



bergvliet high
continuing
education



TERM 4 2025

October - November

Lifelong Learning Courses for:

Adults | Educators | Corporates | Learners

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

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GENERAL INFORMATION

What is the Continuing Education Programme all about?

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

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

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

What does CEP offer?

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

The course categories include:

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

We tailor-make our workshops to suit your needs

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

ACCREDITED COURSES

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

LEARNER ENRICHMENT PROGRAMMES

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

ADULT ENRICHMENT

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

CORPORATE TRAINING & DEVELOPMENT

Speak to us about your specific needs

EDUCATOR DEVELOPMENT

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

COMPLETION CERTIFICATES

All participants receive Certificates of Completion

GENERAL INFORMATION: TERMS & CONDITIONS

Continuing Education Office – Telephone: 021 – 713 7999

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

This prospectus is divided into 4 sections:

- | | ADULT
ENRICHMENT | EDUCATOR
DEVELOPMENT | CORPORATE TRAINING
& DEVELOPMENT | LEARNER SUPPORT
PROGRAMMES |
|-----|---|---------------------------------|---|---------------------------------------|
| 1. | | | | |
| 2. | Admission will be on a first-come, first-served basis. Adult enrichment courses are only available to over 16's unless by special arrangement. | | | |
| 3. | All courses are in-person courses which will take place at Bergvliet High School unless otherwise stated. | | | |
| 4. | Term 4 courses begin on 20 October 2025 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on 12 November 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

- Registration at the Finance office of the school is on an **ONGOING BASIS during the school term**, Mondays – Fridays from 08:30 – 15:30 (excluding Public Holidays).
- DIRECT DEPOSITS** – All Electronic Banking details can be found on the Registration Forms at the back of the Prospectus. **Electronic Payments should be made payable to BERGVLIET HIGH SCHOOL. EFT, Debit or Credit Card payments are acceptable.**
- NO PHONE BOOKINGS WILL BE ACCEPTED**
- For **registration enquiries**, contact the Continuing Education office: **021 713 7999**, Katharine Miles: **082 409 2195** or e-mail: kmiles@bhs.org.za

REGISTRATION FORM



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

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

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

Please indicate which FOURTH TERM 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.		<div style="display: flex; justify-content: space-around;"> Yes No </div>

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

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

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

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

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

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

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

COOKING COURSES

COOKING FOR SUMMER

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

Join Kelly for a delicious lesson to welcome the summer season with vibrant salads, tasty tacos and more. Recipes that are healthy, quick and full of flavour. You will learn how to make the following dishes in this hands-on workshop:

- Loaded burger bowls
- Chicken Caesar smash tacos
- Bang Bang chicken salad
- Tuna, avocado and crispy rice salad
- Indonesian Gado Gado salad
- Mediterranean chickpea and quinoa power bowls.

The course fee includes the cost of all ingredients. Please bring an apron along, as well as small containers for leftovers, and whatever you would like to drink.

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, 23 October **Time:** 18:00 – 21:30 **Duration:** 3.5 hours **Cost:** R590



A CAPE TOWN CHRISTMAS

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

Make this Christmas special by learning how to prepare a delicious summer Christmas menu inspired by flavours of Cape Town. In this hands-on course, you will have fun learning how to make the following dishes:

- Starter – Crispy smoked snoek croquettes with homemade tartare sauce on a bed of salad leaves;
- Mains - Slow-cooked gammon with a chutney glaze and pineapple salsa;
- Roast chicken with a ginger ale gravy, festive stuffing and roast potatoes;
- Nectarine and roasted pepper salad;
- Roasted root veg with a chilli butter;
- Milk tart ice cream with roasted fruit and phyllo crisps.

The course fee includes the cost of all course materials and ingredients. Please bring an apron along, as well as small containers for leftovers, and whatever you would like to drink. 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, 30 October **Time:** 18:00 – 21:30 **Duration:** 3.5 hours **Cost:** R590

SEWING & DIY IN THE HOME

LEARN TO SEW – WITH A CHRISTMAS THEME

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 sew 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, 25 October

Saturday, 1 November

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.

DIY IN THE HOME - FOR WOMEN

John-Morgan de Klerk

Building & Civil Engineering Dip, Plumbing N3, Facilitation NQF5

Maintenance Foreman/ Teacher

Do you have small maintenance jobs in the home that need to be done? This course is a practical, empowering short course designed to teach women essential DIY skills for tackling common household projects. From hanging shelves and artwork, to patching walls and painting like a pro, fixing loose handles, squeaky hinges, and hanging curtain rods – this course will build your confidence and skills to tackle home maintenance and improvements with ease. You will also learn about the tools needed for each job. Tea/Coffee and teatime snacks are included in the fee.

Date: Saturday, 25 October

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R370

BUSINESS, MANAGEMENT & PERSONAL DEVELOPMENT SKILLS

FINDING NEW PURPOSE, MANAGING TIME & GETTING ORGANISED

Jennifer Ritchie

Recruitment Specialist/Career & Personal Coach, Retail Trainer & Consultant

Life is rushed, we fight fires, succumb to stress and often fail to focus on what is truly important, to our own detriment and that of those closest to us. Take 2 hours, get realigned with the core principles of Steven Covey's 7 Habits of Highly Effective People and expert coaching advice and techniques to build a sense of purpose, life quality and better time management. Jennifer Ritchie is a seasoned trainer and career coach who is passionate about helping clients to thrive, prosper and achieve personal growth and fulfilment.

Date: Thursday, 30 October

Time: 18:30 – 20:30

Sessions: 1

Cost: R250

TELEPHONE TECHNIQUES & PROFESSIONAL COMMUNICATION BASICS

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Accustomed to "cell speak," we have lost the art of professional verbal and written communication and have little idea of how to speak to clients or engage in formal conversations. This crash course in register, professional etiquette, elements of voice and format basics will take your communication and impact levels up a notch and will elicit far better responses from those you communicate with. Jennifer Ritchie is a seasoned trainer, career coach and published author who is passionate about helping clients to thrive, prosper and achieve personal growth and fulfilment.

Date: Monday, 3 November

Time: 18:30 – 20:30

Duration: 1 session

Cost: R250

PERFORMANCE & MANAGEMENT BASICS

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Without effective management, even the best individuals will falter and underperform because they are not being empowered and developed. This workshop is for new managers who want to acquire basic techniques to manage and grow their teams effectively. It encompasses essential management techniques and an introduction to how to mentor, train and coach teams for success.

Date: Thursday, 23 October

Time: 18:30 – 20:30

Duration: 1 session

Cost: R250

MARKETING YOUR BUSINESS ONLINE

HOW TO USE SOCIAL MEDIA TO MARKET YOUR BUSINESS

Lucille Divine B. Sc.

Award Winning Digital Marketing Coach & Mentor

Are you making the most of social media for your business? If you haven't added social media marketing to your business strategy, or if you've set up accounts but aren't using them effectively, this hands-on workshop is just for you. Designed for small businesses, entrepreneurs, consultants and coaches who struggle to market their business across social media. This course will help you understand the power of social media and how to position your brand online with confidence.

What You'll Learn in the Live Workshop:

Session 1: Understanding the Social Media Landscape (2 Hours)

- **Who is using social media?** Real-time stats and insights on audience behaviour
- **Social media success stories:** Case studies of top-performing local campaigns
- **The pros and cons of social media marketing:** What works and what to avoid
- **Social media in South Africa:** Market trends, big data, and key statistics

Session 2: Choosing the Right Platforms & Creating a Social Strategy (2 Hours)

- Introduction to the top social media channels: Facebook, Instagram, WhatsApp, LinkedIn, Twitter, Pinterest, and YouTube
- How to create a 'Social Wheel' strategy that connects your platforms for maximum impact
- How to determine the best platform(s) for your business and where to focus your efforts
- Live strategy planning: Work through worksheets to map out your personalised social media approach

Who is This Course For?

This workshop is **perfect for you** if you:

- ✓ Want to use social media to grow your business and attract customers
- ✓ Have never used social media for business or feel unsure about where to start
- ✓ Have social media accounts but aren't seeing results
- ✓ Want to learn which platform is best for your business and how to maximise it
- ✓ Prefer a hands-on, workshop-style learning experience where you take action as you learn

What You'll Get:

- A solid understanding of the social media landscape and where your business fits in
- A social media strategy for your business goals
- A clear direction on which social media platforms to focus on
- Templates to help you map out, plan, and structure your social media marketing strategy effectively

Bonus Resources & Access:

- Access to the full Google Drive slide deck for future reference
- Exclusive tools, templates, and resources to support your strategy

Next Recommended Training:

- ✓ **'Facebook Business Kickstart Workshop'** to help you to set up and optimise your Facebook page.
- ✓ **'How To Create Content Using Smart AI For Your Business'** to help you create customer-centric content to market your business

Date: Tuesday, 21 October &
Thursday, 23 October

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R580

MARKETING YOUR BUSINESS ONLINE

HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

Lucille Divine

Award Winning Digital Marketing Coach & Mentor

Imagine the satisfaction of sharing content your audience craves—strategically crafted and consistently delivered using Smart AI. This workshop is designed to give you the confidence to create high-quality content efficiently using smart AI tools. You'll learn how to integrate AI into your workflow to streamline content creation, enhance creativity, and improve engagement. AI is not here to replace human ingenuity but to amplify your strategic thinking and efficiency. With the right approach, AI can revolutionise your content strategy, helping you work smarter, not harder. By the end of this session, you'll be equipped with the skills to produce compelling, search-optimised content that attracts and retains your ideal audience—ultimately boosting your online presence.

Who Should Attend?

Small business owners, entrepreneurs, and marketing professionals looking to enhance their understanding of social media marketing and AI content creation.

Anyone who wants to **simplify content creation** while making it more effective and impactful.

Course Objectives:

By the end of this workshop, participants will:

- ✓ Gain the knowledge and skills to **create compelling content** for your social media channels using smart AI tools.
- ✓ Learn how to use AI-powered tools such as **ChatGPT, SEO research tools, Google Trends, Google Search, Video AI tools, Canva Pro, and more.**
- ✓ Develop a content marketing plan tailored to your audience and business goals.
- ✓ Learn quick content hacks for efficient creation and distribution across multiple digital platforms.

What You'll Learn:

Session 1: Content Strategy & Creation (2 hours)

- Types of content that work best for business growth
- Essential online resources & AI tools to simplify content creation
- Basic content principles for creating SEO-optimised content
- Live demonstration of AI-powered tools in action

Session 2: Content Planning & Performance Optimisation (2 hours)

- Content continuity & planning: How to create a video or graphic for social media and scheduling content efficiently
- Meta Business Suite - Phasing & repurposing content for best engagement.
- Essential Engagement Attributes: social etiquette for B2B market.
- Understanding analytics, metrics, and reports to optimise engagement and reach
- Live workshop exercise: Hands-on practice using AI-driven content tools

Bonus Resources & Access:

- ✓ Full slide deck housed in Google Drive for future reference
- ✓ Direct access to AI tools and content hubs for ongoing use

Prerequisites:

Basic computer literacy required (comfortable with internet navigation and using digital tools).

Date: Thursday, 30 October &
Tuesday, 4 November

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R580

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: Saturday, 25 October & Saturday, 1 November **Time:** 09:00 – 13:00 **Duration:** 8 hours **Cost:** R850

MS WORD – PERFECTING THE BASICS

Ross Cohen

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

If you’re already using MS Word, but have found that you have gaps in your knowledge, then you will find this course very useful. In this course, you will cover the following aspects of working with MS Word:

- **Getting Started:** Creating a folder structure; Opening, creating, saving, and closing documents: Understanding file types (.docx, .pdf)
- **The Word Interface:** Ribbon (tabs: Home, Insert, Layout, References, etc.); Quick Access Toolbar (Save, Undo, Redo); Navigation Pane (for moving around in large documents; Status Bar (word count, page number, spelling check); Title Bar; Work Area; Scroll Bar; View options; Ruler
- **Page Layout Basics:** Print, read, web mode; Setting margins, page size, and orientation
- **Formatting Text:** Font type, size, and colour; Bold, italic, underline, strikethrough; Highlighting text; Text alignment; The rest of the font group
- **Edit paragraphs:** Indent; line and paragraph spacing; Shading; Borders; Bullets and numbering
- **Basic Text Editing:** Typing, selecting, copying, cutting, and pasting text; Undo/redo actions; Find & Replace; Inserting special characters and symbols
- **Proofing Tools:** Spell check and grammar check; Using the thesaurus; Word count tool; Basic language settings

Date: Monday, 20 October & Wednesday, 22 October **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

COMPUTER COURSES

MS WORD FOR PROFESSIONALS – EXPLORING ADVANCED FEATURES

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, Table of Diagrams, Cover Page, Page Borders, Headers & Footers.
- **Tables:** Learn to organise, visualise, and analyse data in an accessible way.
- Using Tabs and Paragraph Formatting.

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: Monday, 27 October & Wednesday, 29 October **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

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: Monday, 3 Nov **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

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 prerequisite for attending this course.

Date: Tuesday, 21 October, & Thursday, 23 October **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

ADULT ENRICHMENT: COMPUTER COURSES

MS EXCEL – INTERMEDIATE

Cedric Goliath

Network Administrator and IT Trainer

In this ongoing course, you will learn how to work with the following in Excel:

- Conditional formatting
- Sorting and filtering
- Cell comments
- Freezing columns and rows
- Working with multiple worksheets/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

Date: Tuesday, 28 Oct & Thursday, 30 Oct **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: Tuesday, 4 Nov & Thursday, 6 Nov **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

EXCEL DASHBOARD & PIVOT TABLES

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Tuesday, 11 Nov **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

ONE DRIVE & CODING COURSES

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: Tuesday, 28 Oct

Time: 18:30 – 20:30

Duration: 1 session

Cost: R330

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiyiwa 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, and 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 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 a versatile language to learn. At the end of this course, one should be able to write a basic program using Python.

Date: Monday, 3 Nov &
Wednesday, 5 Nov

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R580

CODING WITH PYTHON ONGOING

Octavia Chidiyiwa 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, 10 Nov &
Wednesday, 12 Nov

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R580

PHOTOGRAPHY & SCHOOL TIMETABLING

DIGITAL 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 want something explained. The course fee includes mid-morning tea and snacks.

Date: Saturday, 25 Oct **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R580

HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

Julian Goldswain

B. Tech (Photography), Professional Photographer & Lecturer

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

You will need the following apps on your mobile device: Lightroom Mobile, Snapseed & Instagram. Make sure that your mobile device is fully charged and bring your charger along just in case.

Date: Monday, 27 Oct &
Monday, 3 Nov **Time:** 18:30 – 20:30 **Duration:** 4 hours **Cost:** R580

CREATING A SCHOOL TIMETABLE USING ASC TIMETABLES

Cedric Goliath

Network Administrator and IT Trainer

This course is designed to equip school administrators and educators with the skills to create an effective school timetable using ASC timetables. A well-structured timetable is essential for the smooth operation of a school, ensuring that students, teachers, and administrators are aware of their schedules, reducing conflicts, and optimising resource allocation. Upon completing this course, participants will be able to:

- Design a schedule that meets the needs of students, teachers, and administrators
- Allocate specific time slots for each subject, ensuring adequate attention to all subjects
- Effectively utilise school classrooms and resources
- Enhance communication among students, parents, and administrators
- Make data-driven decisions to optimise the school's operations
- Customise the timetable for special events and exam schedules
- Go paperless and reduce human error in the timetabling process

Date: Monday, 10 Nov, &
Wed, 12 Nov **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

MISCELLANEOUS COURSES

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 25 October from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 5 November 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, 21 October

Time: 18:30 – 20:30

Venue: BHS

Cost: R440

Date: Saturdays, 25 Oct & 1 Nov

Time: 09:00 – 12:00

Venue: TBA at first session

FIRST AID: LEVEL 1

First Aid Trainer

Medical Education Centre

Get your accredited 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: Stabilising 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 mid-morning snacks will be provided. Please bring your own lunch.

Date: Saturday, 25 Oct &
Saturday, 1 Nov

Time: 09:00 – 16:00

Duration: 14 hours

Cost: R990

MISCELLANEOUS COURSES

DIY IN THE HOME – FOR WOMEN

John-Morgan de Klerk Building & Civil Engineering Dip, Plumbing N3, Facilitation NQF5
Maintenance Foreman/ Teacher

Do you have small maintenance jobs in the home that need to be done? This course is a practical, empowering short course designed to teach women essential DIY skills for tackling common household projects. From hanging shelves and artwork, to patching walls and painting like a pro, fixing loose handles, squeaky hinges, and hanging curtain rods – this course will build your confidence and skills to tackle home maintenance and improvements with ease. You will also learn about the tools needed for each job. Tea/Coffee and teatime snacks are included in the fee.

Date: Saturday, 25 October **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R370

PREPARING FOR YOUR LEARNER DRIVER'S EXAM

Litha Mbana Driving Instructor and Coach
Press on Driving Academy

Are you nervous about writing your Code 8 Learner Driver's test because you're not sure what to expect? Litha will take you through all the K53 theory you need to know, including: Rules of the Road; Road Signs; Controls of the Vehicle and more. You will also be given typical questions that could get asked in the exam so that you can practice beforehand. You will be so confident by the time you write the test that you will pass with flying colours!

Date: Thursday, 23 October **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R100

CORPORATE TRAINING

FINDING NEW PURPOSE, MANAGING TIME & GETTING ORGANISED

Jennifer Ritchie

Recruitment Specialist/Career & Personal Coach, Retail Trainer & Consultant

Life is rushed, we fight fires, succumb to stress and often fail to focus on what is truly important, to our own detriment and that of those closest to us. Take 2 hours, get realigned with the core principles of Steven Covey's 7 Habits of Highly Effective People and expert coaching advice and techniques to build a sense of purpose, life quality and better time management. Jennifer Ritchie is a seasoned trainer and career coach who is passionate about helping clients to thrive, prosper and achieve personal growth and fulfilment.

Date: Thursday, 30 October

Time: 18:30 – 20:30

Sessions: 1

Cost: R250

TELEPHONE TECHNIQUES & PROFESSIONAL COMMUNICATION BASICS

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Accustomed to "cell speak" we have lost the art of professional verbal and written communication and have little idea of how to speak to clients or engage in formal conversations. This crash course in register, professional etiquette, elements of voice and format basics will take your communication and impact levels up a notch and will elicit far better responses from those you communicate with. Jennifer Ritchie is a seasoned trainer, career coach and published author, who is passionate about helping clients to thrive, prosper and achieve personal growth and fulfilment.

Date: Monday, 3 November

Time: 18:30 – 20:30

Duration: 1 session

Cost: R250

PERFORMANCE & MANAGEMENT BASICS

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Without effective management, even the best individuals will falter and underperform because they are not being empowered and developed. This workshop is for new managers who want to acquire basic techniques to manage and grow their teams effectively. It encompasses essential management techniques and an introduction to how to mentor, train and coach teams for success.

Date: Thursday, 23 October

Time: 18:30 – 20:30

Duration: 1 session

Cost: R250

HOW TO USE SOCIAL MEDIA TO MARKET YOUR BUSINESS

Lucille Divine

B. Sc.

Award Winning Digital Marketing Coach & Mentor

Are you making the most of social media for your business? If you haven't added social media marketing to your business strategy, or if you've set up accounts but aren't using them effectively, this hands-on workshop is just for you. Designed for small businesses, entrepreneurs, consultants and coaches who struggle to market their business across social media. This course will help you understand the power of social media and how to position your brand online with confidence. A detailed course summary can be found on **page 9** of this prospectus.

Date: Tuesday, 21 October &
Thursday, 23 October

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R580

CORPORATE TRAINING

HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

Lucille Divine

Award Winning Digital Marketing Coach & Mentor

Imagine the satisfaction of sharing content your audience craves—strategically crafted and consistently delivered using Smart AI. This workshop is designed to give you the confidence to create high-quality content efficiently using smart AI tools. You'll learn how to integrate AI into your workflow to streamline content creation, enhance creativity, and improve engagement. AI is not here to replace human ingenuity but to amplify your strategic thinking and efficiency. With the right approach, AI can revolutionise your content strategy, helping you work smarter, not harder. By the end of this session, you'll be equipped with the skills to produce compelling, search-optimised content that attracts and retains your ideal audience—ultimately boosting your online presence.

Who Should Attend?

Small business owners, entrepreneurs, and marketing professionals who are looking to enhance their understanding of social media marketing and AI content creation.

Anyone who wants to **simplify content creation** while making it more effective and impactful.

A detailed course summary can be found on **page 10**.

Date: Thursday, 30 October & Tuesday, 4 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

MS WORD FOR PROFESSIONALS – EXPLORING ADVANCED FEATURES

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 12**.

Date: Monday, 27 October & Wednesday, 29 October **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

EXCEL, VARIOUS MICROSOFT & BUSINESS COMPUTING COURSES

All our **COMPUTER COURSES** can be found on **pages 12 - 14** of this prospectus.

EDUCATOR ENRICHMENT

CREATING A SCHOOL TIMETABLE USING ASC TIMETABLES

Cedric Goliath

Network Administrator and IT Trainer

This course is designed to equip school administrators and educators with the skills to create an effective school timetable using ASC timetables. A well-structured timetable is essential for the smooth operation of a school, ensuring that students, teachers, and administrators are aware of their schedules, reducing conflicts, and optimising resource allocation.

Upon completing this course, participants will be able to:

- Design a schedule that meets the needs of students, teachers, and administrators
- Allocate specific time slots for each subject, ensuring adequate attention to all subjects
- Effectively utilise school classrooms and resources
- Enhance communication among students, parents, and administrators
- Make data-driven decisions to optimise the school's operations
- Customise the timetable for special events and exam schedules
- Go paperless and reduce human error in the timetabling process

By the end of this course, participants will be able to create a comprehensive school timetable that supports the school's objectives and enhances the overall educational experience.

Date: Monday, 10 Nov, & Wed, 12 Nov **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

MS WORD FOR PROFESSIONALS – EXPLORING ADVANCED FEATURES!

Ross Cohen

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

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 12** of this prospectus.

Date: Monday, 27 October & Wednesday, 29 October **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

COMPUTER COURSES & CODING WITH PYTHON FOR CAT TEACHERS

All our **COMPUTER COURSES** can be found on **pages 11 - 15** of this prospectus.

HOW TO MARKET YOUR SCHOOL ONLINE

Courses which will be useful for those involved with marketing your school can be found on **Pages 9 & 10**.

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

If you work in a school in any capacity or are a sports coach, then having a current First Aid certificate is essential. The Education Department also required those who take learners on excursions to have a valid First Aid certificate. Join this course and get your accredited Level 1 First Aid certificate, which is valid for 3 years. Course details can be found on **page 16**.

Date: Saturday, 25 Oct & Saturday, 1 Nov **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R990

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

PREPARING FOR YOUR LEARNER DRIVER'S EXAM

Litha Mbana Driving Instructor and Coach
Press on Driving Academy

Are you nervous about writing your Code 8 Learner Driver's test because you're not sure what to expect? Litha will take you through all the K53 theory you need to know, including: Rules of the Road; Road Signs; Controls of the Vehicle and more. You will also be given typical questions that could get asked in the test so that you can practice beforehand. You will be so confident by the time you write the test that you will pass with flying colours!

Date: Thursday, 23 October **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R100

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

If you want to be part of the First Aid Team at school or want to study medicine after school, then this course is ideal for you! Course details can be found on **page 16**. Tea/Coffee and mid-morning snacks will be provided. Please bring your own lunch.

Date: Saturday, 25 Oct & Saturday, 1 Nov **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R990

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. Have a look at the course details on **page 14** of this prospectus.

Date: Monday, 3 Nov & Wednesday, 5 Nov **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

DIGITAL PHOTOGRAPHY

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 15**.

Date: Saturday, 25 Oct **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R580

HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

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

Don't miss out on recording memorable moments because you've forgotten to bring your camera along! For this photography course, you won't need an expensive camera or a complicated lens – all you'll need is a smartphone or an iPhone! Course details can be found on **page 15**.

Date: Monday, 27 Oct & Monday, 3 Nov **Time:** 18:30 – 20:30 **Duration:** 4 hours **Cost:** R580

LEARNER ENRICHMENT – REVISION SCHOOLS

GRADE 10 & 11 REVISION SCHOOLS 2025

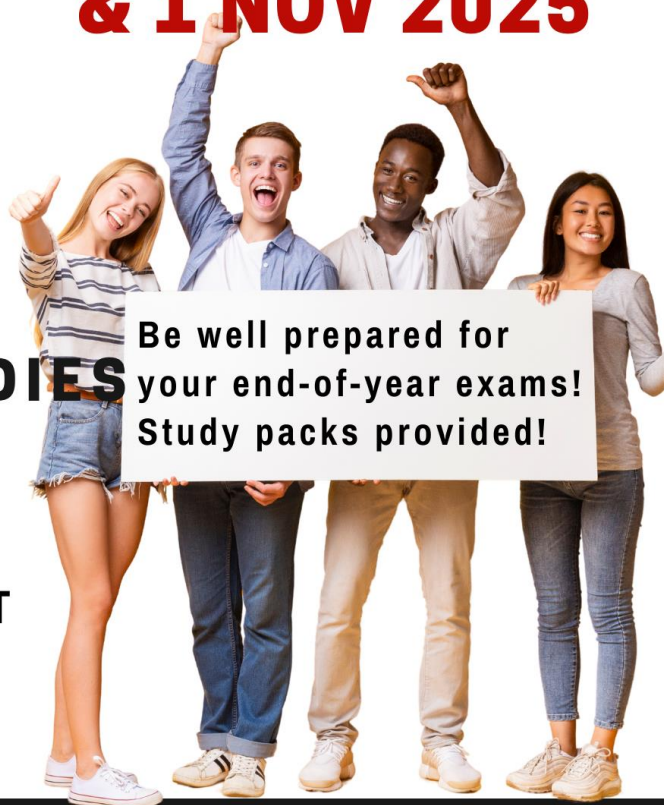


**STUDY SKILLS
ENGLISH
AFRIKAANS
MATHS
MATHS LIT
SCIENCE
LIFE SCIENCES
GEOGRAPHY
ACCOUNTING
BUSINESS STUDIES**

**SATURDAYS
11, 18, 25 OCT
& 1 NOV 2025**

R540 per subject

**THESE COURSES ARE NOT
RESTRICTED TO
BHS LEARNERS,
ALL ARE WELCOME!**



Contact: kmiles@bhs.org.za
021 713 7999
082 409 2195



bergvliet high
continuing
education

REGISTRATION FORM



bergvliet high
continuing
education

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

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

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

Please indicate which FOURTH TERM 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.		<div>Yes</div> <div>No</div>

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

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

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

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

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

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

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