



bergvliet high
continuing
education



TERM 1 FEBRUARY - MARCH 2025

Adults | Educators | Corporates | Learners

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

QUICK CLICK TABLE OF CONTENTS

What is the Continuing Education Programme all about?	4
What does CEP offer?	4
We tailor-make our workshops to suit your needs	4
LANDSCAPE OR SEASCAPES IN ACRYLICS.....	7
LINO PRINTING.....	7
FLORIOGRAPHY: THE MAGICAL LANGUAGE OF FLOWERS	8
BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL.....	8
LEARN TO SEW	9
BUTTERCREAM FLOWER BOUQUET.....	9
“FLOOD” BISCUITS	10
BUILDING A BAKING BUSINESS.....	10
VERSATILE VEGGIES COOKING COURSE.....	10
ASIAN STREET FOOD COOKING COURSE.....	11
GREEK COOKING	11
BOOKKEEPING & BUSINESS ACCOUNTING	12
BUSINESS SKILLS YOU NEED TO MAKE A SUCCESS OF YOUR SME.....	12
HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS	12
EXCEL DASHBOARD FOR BUSINESS.....	12
UNLOCK YOUR FULL POTENTIAL WITH MS WORD FOR PROFESSIONALS!	13
BUILDING A BAKING BUSINESS.....	13
ESSENTIAL OFFICE SKILLS	13
RECRUITMENT BEST PRACTICE METHODOLOGY	14
HOW TO SUCCEED IN FINDING & GETTING THE JOB YOU WANT!	14
HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS ..	14
HOW TO EFFECTIVELY MARKET YOUR BUSINESS ON SOCIAL MEDIA.....	15
HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS	15
UNDERSTANDING THE PSYCHO-PHYSIOLOGICAL BASIS OF STRESS	16
COACHING, MENTORING & TRAINING	16
CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE	16
PUBLIC SPEAKING: SPEECHCRAFT COURSE.....	16
COMPUTERS FOR BEGINNERS.....	17
COMPUTER FILE MANAGEMENT – TIDYING UP YOUR DESKTOP.....	17
UNLOCK YOUR FULL POTENTIAL WITH MS WORD FOR PROFESSIONALS!	17
MS EXCEL – GETTING STARTED WITH SPREADSHEETS	18
MS EXCEL – INTERMEDIATE	18
MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS	18

QUICK CLICK TABLE OF CONTENTS

EXCEL DASHBOARD FOR BUSINESS.....	19
INTEGRATING EXCEL & STAFFROOM – AN ESSENTIAL COURSE FOR EDUCATORS	19
ESSENTIAL OFFICE SKILLS	19
HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS	19
SETTING UP MS OFFICE 365 FOR YOUR SMALL BUSINESS/SCHOOL.....	20
BASIC CYBERSECURITY	20
ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!	20
MICROSOFT FORMS	21
CREATING POWERFUL PRESENTATIONS WITH MS POWERPOINT	21
CODING WITH PYTHON FOR ABSOLUTE BEGINNERS.....	21
CODING WITH PYTHON ONGOING	22
EDITING YOUR PHOTOS AND IMAGES USING PAINT.NET.....	22
INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA	22
GERMAN FOR BEGINNERS	23
GREEK FOR BEGINNERS.....	23
XHOSA FOR BEGINNERS.....	23
GAIN CONFIDENCE IN SPEAKING AFRIKAANS	23
TAKING YOUR FICTION WRITING/STORY CRAFTING TO THE NEXT LEVEL	24
WRITING FOR UNIVERSITY	24
HOW TO WRITE HONESTLY: AVOIDING PLAGIARISM IN ACADEMIC WRITING	24
FIRST AID: LEVEL 1.....	25
RETIREMENT: LIVING A FULFILLED LIFE	25
ANXIETY, SMARTPHONES & GENERATION Z.....	26
HELPING YOUR CHILD TO PREPARE FOR A GAP YEAR	26
AN ASTRONOMICAL INTRODUCTION TO OUR UNIVERSE.....	27
KNOW YOUR BIRDS: INTRODUCTION TO BIRDS OF THE SOUTH-WESTERN CAPE.....	27
SNAKE AWARENESS	27
HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS	28
BOOKKEEPING & BUSINESS ACCOUNTING COURSE	28
BUSINESS SKILLS YOU NEED TO MAKE A SUCCESS OF YOUR SME.....	28
EXCEL DASHBOARD FOR BUSINESS.....	28
UNLOCK YOUR FULL POTENTIAL WITH MS WORD FOR PROFESSIONALS!	28
ESSENTIAL OFFICE SKILLS	29
SETTING UP MS OFFICE 365 FOR YOUR SMALL BUSINESS/SCHOOL.....	29
EXCEL, VARIOUS MICROSOFT & BUSINESS COMPUTING COURSES.....	29
RECRUITMENT BEST PRACTICE METHODOLOGY	29
HOW TO MARKET YOUR BUSINESS ONLINE COURSES	29
PERSONAL DEVELOPMENT & SOFT SKILLS COURSES.....	29

QUICK CLICK TABLE OF CONTENTS

PERSONAL DEVELOPMENT & SOFT SKILLS COURSES.....	Error! Bookmark not defined.
HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS ..	30
CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE	30
PUBLIC SPEAKING: SPEECHCRAFT COURSE.....	31
RECRUITMENT BEST PRACTICE METHODOLOGY	31
UNDERSTANDING THE PSYCHO-PHYSIOLOGICAL BASIS OF STRESS	31
COACHING, MENTORING & TRAINING	31
CHANGING BEHAVIOUR THROUGH PROGRESSIVE DISCIPLINE	32
HOW TO HELP YOUR GRADE 11s & 12s TO PREPARE FOR A SUCCESSFUL GAP YEAR.....	32
ANXIETY, SMARTPHONES & GENERATION Z.....	32
SETTING UP MS OFFICE 365 FOR YOUR SCHOOL.....	33
INTEGRATING EXCEL & STAFFROOM – AN ESSENTIAL COURSE FOR EDUCATORS	33
UNLOCK YOUR FULL POTENTIAL WITH MS WORD FOR PROFESSIONALS!	33
COMPUTER COURSES & HOW TO MARKET YOUR SCHOOL ONLINE	33
PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE COURSES.....	33
THE A – Z OF PREPARING FOR A SUCCESSFUL GAP YEAR	34
WRITING FOR HIGH SCHOOL & UNIVERSITY.....	34
HOW TO WRITE HONESTLY: AVOIDING PLAGIARISM IN ACADEMIC WRITING	34
FIRST AID: LEVEL 1.....	34
GAIN CONFIDENCE IN SPEAKING AFRIKAANS.....	35
BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL.....	35
CODING WITH PYTHON FOR ABSOLUTE BEGINNERS.....	35
INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA	35
REGISTRATION FORM.....	36

GENERAL INFORMATION

What is the Continuing Education Programme all about?

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

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

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

What does CEP offer?

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

The course categories include:

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

We tailor-make our workshops to suit your needs

Depending on your staff training or development needs, we will create courses which are customised to your specific needs. We are able to offer training workshops at your place of work for small or large groups. This is ideal for staff training sessions.

ACCREDITED COURSES

Many of our educator courses are SACE accredited. PD points can be earned

LEARNER ENRICHMENT PROGRAMMES

Winter School Programmes
Revision Schools for Gr. 10, 11 & 12

ADULT ENRICHMENT

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

CORPORATE TRAINING & DEVELOPMENT

Speak to us about your specific needs

EDUCATOR DEVELOPMENT

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

COMPLETION CERTIFICATES

All participants receive Certificates of Completion

GENERAL INFORMATION: TERMS & CONDITIONS

Continuing Education Office – Telephone: 021 – 713 7999

E-Mail: kmiles@bhs.org.za Website: www.bhs.org.za

This prospectus is divided into 4 sections:

- | 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 1 courses begin on **3 February 2025**. Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on **13 March 2025**.
 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).
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.**
2. **NO PHONE BOOKINGS WILL BE ACCEPTED**
3. For **registration enquiries**, contact the Continuing Education office: **021 713 7999**, Katharine Miles: **082 409 2195** or e-mail: kmiles@bhs.org.za

REGISTRATION FORM



bergvliet high
continuing
education

Surname:	First Name:
Address:	
E-Mail:	
Telephone (H)	(W) (Cell)

Where did you hear about us? Please tick the relevant box:

- I'm a parent or past pupil/parent of the school
- I'm on the mailing list and receive the CEP newsletter
- Through social media
- Word of mouth
- Other: Please specify

Please indicate which FIRST TERM 2025 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 & CRAFTS

LANDSCAPE OR SEASCAPES IN ACRYLICS

Saroj Shukla
Art Teacher

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

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, 8 February

Time: 09:00 – 14:00

Duration: 5 hours

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



LINO PRINTING

Saroj Shukla
Art Teacher

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

This exciting workshop will be a guided printmaking experience where you will be taught to carve and print designs on linoleum. Absolute beginners are welcome as you will be provided with ready to trace templates and stencils. You will make 4 prints in colours of your choice. All tools and materials will be supplied. You will take home what you print, as well as the Lino sheet so that you are able to make more prints in future. From cards, to cushion covers, to t-shirt prints – the possibilities are endless! Mid-morning tea and snacks will be provided.

Date: Sat, 15 February

Time: 09:00 – 14:00

Duration: 5 hours

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



FLORIOGRAPHY & BOOKBINDING

FLORIOGRAPHY: THE MAGICAL LANGUAGE OF FLOWERS

Glynnis Newdigate B.Ed. Honours
Entwined – Fresh flowers with Meaning

Within the art of floriography, every flower carries its own special meaning or symbolism, and this can also be influenced by its variety and colour. This is an interactive workshop where floriography, the language and symbolism of flowers, is explored and discussed. Learn about tussie mussies, nose gays and how meaning has been attributed to flowers in both modern society and traditional cultures.

You will be guided by Glynnis to create:

- Your own tussie mussie to express your cryptic message or sentiment, as well as
- Individual hand-held posies, using fragrant and locally sourced flowers and herbs.

The workshop provides a relaxing and fun space to explore and be inspired while connecting with others, playing with flowers, and expressing one's creativity. The course includes mid-morning tea/coffee and snacks.

Date: Sat, 8 February

Time: 09:30 – 12:30

Duration: 3 hours

Cost: R260 (pay on registration) + Kit Price: R100 (pay to Glynnis at the workshop)



BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL

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

In this practical course, participants will create their own 100-page A4 case-bound hardcover journal. In session one, you will create the cover of the book which will go into the book press overnight. In the second session, you will sew the inside book block and bind them with the cover that was made in the previous session. The book will again go into the press overnight, to be collected the following day. All materials required will be provided in kit form which must be purchased from Ginty at the first session. The cost of the kit is R170.

Date: Wed, 26 February

Time: 18:30 – 20:30

Duration: 2 hours

Date: Wed, 5 March

Time: 18:30 – 20:30

Duration: 2 hours

Cost: R350 (pay on registration) + Kit Price: R170 (pay to Ginty at the workshop)

SEWING, COOKING & BAKING

LEARN TO SEW

Colleen Mick

Sewing Teacher

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

Course Requirements

- Any sewing tools that you may already have e.g. scissors, pins, etc.
- Fabric for session 2 (to be advised at the first session)
- You are welcome to use our sewing machines (at a hiring cost of R90 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, 8 February
Saturday, 15 February
R 680 (pay on registration)

Time: 09:00 – 13:30

Duration: 2 sessions

Cost: Please add R90 to your course fee on registration if you need to hire one of our sewing machines.

BUTTERCREAM FLOWER BOUQUET

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

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

In this class you will learn how to:

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

Included in this class is:

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

Date: Sat, 15 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R650



BAKING & COOKING COURSES

“FLOOD” BISCUITS

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

Flood biscuits are ideal as special thank you gifts for weddings, birthday parties, or for your child’s teacher at the end of the year. (See image on the previous page).

In this hands-on workshop you will learn the following:

- How to create royal icing for flooding; Flooding biscuits; Wet on wet piping; Pretty borders; Over piping

You will receive:

- Professional tuition by Grace Stevens; 6 biscuits to decorate; All the materials needed to complete the class project including piping bags, nozzles and ingredients.

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

Date: Sat, 8 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R650

BUILDING A BAKING BUSINESS

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

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

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

Date: Tuesday, 18 February **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R650

VERSATILE VEGGIES COOKING COURSE

Kelly Ramsay

Consumer Science Dip

Cooking with Kelly, Cooking Teacher & Business Owner

Vegetable dishes can be exciting! Learn how to make these flavourful dishes perfect for vegetarians or anyone who loves veggies.

- Caramelised onion, feta and olive quiche (homemade pastry);
- Melanzane;
- Falafel salad bowl (making falafels, hummus, roasted aubergine & other bits);
- Herbivore homemade burgers and wedges (veggie bean burgers);
- Green goddess quinoa salad (roasted vegetables, green goddess dressing; quinoa, herbs, roasted chickpeas);
- Marinated tofu poke bowl (sticky rice, Asian dressing, tofu, other bits).

The course fee includes the cost of all ingredients. Please note: This course will NOT take place on campus, but will take place at Kelly’s home which is 3 minutes from the school. The address will be given to you once you have registered.

Date: Thurs, 20 February **Time:** 18:00 – 21:30 **Duration:** 2.5 hours **Cost:** R590

COOKING COURSES

ASIAN STREET FOOD COOKING COURSE

Kelly Ramsay Consumer Science Dip
Cooking with Kelly, Cooking Teacher & Business Owner

Learn how to make the following exciting Asian dishes, and enjoy eating them afterwards!

- Rainbow paper rolls with dipping sauce;
- Char Sui lettuce rolls (pork);
- Vietnamese chicken patties with rice noodle salad;
- Thai fish cakes with pickled cucumber;
- Sang choy bow (beef mince);
- Crispy tofu and pineapple teriyaki; and
- Mini meringues served with tropical fruit and mint sugar
- The course fee includes the cost of all ingredients.

Please note: This course will NOT take place on campus, but will take place at Kelly's home which is 3 minutes from the school. The address will be given to you once you have registered.

Date: Thurs, 13 February **Time:** 18:00 – 21:30 **Duration:** 2.5 hours **Cost:** R590

GREEK COOKING

Kelly Ramsay Consumer Science Dip
Cooking with Kelly, Cooking Teacher & Business Owner

If you enjoy the Mediterranean diet, you'll LOVE this Greek cooking course, where you will make the following dishes:

- Spanakopita with tomato and olive relish;
- Yemista (stuffed peppers);
- Pastitso (mince pasta bake);
- Greek baked chicken;
- Vasilopita (New Year's cake) with honey spiced Greek yoghurt.

Please note: This course will NOT take place on campus, but will take place at Kelly's home which is 3 minutes from the school. The address will be given to you once you have registered.

Date: Thurs, 27 February **Time:** 18:00 – 21:30 **Duration:** 2.5 hours **Cost:** R590



BUSINESS, FINANCE & ENTREPRENEURSHIP

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: Mondays & Wednesdays: 10 – 24 February **Time:** 18:30 – 20:30 **Duration:** 5 sessions **Cost:** R780

BUSINESS SKILLS YOU NEED TO MAKE A SUCCESS OF YOUR SME

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

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

Date: Wed, 12 February **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R160

HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS

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

As a business owner, your decision-making is only as good as the information you base that decision on - and very often, our financial information is late and out of date. In this hands-on course, you'll learn how to integrate accounting tasks into the running of your business so that you can get real-time financial information, without having to do more work. You'll be shown how to leverage tasks you are already doing in order to do accounting. You will be required to log into your email, so please remember to bring your passwords along. A laptop is not required – you will use the computers in our centre.

Date: Mon, 24 February **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R330

EXCEL DASHBOARD FOR BUSINESS

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Thurs, 27 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

BUSINESS & OFFICE SKILLS

UNLOCK YOUR FULL POTENTIAL WITH MS WORD FOR PROFESSIONALS!

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

Take your productivity to the next level with expert-level MS Word skills. In today's fast-paced professional world, mastering Microsoft Word isn't just about typing documents—it's about efficiency, precision, and presentation. This course is designed to equip you with the advanced tools, techniques, and features you need to work smarter, not harder.

What You'll Learn:

- **Advanced Formatting & Styles:** Create professional-looking documents with ease.
- **Working with Long Documents:** Tables of Contents; Using References, Hyperlinks & Bookmarks.
- **Tables:** Learn to organize, visualize, and analyse data in an accessible way.
- **Collaboration Tools:** Share, track, and review documents seamlessly across teams.

Who Is This For?

- **Professionals** looking to boost productivity and impress colleagues with polished, error-free documents.
- **Managers and Team Leaders** seeking effective document-sharing and collaboration tools.
- **Administrative Staff** wanting to master the ins-and-outs of MS Word for reporting, presentations, and more.

Date: Mon & Wed, 3 & 5 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

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

Date: Tuesday, 18 February **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R650

ESSENTIAL OFFICE SKILLS

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

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

Date: Saturday, 8 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R580

RECRUITMENT & CAREERS

RECRUITMENT BEST PRACTICE METHODOLOGY

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Whether you are part of interview panels in your workplace, an HR Consultant or a small business owner, technical and practical recruitment training is vital. Jennifer is a panel interview specialist with an impressive background in recruitment consulting and best practice. This course covers the following with a detailed workbook and notes:

- Legislative requirements
- Recruitment process steps
- Technical and behavioural competency libraries
- Advert, job specifications and interview guide formulation
- Reference checking basics
- Competency based interviewing techniques
- Skills practice and scoring
- Dealing with shortlist candidates
- Ensuring equitable, transparent and risk free recruitment.

Date: Tuesdays, 18 & 25 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R540

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

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Finding suitable employment is challenging at every level, furthermore, it requires a technical understanding of recruitment practices and job market realities which are not easily acquired. Jennifer is an experienced career coach who specialises in assisting job seekers to understand and apply all the steps in finding the right job at the right time. Course content covers job market realities, a foolproof step-by-step process to follow and techniques to succeed.

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

Date: Mon, 10 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R280

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

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

Ex-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; which is facilitated by an ex-principal and director of a recruitment platform called *Get ShortlistED*, 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. Course details can be found in the Educator Section on page 30 of this prospectus.

Date: Thurs, 13 & 20 Feb **Time:** 18:30 – 20:30 **Duration:** 4 hours **Cost:** R590

MARKETING YOUR BUSINESS ONLINE

HOW TO EFFECTIVELY MARKET YOUR BUSINESS ON SOCIAL MEDIA

Lucille Divine B. Sc.

Graphic Designer, Marketing & Communications, Trainer

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

You'll learn:

Session 1:

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

Session 2:

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

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

Date: Thursday, 13 February
& Tuesday, 18 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

Lucille Divine

Graphic Designer, Marketing & Communications, Trainer

Have you 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 to 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: Thursday, 20 Feb &
Tuesday, 25 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

PERSONAL DEVELOPMENT & “SOFT SKILLS”

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: Monday, 17 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

COACHING, MENTORING & TRAINING

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

People productivity is the foundation of any successful team, thus as a leader, manager or educator it is critical that you have the knowledge and techniques to develop every individual you work with.

Given all our unique learning needs, we need to identify when to train, when to coach and when to mentor and the specific techniques involved in each of these.

As an experienced trainer, mentor and coach, Jennifer will unpack the essential elements of Training, Coaching and Mentoring, and work through the techniques, principles and practical applications.

You will learn valuable developmental tools and gain insight and knowledge in how to apply all three.

Date: Tuesdays, 4 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session1 **Cost:** R260

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Loretta Erasmus M. Phil

Management Coaching / Business Coach

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

Date: Mon, 24 Feb & 3 March **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R340

PUBLIC SPEAKING: SPEECHCRAFT COURSE

Good Hope Toastmasters

Facilitated by Graham Botha & other Toastmasters

Public Speaking coaches

This course is designed for beginners in public speaking. In this “hands-on” course, you will improve your communication skills so that you are less afraid to talk in front of people. You will find that your improved presentation skills will win you the respect and admiration of your colleagues, and will no doubt increase your management potential. The course provides the “how to” and the practical experience so critical to progress and is conducted in an atmosphere of professional camaraderie which makes each course a unique learning environment dedicated to personal development.

Date: Thurs, 6 Feb – 13 March **Time:** 18:30 – 20:30 **Duration:** 6 sessions **Cost:** R760

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, 8 & 15 February **Time:** 09:00 – 13:00 **Duration:** 8 hours **Cost:** R850

COMPUTER FILE MANAGEMENT – TIDYING UP YOUR DESKTOP

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, 6 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

UNLOCK YOUR FULL POTENTIAL WITH MS WORD FOR PROFESSIONALS!

Ross Cohen

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

Take your productivity to the next level with expert-level MS Word skills. In today’s fast-paced professional world, mastering Microsoft Word isn’t just about typing documents—it’s about efficiency, precision, and presentation. This course is designed to equip you with the advanced tools, techniques, and features you need to work smarter, not harder. Course details can be found on page 13 of this prospectus.

Date: Mon & Wed, 3 & 5 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

ADULT ENRICHMENT: COMPUTER COURSES

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, 4 February
Thursday, 6 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

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: Thurs, 13 February
Tues, 18 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

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: Thurs, 20 February
Tues, 25 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

ADULT ENRICHMENT: COMPUTER COURSES

EXCEL DASHBOARD FOR BUSINESS

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Thurs, 27 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

INTEGRATING EXCEL & STAFFROOM – AN ESSENTIAL COURSE FOR EDUCATORS

Cedric Goliath

Network Administrator and IT Trainer

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

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

Date: Tues, 4 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

ESSENTIAL OFFICE SKILLS

Emmerentia Jansen B.A. H.D.E.

Computer & Corporate Skills Trainer

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

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

Date: Saturday, 8 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R580

HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS

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

Entrepreneur, Innovator, Accountant, Mentor

As a business owner, your decision-making is only as good as the information you base that decision on - and very often, our financial information is late and out of date. In this hands-on course, you'll learn how to integrate the accounting tasks into the running of your business so that you can get real-time financial information, without having to do more work. More course details can be found on page 12.

Date: Mon, 24 February **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R330

ADULT ENRICHMENT: COMPUTER COURSES

SETTING UP MS OFFICE 365 FOR YOUR SMALL BUSINESS/SCHOOL

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Office 365 is a wide ranging suite of software and services that can best be compared to a corporate conglomerate. Services and features are interlinked, building off a common base that underpins the entire infrastructure. There are multiple plans available for Office 365, ranging from free to expensive ongoing monthly subscriptions. This course will help you to identify the right Office 365 plan for your school or business and then introduces you to the requirements you need in order to not only make use of the platform, but make effective use of it. Please note that whilst the course will try to keep the technical jargon down to a minimum and translated to plain English where possible, the nature of the product does mean that some jargon is unfortunately unavoidable. This is an information session, not a hands-on course.

Date: Mon, 3 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R240

BASIC CYBERSECURITY

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

The modern internet is constantly evolving and changing, which means that threats to you as a user are constantly changing too. What used to be common wisdom five or ten years ago may no longer apply and could even be doing more harm than good.

Are you afraid of online banking or shopping because you might get compromised and have your money stolen? Worried about someone stealing your identity and using it for nefarious purposes? This information session will bring you up to speed with the threat landscape out there, featuring threats both old and new and steps you can take to protect yourself from these threats. This course is open to all ages and skill levels. Please note that as with any course involving technology, some jargon is to be expected but that where possible, this has been kept to minimum and translated into plain English. Please note, this is a lecture, not a hands-on workshop.

Date: Mon, 24 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R240

ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft OneDrive is one of the best kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! Learn about some of the hidden features like using online versions of Word, Excel and PowerPoint, right in the browser without needing any software installed! Bring along some files on a flash drive or have some files on your device so that you can upload them to the cloud and see just how easy it is to get your files into the cloud. Participants should ideally have access to a Hotmail, Outlook.com, Xbox Live or any other Microsoft account so that you can sign into OneDrive and get going – if you do not have an account, one can be set up for you on the evening. You will need to arrive at least 15 minutes early to get this sorted out.

Date: Tues, 4 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

COMPUTER & CODING COURSES

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: Wed, 19 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

CREATING POWERFUL PRESENTATIONS WITH MS POWERPOINT

Emmerentia Jansen B.A. H.D.E.

Computer & Corporate Skills Trainer

Presentations can be a crutch that presenters hang onto so that they don't forget what they have to say, or it can be a powerful tool that supports memorable presentations. We all want to create presentations that inspire others and this course will help you to do that! You will cover the following aspects:

- The difference between a slide and a presentation
- Making changes to existing slides
- PowerPoint Toolbars & Drawing Toolbars
- Creating slides in PowerPoint
- Formatting the background of slides
- Adding new slides to the presentation
- Inserting textboxes
- Formatting the slide background using fill effects
- Inserting symbols, clip art and pictures onto slides
- Copying slides from one presentation to another
- Applying transition and animation schemes to a slide
- Setting up a slide show

Date: Mon & Wed, 3 & 5 March **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiwa 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 yourself 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, 10 Feb
Wednesday, 12 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

CODING, EDITING & PHOTOGRAPHY COURSES

CODING WITH PYTHON ONGOING

Octavia Chidiwa 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 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, 17 Feb
Wednesday, 19 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

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: Mon, 17 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

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: Sat, 8 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R620

LANGUAGES

GERMAN FOR BEGINNERS

Regina Bailey

German Teacher & Translator

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

Date: Thurs, 6 Feb – 13 March **Time:** 18:30 – 20:00 **Duration:** 6 sessions **Cost:** R680

GREEK FOR BEGINNERS

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

Greek Teacher

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

Date: Mondays, 3 Feb – 10 March **Time:** 18:30 – 20:00 **Duration:** 6 sessions **Cost:** R680

XHOSA FOR BEGINNERS

Themba Ezra Nuran isiXhosa Basics

Xhosa Teacher

Designed for non-mother tongue speakers, this popular IsiXhosa Basics course aims to equip you with the necessary vocabulary, language awareness and confidence that you need to get out there and *thetha* to friends, strangers and colleagues! This course starts right at the beginning with what a Xhosa word looks and sounds like and how to say all those difficult clicks (you can say them, for sure!). Extra, online practice is available to help you get comfortable with the work covered. This course fills up quickly, so register early to ensure a place!

Date: Mon, 3 Feb – 10 March **Time:** 18:30 – 20:00 **Duration:** 6 sessions **Cost:** R680

GAIN CONFIDENCE IN SPEAKING AFRIKAANS

Bianca Jacobs B.A. PGCE

Afrikaans Teacher

Within the South African context, not being able to speak Afrikaans can be a hindrance, especially when it is required at your work. If you have a smattering of Afrikaans and would like to improve your vocabulary then this course is perfect for you. It will equip you with the basics of so that you are able to communicate comfortably in Afrikaans at work as well as socially, and you will have a lot of fun in the process! You will also be able to help you children with their Afrikaans homework.

Date: Thurs, 6 Feb – 6 March **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R520

WRITING COURSES

TAKING YOUR FICTION WRITING/STORY CRAFTING TO THE NEXT LEVEL

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 the craft - consciously or unconsciously. 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. Last year's course explored how to find ideas and how to structure them to maximum effect. This course builds on from that course and will cover exposition and dialogue. If you did not attend the last year's course, that is not a problem, since that content will be revised in the first session. Bring your ideas, half-finished stories, and inspired notes scribbled on a napkin, and get ready to play with words!

Date: Thursdays, 13, 20
& 27 February

Time: 18:30 – 20:30

Duration: 3 sessions

Cost: R470

WRITING FOR 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: Mon, 3 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

HOW TO WRITE HONESTLY: AVOIDING PLAGIARISM IN ACADEMIC WRITING

Robyn Jansen van Vuuren

M.A. Psychological Research

Academic coach

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: Mon, 10 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

HEALTH & LIFESTYLE

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

Get your Level 1 First Aid certificate which is valid for 3 years.

Course content includes:

General Information

Infection Prevention; Emergency Call; Psychological Support; Importance of Oxygen; Emergency Scene Management; Legal Aspects

Vital Signs

Fainting, Unconsciousness; Recovery Position; Respiratory Conditions; Choking; Drowning; Circulatory Conditions; C.P.R. (new Algorithm)

Acute Illness

Heart Attack; Stroke; Bronchial Asthma; Epilepsy

Wounds & Bleeding

Bandaging Techniques; Shock Syndrome; Amputation Injuries

Fractures

Broken Bones; Stabilizing and Splinting Techniques

Thermal Incidents

Burns, Scalds and Electrical Injuries

Poisoning/Corrosion

Inhalation; Swallowing and Injection

Foreign Object Management

On Completion of the Training the successful delegate will receive a Certificate, a very detailed handbook and a First Aid Starter Kit .Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

Date: Saturday, 8 Feb
Saturday, 15 Feb

Time: 09:00 – 16:00

Duration: 14 hours

Cost: R990

RETIREMENT: LIVING A FULFILLED LIFE

Paul Britton

B.Sc. (Forestry) M. Landscape Arch; Retirement mentor

Retirement isn't just about having a financial plan. It's about a life that is rewarding in other ways: with exciting goals, loving relationships and abundant health. This comprehensive workshop will prepare you for this new phase of life by looking at the following:

- Finding out what skills and experience you have to enable you to find a compelling activity to replace the needs formerly met by work and perhaps making some extra cash.
- Personal growth and how important is in to maintain mental health.
- The importance of fun and recreation and involvement in community activities.
- How to maintain sound relationships and avoid the "Grey Divorce".
- Keeping fit and healthy especially mentally (an important aspect for reducing medical bills).
- Sorting out your life's papers (your will, living will and decluttering).
- Where and when should you move house (if ever).
- How to budget to afford all the above and perhaps the need to downscale your lifestyle. This includes discussions on how to save and make use of senior discounts and benefits.

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

Date: Sat, 15 February

Time: 09:00 – 12:30

Duration: 3.5 hours

Cost:

R310 per person or R590 per couple

MENTAL HEALTH & PARENTING

ANXIETY, SMARTPHONES & GENERATION Z

Kim Charles

Counsellor

This course focuses on understanding anxiety, its impact on mental and physical health, and how smartphone use, particularly among Generation Z, is exacerbating these challenges. Key topics include:

1. **Introduction to Anxiety:** The course begins with exercises such as breathwork and an overview of the differences between stress, anxiety, and depression. Participants learn to identify anxiety's causes, types, and symptoms.
2. **Impact on Health:** It explores the physical and mental consequences of living with anxiety, including the effects on the nervous system (e.g., cortisol and adrenal activation) and how anxiety leads to debilitating outcomes.
3. **Smartphone Use and Mental Health:** There is a focus on how excessive smartphone use, especially in Generation Z, contributes to increased anxiety. Topics include sleep deprivation, attention fragmentation, social deprivation, and addiction.
4. **Anxiety Management Strategies:** Practical strategies for managing anxiety are covered, including self-awareness exercises, identifying anxiety triggers, challenging unhelpful thinking, and using coping mechanisms like mindfulness, gratitude, and cognitive restructuring.
5. **Coping Plans:** The course offers tools like the "Circle of Control," an anxiety checklist, and a personalized anxiety coping plan, is aimed at empowering participants to manage their anxiety effectively.

This course provides participants with a comprehensive understanding of anxiety and actionable strategies to mitigate its impact, particularly in the context of modern smartphone use.

Date: Thurs, 13 March

Time: 18:30 – 20:00

Duration: 1 session

Cost: R160

HELPING YOUR CHILD TO PREPARE FOR A GAP YEAR

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Geared at Grade 11 and 12 learners, this course covers all the essentials to put in place the elements for a successful Gap year.

You will learn how to build on your technical skills and strengths, become more aware of short term training options that equip you to earn an income, get information on available employment options, locally and overseas and be coached in the basic elements of professional CV compilation and interview techniques. Furthermore, Jennifer will work with you on the importance of disciplined application, proactive planning and sustained motivation - all of which will result in a year in which you grow and prosper. You will be given basic notes and contact and application process detail.

Date: Wed, 19 February

Time: 18:30 – 20:30

Duration: 1 sessions

Cost: R320

MISCELLANEOUS COURSES

AN ASTRONOMICAL INTRODUCTION TO OUR UNIVERSE

Eddy Nijeboer

Astronomer and Lecturer

Leeuwenboschfontein Observatory / Cape Centre of Astronomy

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

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

Date: Mon, 10 February **Time:** 18:30 – 21:30 **Duration:** 5 hours **Cost:** R320
 Mon, 17 February 18:30 – 20:30

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

Dalton Gibbs

B. Tech Nature Conservation/ Masters: Biodiversity Conservation

Westlake Nature Reserve - Regional Manager South, Nature Conservation

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

In addition to the lecture, you will be given the opportunity to see the birds in their natural environment by going on field trips to Strandfontein (Saturday 22 February from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 1 March from 09:00 – 12:00), where you might even get to ring birds! These field trips will be arranged at the first session advertised below. No age restriction applies to this course, so bring the whole family along! The course fee includes the in-house session, as well as the 2 field trips. Please note, however, that you will need to cover the gate fee at Rondevlei.

Date: Tues, 18 February **Time:** 18:30 – 20:30 **Venue:** BHS **Cost:** R440
Date: Saturday 22 Feb & 1 March **Time:** 09:00 – 12:00 **Venue:** TBA at first session

SNAKE AWARENESS

Steve Meighan

Chairman Western Cape Herpetological Association

Deep South Reptile Rescue, CEO Catchers United

This exciting talk will cover the snakes of the Western Cape. The focus will be on the role of snakes in our ecosystem and snake awareness and safety. It will also cover the basics of identification, the importance of herpetofauna conservation, basic first aid for snakebites, and the myths and facts with regard to snakes. Steve will bring some snakes along to the talk and there will be a time for folk to interact with the snakes if they would like to. There is no age restriction for this session, so feel free to bring the whole family along.

Date: Tues, 25 February **Time:** 18:30 – 20:00 **Duration:** 1 session **Cost:** R160

CORPORATE TRAINING: BUSINESS & IT

HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS

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

As a business owner, your decision-making is only as good as the information you base that decision on - and very often, our financial information is late and out of date. In this hands-on course, you'll learn how to integrate the accounting tasks into the running of your business so that you can get real-time financial information, without having to do more work. You'll be shown how to leverage tasks you are already doing in order to do accounting. You will be required to log into your email, so please remember to bring your passwords along. A laptop is not required – you will use the computers in our centre.

Date: Mon, 24 February **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R330

BOOKKEEPING & BUSINESS ACCOUNTING COURSE

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

BUSINESS SKILLS YOU NEED TO MAKE A SUCCESS OF YOUR SME

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

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

Date: Wed, 12 February **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R160

EXCEL DASHBOARD FOR BUSINESS

Cedric Goliath
Network Administrator and IT Trainer

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

Date: Thurs, 27 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

UNLOCK YOUR FULL POTENTIAL WITH MS WORD FOR PROFESSIONALS!

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

Take your productivity to the next level with expert-level MS Word skills. In today's fast-paced professional world, mastering Microsoft Word isn't just about typing documents—it's about efficiency, precision, and presentation. This course is designed to equip you with the advanced tools, techniques, and features you need to work smarter, not harder. Course details can be found on page 13.

Date: Mon & Wed, 3 & 5 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

CORPORATE TRAINING: BUSINESS & IT

ESSENTIAL OFFICE SKILLS

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

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

Date: Saturday, 8 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R580

SETTING UP MS OFFICE 365 FOR YOUR SMALL BUSINESS/SCHOOL

Craig Murray
Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Office 365 is a wide ranging suite of software and services that can best be compared to a corporate conglomerate. Services and features are interlinked, building off a common base that underpins the entire infrastructure. There are multiple plans available for Office 365, ranging from free to expensive ongoing monthly subscriptions. This course will help you to identify the right Office 365 plan for your business and then introduces you to the requirements you need in order to not only make use of the platform, but make effective use of it.

Date: Mon, 3 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R240

EXCEL, VARIOUS MICROSOFT & BUSINESS COMPUTING COURSES

All our **COMPUTER COURSES** can be found on pages 17 - 22 of this prospectus.

RECRUITMENT BEST PRACTICE METHODOLOGY

Jennifer Ritchie
Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Whether you are part of interview panels in your workplace, an HR Consultant or a small business owner, technical and practical recruitment training is vital. Jennifer is a panel interview specialist with an impressive background in recruitment consulting and best practice. You can find course details on page 14 of this prospectus.

Date: Tuesdays, 18 & 25 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R540

HOW TO MARKET YOUR BUSINESS ONLINE COURSES

Have a look at pages 14 & 15 for course details.

PERSONAL DEVELOPMENT & SOFT SKILLS COURSES

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

EDUCATORS: PERSONAL & PROFESSIONAL DEVELOPMENT

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, facilitated by an ex-principal and director of a recruitment company ShortlistED, 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: Thurs, 13 & 20 Feb Time: 18:30 – 20:30 Duration: 4 hours Cost: R590

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

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

Date: Mon, 24 Feb & 3 March Time: 18:30 – 20:30 Duration: 2 sessions Cost: R340

EDUCATOR TRAINING: PROFESSIONAL DEVELOPMENT

PUBLIC SPEAKING: SPEECHCRAFT COURSE

Good Hope Toastmasters
Public Speaking coaches

Facilitated by Graham Botha & other Toastmasters

Training as a teacher doesn't necessarily mean you know it all regarding public speaking. Many educators are confident in front of their classes, but struggle when they have to speak in an assembly or parent meetings. In this "hands-on" course, you will improve your communication skills so that you are less afraid to talk in front of people. You will find that your improved presentation skills will win you the respect and admiration of your colleagues, and will no doubt increase your management potential. The course provides the "how to" and the practical experience so critical to progress and is conducted in an atmosphere of professional camaraderie which makes each course a unique learning environment dedicated to personal development.

Date: Thurs, 6 Feb – 13 March **Time:** 18:30 – 20:30 **Duration:** 6 sessions **Cost:** R760

RECRUITMENT BEST PRACTICE METHODOLOGY

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Whether you are part of interview panels in your school, or an HR Consultant, technical and practical recruitment training is vital. Jennifer is a panel interview specialist with an impressive background in recruitment consulting and best practices. Course details can be found on page 14 of this prospectus.

Date: Tuesdays, 18 & 25 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R540

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: Monday, 17 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

COACHING, MENTORING & TRAINING

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

People productivity is the foundation of any successful team, thus as a leader, manager or educator it is critical that you have the knowledge and techniques to develop every individual you work with.

Given all our unique learning needs, we need to identify when to train, when to coach and when to mentor and the specific techniques involved in each of these.

As an experienced trainer, mentor and coach, Jennifer will unpack the essential elements of Training, Coaching and Mentoring, and work through the techniques, principles and practical application.

You will learn valuable developmental tools and gain insight and knowledge in how to apply all three.

Date: Tuesdays, 4 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R260

EDUCATOR TRAINING: LEARNER RELATED

CHANGING BEHAVIOUR THROUGH PROGRESSIVE DISCIPLINE

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

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

Date: Thurs, 6 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

HOW TO HELP YOUR GRADE 11s & 12s TO PREPARE FOR A SUCCESSFUL GAP YEAR

Jennifer Ritchie B.A. H.D.E. TDD TMD
Recruitment Specialist, Career Coach, Retrenchment Reinvention Specialist

Geared to Grade 11 and 12 students, this course covers all the essentials to put in place for a successful Gap year. You will learn how to build on your technical skills and strengths, become more aware of short term training options that equip you to earn an income, get information on available employment options, locally and overseas and be coached in the basic elements of professional CV compilation and interview techniques. Furthermore, Jennifer will work with you on the importance of disciplined application, proactive planning and sustained motivation - all of which will result in a year in which you will grow and prosper. You will be given basic notes and contact and application process detail.

Date: Wed, 19 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R320

ANXIETY, SMARTPHONES & GENERATION Z

Kim Charles Counsellor

This course focuses on understanding anxiety, its impact on mental and physical health, and how smartphone use, particularly among Generation Z, is exacerbating these challenges. Key topics include:

1. **Introduction to Anxiety:** The course begins with exercises such as breathwork and an overview of the differences between stress, anxiety, and depression. Participants learn to identify anxiety's causes, types, and symptoms.
2. **Impact on Health:** It explores the physical and mental consequences of living with anxiety, including the effects on the nervous system (e.g., cortisol and adrenal activation) and how anxiety leads to debilitating outcomes.
3. **Smartphone Use and Mental Health:** There is a focus on how excessive smartphone use, especially in Generation Z, contributes to increased anxiety. Topics include sleep deprivation, attention fragmentation, social deprivation, and addiction.
4. **Anxiety Management Strategies:** Practical strategies for managing anxiety are covered, including self-awareness exercises, identifying anxiety triggers, challenging unhelpful thinking, and using coping mechanisms like mindfulness, gratitude, and cognitive restructuring.
5. **Coping Plans:** The course offers tools like the "Circle of Control," an anxiety checklist, and a personalized anxiety coping plan, aimed at empowering participants to manage their anxiety effectively. You will explore actionable strategies to mitigate its impact, particularly in the context of modern smartphone use.

Date: Thurs, 13 March **Time:** 18:30 – 20:00 **Duration:** 1 session **Cost:** R160

COMPUTERS & TECHNOLOGY

SETTING UP MS OFFICE 365 FOR YOUR SCHOOL

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Office 365 is a wide ranging suite of software and services that can best be compared to a corporate conglomerate. Services and features are interlinked, building off a common base that underpins the entire infrastructure. There are multiple plans available for Office 365, ranging from free to expensive ongoing monthly subscriptions. This course will help you to identify the right Office 365 plan for your school and then introduces you to the requirements you need in order to not only make use of the platform, but make effective use of it. Please note that whilst the course will try to keep the technical jargon down to a minimum and translated to plain English where possible, the nature of the product does mean that some jargon is unfortunately unavoidable. This is an information session, not a hands-on course.

Date: Mon, 3 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R240

INTEGRATING EXCEL & STAFFROOM – AN ESSENTIAL COURSE FOR EDUCATORS

Cedric Goliath

Network Administrator and IT Trainer

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

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

Date: Tues, 4 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

UNLOCK YOUR FULL POTENTIAL WITH MS WORD FOR PROFESSIONALS!

Ross Cohen

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

Take your productivity to the next level with expert-level MS Word skills. In today's fast-paced professional world, mastering Microsoft Word isn't just about typing documents—it's about efficiency, precision, and presentation. This course is designed to equip you with the advanced tools, techniques, and features you need to work smarter, not harder. Your class notes and exam papers will be the envy of your colleagues! Course details can be found on **page 13** of this prospectus.

Date: Mon & Wed, 3 & 5 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

COMPUTER COURSES & HOW TO MARKET YOUR SCHOOL ONLINE

All our **COMPUTER COURSES**, can be found on **pages 17 - 22** of this prospectus.

PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE COURSES

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

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

THE A – Z OF PREPARING FOR A SUCCESSFUL GAP YEAR

Jennifer Ritchie B.A. H.D.E. TDD TMD

Recruitment Specialist, Career Coach, Retrenchment Reinvention Specialist

Geared to Grade 11 and 12 students, this course covers all the essentials to put in place for a successful Gap year. You will learn how to build on your technical skills and strengths, become more aware of short term training options that equip you to earn an income, get information on available employment options, locally and overseas and be coached in the basic elements of professional CV compilation and interview techniques. Furthermore, Jennifer will work with you on the importance of disciplined application, proactive planning and sustained motivation - all of which will result in a year in which you will grow and prosper. You will be given basic notes and contact and application process detail.

Date: Wed, 19 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R320

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: Mon, 3 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

HOW TO WRITE HONESTLY: AVOIDING PLAGIARISM IN ACADEMIC WRITING

Robyn Jansen van Vuuren

M.A. Psychological Research

Academic coach

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: Mon, 10 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

If you want to be part of the First Aid Team at school or want to study medicine after school, then this course is ideal for you! Course details can be found on page 25.

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

Date: Saturday, 8 Feb
Saturday, 15 Feb **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R990

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

GAIN CONFIDENCE IN SPEAKING AFRIKAANS

Bianca Jacobs B.A. PGCE
Afrikaans Teacher

Do you struggle with Afrikaans, especially when having to do orals in class? This course will give you the confidence and vocabulary to feel more comfortable with the language and will help you to do better at Afrikaans at school. Course details can be found on page 23.

Date: Thurs, 6 Feb – 6 March **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R520

BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL

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

Journaling is a great hobby to have, but good journals can be expensive! Find out how to make your own bound journal in this exciting course. Details can be found on page 8 of this prospectus.

Date: Wed, 26 February **Time:** 18:30 – 20:30 **Duration:** 2 hours
Date: Wed, 5 March **Time:** 18:30 – 20:30 **Duration:** 2 hours
Cost: R350 (pay on registration) + Kit Price: R170 (pay to Ginty at the workshop)

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 someday 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 for 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, 10 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580
 Wed, 12 February

INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Craig Murray
Photography Lecturer

Photography is a skill that will carry you through life and will provide you with many hours of pleasure. Find out how to use your camera effectively in this hands-on course. Details can be found on page 22. Please bring your camera, with the battery fully charged. The course fee includes mid-morning tea and snacks.

Date: Sat, 8 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R620

REGISTRATION FORM



bergvliet high
continuing
education

Surname:	First Name:	
Address:		
E-Mail:		
Telephone (H)	(W)	(Cell)

Where did you hear about us? Please tick the relevant box:

- I'm a parent or past pupil/parent of the school
- I'm on the mailing list and receive the CEP newsletter
- Through social media
- Word of mouth
- Other: Please specify

Please indicate which FIRST TERM 2025 courses you would like to register for:

Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Total enclosed:		R		
Please indicate whether you would like to be placed on our free electronic mailing list. Only select this option if you have NOT been receiving the prospectus via e-mail.		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; border: 1px solid black;">Yes</td> <td style="width: 50%; text-align: center; border: 1px solid black;">No</td> </tr> </table>	Yes	No
Yes	No			

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

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

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

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

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

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