Murray
Photography Lecturer

Photography is an amazing hobby that will give you many hours of enjoyment, and might even be something you choose to do as a career. Come along to this course where the basics and foundation of good photography will be presented. More specific course details can be found on page 15.

Date: Saturday, 3 Aug   **Time:** 09:00 – 13:00   **Duration:** 4 hours   **Cost:** R590

AUDIO PODCASTING

Wayne Turner
Radio Broadcaster, Podcaster, Lecturer

Are you keen to join the Podcasting club at school?
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. 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 August   **Time:** 09:00 – 13:00   **Duration:** 4 hours   **Cost:** R590