bergvliet high

continuing education



TERM 1

2027

February - March

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

Continuing Education Office – Telephone: 021 – 713 7999
E-Mail: kmiles@bhs.org.za Website: www.bhs.org.za

GENERAL INFORMATION: TERMS & CONDITIONS

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 **1 February 2027.** Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on **9 March 2027.**
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 – Thursdays from 08:00 – 15:30 (excluding Public Holidays). Fridays: 08:00 – 14:30.
2. **DIRECT DEPOSITS –** All Electronic Banking details can be found on the Registration Forms at the back of the Prospectus. **Electronic Payments should** be made payable to **BERGVLIET HIGH SCHOOL. EFT, Debit or Credit Card payments are acceptable.**
3. **NO PHONE BOOKINGS WILL BE ACCEPTED**
4. For **registration enquiries,** contact the Continuing Education office: **021 713 7999, Katharine Miles**: **082 409 2195 or e-mail: kmiles@bhs.org.za**

REGISTRATION FORM

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 2027 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 08:00 – 15:30**, **Mon – Thurs & 08:00 – 14:30 on Fridays during the school term.**

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

ART & CRAFTS

DRAWING FOR BEGINNERS

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

Unleash your creativity and discover the art of drawing!
This fun, hands-on introductory workshop will take you through the basics of pencil and charcoal drawing, even if you have never picked up a drawing pencil before. Learn how to work with different drawing materials, master basic shapes and proportions, explore shading and blending techniques, and bring your drawings to life through light, shadow and texture.
With practical demonstrations and guided exercises, you'll develop your skills and create your own drawing to take home. No previous drawing experience necessary – just bring your curiosity and creativity! Mid-morning tea and snacks will be provided. The kit for the workshop can be purchased from Saroj on the day at a cost of R 120

Date: Sat, 20 February **Time:** 09:00 – 13:00 **Duration:** 4 hours
Cost: R520 (pay on registration) + Kit Price: R120 (pay to Saroj at the workshop)






PAINTING IN ACRYLICS – WITH DERRIC VAN RENSBURG

Derric van Rensburg Internationally Acclaimed Artist and Art Teacher
Artist & Art Teacher

Are you looking for some inspiration? Learning how to work with Acrylics under the guidance of an artist of Derric van Rensburg's calibre is a unique and inspiring experience, and we are privileged to have him participate in our programme again! Whether you're a beginner or a more experienced artist wishing to improve your technique, Derric's passion for sharing the tips and techniques he has learnt over the years will add a new dimension to your art. Derric has an infectious sense of humour, and he creates a safe space for you to express yourself. This course is highly popular, so we recommend registering early to avoid disappointment. Mid-morning tea and snacks will be provided. You will be given the list of course materials required for the course when you register.

Date: Sat, 13 February **Time:** 09:00 – 14:00 **Duration:** 5 hours
Cost: R650 (pay on registration) + The list of course material required will be given on registration

CALLIGRAPHY & SEWING

EXPLORING MODERN CALLIGRAPHY DECORATIVE LETTERS

Hilary Adams
Calligrapher; Letter Artist; Art Tutor; Freelancer

We all admire beautifully handwritten letters. Now it's your turn to create them! Join us for a relaxing and creative workshop where you'll learn to create decorative, stylish lettering, with a focus on technique and the design process. You will work on a letter following steps from drawing all the way through to a bit of gilding. This course is ideal for those who have the basics of calligraphy

Whether you're looking for a new hobby, a mindful creative outlet, or want to add a personal touch to cards and gifts, this course is the perfect place to begin. No experience necessary. The card stock and gold leaf will be supplied, and mid-morning tea/coffee and snacks will be provided.

Please bring the following along to the course:

- 1 Fine liner pen
- 29 cm Ruler
- Eraser
- Coloured Pencils or Aquarelle Pencil (water-soluble)
- 2 HB Pencils and Sharpener

Date: Saturday, 13 February **Time:** 09:00 – 14:00 **Duration:** 5 hours
Cost: R510 (pay on registration)

SEWING WITH STRETCH FABRIC – TAKE YOUR SEWING TO THE NEXT LEVEL!

Colleen Mick
Sewing Teacher

This practical, hands-on workshop is designed for intermediate sewers who already know their way around a sewing machine and have mastered the basics. Learn how to work confidently with stretch fabrics, explore specialist tools and techniques, and master the art of sewing with elastic. In the first session, you'll create a stylish beanie or headband before moving on to a bigger project in session two – cutting, fitting and sewing your very own T-shirt!

Fabric for the first project will be supplied. The pattern for the second session will need to be purchased from Colleen (at a minimal fee).

Course Requirements

- Any sewing tools that you may already have, e.g. scissors, pins, etc.
- Fabric and trims required for session 2 (to be advised at the first session)
- Bring your own sewing machine along, or you are welcome to hire one of our sewing machines (at a hiring cost of R90 for the duration of the course). Please indicate which of these options you will choose on your registration form.
- Mid-morning tea/coffee and snacks will be provided.

Date: Saturday, 13 February
Saturday, 20 February **Time:** 09:00 – 13:30 **Duration:** 9 hours
Cost: R 650 (pay on registration) **Please add R90 to your course fee on registration** if you need to hire one of our sewing machines.

CROCHETING COURSES

CROCHET FOR BEGINNERS

Paula Gerard Crochet Teacher

Crocheting is a very trendy hobby at the moment. It is easy to learn, and very versatile. This course is aimed at those with no prior crocheting experience. You will practice the basic techniques by making crochet squares that will form the basis of a blanket. The following content will be covered:

- Understanding crochet hooks
- Understanding different types of yarn
- Understanding yarn weights
- Understanding a yarn label/ball band
- US versus UK terminology
- Understanding patterns: written pattern versus graphs
- Working flat versus working in the round
- Understanding basic crochet techniques

And, you will master the following techniques:

- How to make a slipknot; Chain stitch; Basic crochet techniques: Single Crochet; Double Crochet; Half Double Crochet; Treble Crochet; Turning chains; Slip stitch

You will need to bring along a pair of scissors, a darning needle, a 4mm ergonomic crochet hook, and one or two skeins (balls) of Charity Double Knit yarn in the colours of your choice. This can be purchased at PNA, Mamas Wool or Checkers.

Date: Tues, 2, 9 & 16 Feb **Time:** 18:30 – 20:30 **Duration:** 3 sessions **Cost:** R320

INTERMEDIATE CROCHET

Paula Gerard Crochet Teacher

If you have crocheted before or have completed our beginner's course, you are ready to make a lap or baby blanket (85 x 85 cm) consisting of different textured crochet squares, granny squares, and embellishments (flower, heart).

Prior to the course, you will need to know how to do the following:

- Chain stitch; Basic crochet techniques: Single Crochet; Double Crochet; Half Double Crochet; Treble Crochet; Turning chains; Slip stitch

You will learn how to crochet the following in this course:

- A granny square,
- a flower,
- a heart and
- how to join the squares using a whip stitch.

In the process, you will master the following techniques:

- How to do colour changes;
- How to make a magic ring;
- How to crochet using the FLO and BLO
- How to crochet the front post
- How to use whip stitch
- Slip stitch

You will need to bring along a pair of scissors, a darning needle, a 4mm ergonomic crochet hook, and at least two skeins (balls) of Charity Double Knit yarn in the colours of your choice. This can be purchased at PNA, Mamas Wool or Checkers.

Date: Tues, 23 Feb & 2 & 9 March **Time:** 18:30 – 20:30 **Duration:** 3 sessions **Cost:** R320

COOKING

SUMMER SIDES

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

Tired of the same old boring salad sides to your braais or summer dinners? Join Kelly for an evening of new and exciting salad ideas, perfect as an accompaniment or easily turned into the main event.
Recipes include:

- Double Courgette salad,
- Indonesian rice salad,
- Asian chickpea and cauliflower salad,
- Sumac roasted tomato and bean salad,
- Vietnamese slaw, cabbage salad with lemon parmesan dressing,
- The ultimate grain salad,
- Celery and parmesan salad

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, 18 February **Time:** **18:00** – 21:30 **Duration:** 3.5 hours **Cost:** R650



SUMMER MOROCCAN COOKING

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

This menu is filled with the vibrant flavours of Morocco, and is perfect for summer entertaining.

- **To start** – a sharing platter filled with phyllo cigars with spiced feta and herbs, spicy roast cauliflower, and chickpea fritters, all served with a lemony yoghurt dipping sauce and muhammara.
- **Mains** - Moroccan-style roast chicken served with layered eggplant and pepper salad, spicy potato and coriander salad and roast harissa veg couscous.
- **Dessert** - Orange panna cotta with roasted apricots and a seed brittle.

The course fee includes all course materials and ingredients. Please bring an apron, 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, 25 February **Time:** **18:00** – 21:30 **Duration:** 3.5 hours **Cost:** R650

COOKING



ASIAN SUMMER ENTERTAINING

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

A menu inspired by the fresh flavours of Asian cuisine, perfect for summer entertaining!

- **To start** – Vietnamese rice paper rolls with a delicious peanut dipping sauce.
- **Mains** - Sticky ginger honey and soy chicken, Thai-style beef salad, crunchy Asian noodle salad, smashed cucumber salad.
- **Dessert** - A mango, lime, and coconut cheesecake.

The course fee includes all course materials and ingredients. Please bring an apron, 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, 4 March **Time:** **18:00** – 21:30 **Duration:** 3.5 hours **Cost:** R650



BAKING

MINI CAKES

Grace Stevens
Entrepreneur, Baker, TV Chef, Teacher, Author, Award-Winning Cake Decorator

Learn how to create mini works of art under the guidance of a professional!
In this class you will learn how to:

- Make petit fours, mini cupcakes and fondant fancies
- Pipe rose buds and pansies
- Pipe a mini swirl
- how to use pouring fondant

Included in this class is:

- Professional tuition by Grace Stevens
- All materials & ingredients
- Full detailed recipes
- Access to all professional tools, colours, and anything you need to complete your project

Please bring a container to take your cakes home.

Date: Sat, 13 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R660







MAKING MACARONS THE ITALIAN WAY

Grace Stevens
Entrepreneur, Baker, TV Chef, Teacher, Author, Award-Winning Cake Decorator

Add some panache to your entertaining with hand-made macarons!
In this hands-on workshop will learn how to:

- Bake delicious Macarons using the Italian method,
- How to colour the Macarons, and
- How to make a buttercream filling and display the Macarons.

The class includes:

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

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

Date: Sat, 20 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R660

BUSINESS & FINANCE

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 to find a job. Certificates of attendance will be issued on completion of the course.

Date: Wed: 10, 17,24 Feb & 3 March **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R750

UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!

Laura Sciuto
Tax Practitioner & Tax Services Consultant, Business Owner

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

- **Introduction to Taxation in South Africa**

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

- **Personal Tax in South Africa**

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

- **Legitimate Tax Deductions**

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

- **Understanding Provisional Tax**

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

- **Sole Proprietorship and Taxation**

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

Date: Tuesday, 9 March **Time:** 18:30 – 20:30 **Duration:** 1 Session **Cost:** R270

FINANCIAL EDUCATION COURSES

FINANCIAL FITNESS FRAMEWORK

Anwar Barendse B. Comm, PG Dip Financial Planning, The Financial Educator
Financial Transformation Coach, Certified Financial Planner, Radio Presenter

Many people earn a steady income yet still feel financially strained. Rising living costs, mounting debt, and a lack of financial structure leave many households feeling stressed and constantly reacting rather than planning ahead.
The **Financial Fitness Framework** is a structured 9-step system designed to help individuals move from financial survival to stability—and ultimately toward financial growth. In just 90 minutes, this session provides clarity, structure, and a practical roadmap to help you take control of your financial future.
It may well be one of the most valuable decisions you make in 2027!

Date: Thursday, 11 Feb **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

MORTGAGE BOND & PROPERTY OWNERSHIP WORKSHOP

Make Informed Property Decisions with Confidence

Anwar Barendse B. Comm, PG Dip Financial Planning, The Financial Educator
Financial Transformation Coach, Certified Financial Planner, Radio Presenter

Join us for a practical workshop designed to help you understand the financial realities of buying, owning, and investing in property.
Topics Covered:
Understanding mortgage bonds and the true cost of borrowing; Interest rates, repo rate movements, and repayment risks; Preparing for a successful home loan application; Improving your risk profile to secure a better interest rate; Hidden costs of property ownership; Important considerations when buying, selling, or upgrading your home; Rental property cash flow and long-term property planning.
Who Should Attend?
First-time home buyers, homeowners, aspiring property investors, and anyone wanting to make smarter property and financing decisions.
Gain practical insights to help you avoid costly mistakes, manage financial risks, and build a solid property ownership strategy.

Date: Thursday, 18 February **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

INVESTMENT & WEALTH BUILDING MASTERCLASS

Build a Strong Foundation for Long-Term Financial Success

Anwar Barendse B. Comm, PG Dip Financial Planning, The Financial Educator
Financial Transformation Coach, Certified Financial Planner, Radio Presenter

This insightful masterclass is designed to help you make smarter investment decisions and develop a practical strategy for building lasting wealth. The following topics will be covered:

- Understanding **Inflation and Purchasing Power**
- **Saving vs Investing** – knowing the difference
- The relationship between **Risk and Return**
- An overview of key **Asset Classes**
- **Tax-Efficient Investment Vehicles**
- Avoiding **Common Investment Mistakes**
- Creating a **Long-Term Investment Planning Framework**

Whether you're new to investing or looking to refine your approach, this masterclass will equip you with the knowledge and confidence to grow and protect your wealth over time.

Date: Thursday, 25 February **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

BUSINESS, FINANCE & WORKPLACE SKILLS

RETIREMENT READINESS

Prepare for Retirement with Confidence

Anwar Barendse B. Comm, PG Dip Financial Planning, The Financial Educator
Financial Transformation Coach, Certified Financial Planner, Radio Presenter

Designed for individuals within two years of retirement, this practical workshop will help you to make informed decisions to ensure a financially secure and sustainable retirement.

Topics Covered:

- Understanding **Retirement Fund Options at Exit**
- **Pension vs Provident Fund** decisions
- **Two-Pot System** considerations
- **Tax Implications** at Retirement
- Managing **Income in Retirement**
- **Medical Aid and Healthcare Planning**
- Avoiding **Common Retirement Mistakes**
- Creating a **Sustainable Post-Retirement Income Plan**

Date: Thursday, 4 March **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

WILLS & ESTATE PLANNING WORKSHOP

Protect Your Loved Ones Through Proper Estate Planning

Anwar Barendse B. Comm, PG Dip Financial Planning, The Financial Educator
Financial Transformation Coach, Certified Financial Planner, Radio Presenter

Estate planning is one of the most important legal and financial steps you can take. This practical workshop will help you understand how to ensure your wishes are carried out, minimise potential complications, and provide peace of mind for your loved ones.

Topics Covered:

- The Consequences of **Dying Without a Will**
- Understanding the **Role of the Executor**
- **Estate Costs and Taxes**
- Managing **Debt After Death**
- **Protecting Minor Children**
- The Importance of **Beneficiary Nominations**
- A practical **Estate Planning Checklist**

Gain the knowledge and tools needed to make informed estate planning decisions and secure your family's future.

Date: Tuesday, 9 March **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

THE POWER OF DAILY HABITS

Small Changes, Lasting Impact!

Belinda Gaus Psychology (Hons), MBA, Level 5 Diploma in Health & Wellness Coaching
Business Owner: Crazy About Health

The small choices you make each day have a powerful influence on the person you become and the quality of life you experience. This practical and interactive session explores how everyday habits shape your health, well-being, and future outcomes. Through a combination of informative discussions, reflective exercises, and group engagement, participants will gain insight into the science behind habit formation and learn how to identify whether **your current habits are supporting or hindering the life you want to create**. The session focuses on realistic, sustainable change rather than dramatic overnight transformation, providing practical strategies that can be incorporated into even the busiest of lifestyles. Designed to be both supportive and empowering, this course will equip you with valuable tools to make intentional choices and build habits that align with your personal goals and values. By understanding the cumulative impact of daily actions, you can begin taking meaningful steps towards **creating the future you want—one habit at a time.**

Date: Wed, 10 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

PROFESSIONAL COMMUNICATION BASICS

Loretta Erasmus M. Phil
Management Coaching / Business Coach

In a world of quick texts and "cell speak," it's easy to forget the power of professional, polished communication. Whether you're speaking with clients, colleagues, or potential employers, how you communicate can make all the difference.
This practical and engaging session will help you:

- Speak with confidence and professionalism on the phone
- Strike the right tone in any conversation
- Master basic voice and etiquette techniques
- Write messages that are clear, courteous, and effective

Rediscover the art of great communication — and learn how to make every interaction count.

Date: Monday, 8 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

Conflict is an inevitable part of work and life—sometimes constructive, other times deeply disruptive. Many people shy away from conflict because it feels uncomfortable, unpredictable, or emotionally charged. Challenges often intensify when we're faced with difficult personalities, leading to stress, frustration, defensiveness, low morale, and reduced productivity.
This course offers practical, participatory workshops designed to help you navigate these situations with confidence. You'll learn how to recognise the roots of conflict, manage emotions—your own and others'—and apply proven strategies to engage effectively, even with the most challenging individuals. By the end, you'll be equipped with the tools to address issues proactively, transform negative dynamics, and create positive, lasting change.

Date: Mon, 15 & 22 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R380

PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

MINDFUL LIVING – THE NEURO WAY

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

In our busy lives, we often find ourselves caught up in thoughts about the past, worries about the future, and the constant demands of everyday life. But how often are we truly present in the moment?
This presentation explores mindfulness from a neuroscience perspective, looking at how our brains respond to stress, why our minds tend to wander, and how we can learn to become more present and aware.
Through a combination of simple brain science, everyday examples and practical exercises, we will explore how mindfulness can help us manage stress, improve focus and respond more thoughtfully to life's challenges. The aim is to understand mindfulness as a practical skill that anyone can learn and develop, helping us live with greater awareness, calm and intention.

Date: Wed, 17 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R180

EMOTIONAL INTELLIGENCE FOR MANAGERS

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

Managing people involves much more than managing tasks and achieving results. Every day, managers navigate different personalities, emotions, expectations and challenging situations. How well do we understand our own emotional responses, and how do these influence the people we lead?
Emotional Intelligence for Managers explores emotional intelligence from a neuroscience perspective, looking at how our brains process emotions, why we sometimes react without thinking, and how our behaviour influences those around us.
Through simple brain science, everyday workplace examples and practical exercises, we will explore how managers can develop greater self-awareness, regulate their emotional responses, understand others better and build more positive working relationships.
The aim is to develop emotional intelligence as a practical leadership skill, helping managers respond more thoughtfully, communicate more effectively and create a working environment where people can perform at their best.

Date: Wed, 24 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R180

ADULT ENRICHMENT: COMPUTER COURSES

COMPUTERS FOR BEGINNERS

Cedric Goliath
Network Administrator and IT Trainer

This empowering course is aimed at those who are not computer literate, as well as those who are "self-taught" or have gaps in their knowledge. You will build you confidence by learning the following essential computer skills:

- How to operate a computer with confidence,
- How to 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?

Tea/coffee and mid-morning snacks will be provided. A logical follow-on course would be the Digital Literacy course below.
Please note: This course fee has been reduced to enable retired folk who are on a fixed income to attend!

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

DIGITAL LITERACY

The perfect follow-on course for those who have done our Computer for Beginner's course!
Cedric Goliath
Network Administrator and IT Trainer

Do you sometimes feel overwhelmed by technology? Not sure where to save a downloaded file, how to spot a scam email, or what all those buttons and icons actually mean?
This practical, hands-on course is designed to help you feel **more confident, capable and comfortable in today's digital world**. Whether you use a computer every day or simply want to become more digitally savvy, you'll learn useful skills that you can immediately apply at home, at work and online.
You will learn how to:
• Navigate computers, smartphones and everyday digital technology with confidence
• Create, save, find and organise files and folders
• Search the internet effectively and recognise reliable information
• Send, manage and organise emails and attachments
• Identify phishing, scams and suspicious websites
• Protect your personal information and improve your online security
• Use cloud storage, online forms, digital calendars, Google Meet/Teams and QR codes
• Discover how AI tools such as ChatGPT can make everyday tasks easier
And best of all – you'll learn by doing!
Through fun, practical mini-challenges, you'll put your new skills into action – from finding information online and downloading a document, to organising files, sending an email, using cloud storage, scanning a QR code and asking an AI tool a simple question.
No complicated technical jargon. No need to be a computer expert. Just practical skills, useful tips and plenty of hands-on practice to help you become more confident in the digital world.
Ideal for anyone who wants to feel more comfortable, capable and confident using technology in everyday life. Mid-morning tea and snacks will be provided.
Please note: This course fee has been reduced to enable retired folk who are on a fixed income to attend.

Date: Saturday, 20 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R540

ADULT ENRICHMENT: COMPUTER COURSES

MS WORD – PERFECTING THE BASICS

Ross Cohen B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming
IT Trainer 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: Tuesday, 9 February & Thursday, 11 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

MS WORD FOR PROFESSIONALS – ADVANCED FEATURES

Ross Cohen B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming
IT Trainer 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.
- Calculations in a Table.

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: Tuesday, 16 February & Thursday, 18 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

COMPUTER COURSES

DRAFTING LEGAL DOCUMENTS IN MS WORD

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

This course is a practical, hands-on course that teaches legal professionals how to draft clean, precise, and professional documents—fast. Designed for lawyers and legal staff, this course focuses on the Microsoft Word tools and techniques that truly matter in a legal drafting environment, where speed, accuracy, and consistency are critical.

In this course, you'll learn to:

- **Build documents that stay flawless:** Apply styles, headings, numbering, and layouts that survive edits.
- **Automate repetitive tasks:** Use Quick Parts, AutoText, cross-references, tables of contents, and complex numbering to save time.
- **Fix formatting headaches instantly:** Clean up pasted text, repair numbering issues, and troubleshoot problems with Word's hidden tools.
- **Collaborate with confidence:** Track changes, manage comments, compare versions, and secure sensitive documents.
- **Work smarter with hidden power tools:** Master keyboard shortcuts, custom ribbons, advanced find-and-replace, and other productivity hacks.

By the end of the course, you'll draft professional, error-free legal documents faster, reduce time spent fixing formatting problems, and gain practical skills you can use immediately in your daily work. Mid-morning tea/coffee and snacks will be provided.

Date: Saturday, 20 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R610

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: Wed, 24 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R340

MS EXCEL – GETTING STARTED WITH SPREADSHEETS

Cedric Goliath
Network Administrator and IT Trainer

Microsoft Excel is a fundamental tool for managing, analysing, and presenting data in today's workplace. This course introduces beginners to Excel, covering data entry, formatting, and basic functions and formulae. Participants will gain practical skills to organise information, perform simple calculations, and create basic charts for clear data presentation. A prerequisite for this course is a basic computer literacy.

Date: Monday, 1 February & Wednesday, 3 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

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: Monday, 8 February & Wed, 10 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

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 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: Mon, 15 February & Wed, 17 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

EXCEL TO WORD & BEYOND: THE ART OF MAIL MERGE

Cedric Goliath
Network Administrator and IT Trainer

Are you tired of typing the same information into hundreds of letters, certificates or invitations? Learn how to prepare and organise your Excel data correctly and use Mail Merge in Microsoft Word to automate the process. This practical, hands-on course will teach you how to:

- Prepare and format Excel spreadsheets for Mail Merge.
- Connect Excel data to Word documents.
- Create personalised letters, labels, envelopes and certificates.
- Filter and select specific recipients.
- Use advanced merge options for more customised documents.
- Explore how Excel data can also be used with PowerPoint and Canva.

This hands-on course is ideal for: Office administrators, school administrators, teachers, business owners and anyone who regularly prepares bulk personalised documents.

Date: Mon, 22 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R340

COMPUTER & AI COURSES

ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!

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

Unlock the power of Microsoft OneDrive, a versatile cloud storage solution for your computer, phone, tablet, and even Xbox. In this hands-on workshop, you'll learn how to upload, organise, and access your files from anywhere. Explore hidden features, including using online versions of Word, Excel, and PowerPoint directly in your browser—no software required. Bring your own files to practice uploading to the cloud and experience how simple and efficient file management can be.

Prerequisites:
Participants should have a Microsoft account (Hotmail, Outlook.com, Xbox Live, etc.). **Don't forget to bring your login details and password along to the course.**

Date: Tues, 23 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R340

MICROSOFT FORMS

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

Microsoft Forms is a powerful, easy-to-use tool for creating surveys, quizzes, and data collection forms. Ideal for businesses, educators, and administrators, this course teaches you how to design forms ranging from simple feedback surveys to detailed questionnaires. Learn how to build self-marking quizzes, distribute forms efficiently, and export responses to Excel for analysis and reporting. A work, education, or personal Microsoft account (Hotmail, Live, Outlook.com, or Office 365) is required to use Microsoft Forms. **Don't forget to bring your login details and password along to the course.**

Date: Tues, 2 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R340

AI FOR EVERYDAY USE

Discover how AI can make life Easier, Faster and more Creative

Andrew Howard B. Ed

Artificial Intelligence is becoming part of everyday life, and you don't need to be a technology expert to benefit from it! This practical, beginner-friendly, hands-on course introduces you to AI tools such as ChatGPT and shows you how to use them to save time, solve problems, communicate more effectively and boost creativity.

This course is for complete beginners who would like to discover what AI is, how it works, its capabilities and limitations, and how to write effective prompts to get better results. Explore practical applications such as writing emails and documents, summarising information, planning trips and events, creating schedules, generating ideas, preparing reports and presentations, and even creating stories, social media content and images.

You'll also learn how to use AI safely and responsibly by checking information, protecting your privacy and understanding copyright and misinformation.

With plenty of practical activities and a "bring your own questions" approach, you'll have the opportunity to explore how AI can help with your own everyday tasks, challenges and ideas.

No previous AI experience required.

Date: Tues, 16 Feb **Time:** 09:00 – 13:00 **Duration:** 1 session **Cost:** R340

AI COURSES

THE AI POWER EXPERIENCE - DAY 1

From AI Awareness to Practical Application

Rudolph Pieterse B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner
Business Owner: Multidimension Creative Agency/ FutureAI

This immersive first day introduces participants to the world of Artificial Intelligence and demonstrates how AI can accelerate creativity, productivity and business innovation. Through a live **"Magic AI Showcase"**, you'll see how an entire business concept can be developed in under an hour using multiple AI platforms.
Explore the foundations of Generative AI, emerging trends and the future of work, before learning practical prompt engineering techniques to achieve accurate, consistent and valuable results. Discover how to use tools such as ChatGPT, Claude, NotebookLM and Gamma for business planning, branding, marketing, research, content creation and problem-solving.
You'll also learn the **CREATE Framework**, how to tailor AI to your brand voice, build reusable prompts and AI assistants, and use AI as a thinking partner to uncover insights and develop ideas.
Practical, hands-on exercises will demonstrate how to apply these skills immediately in the workplace.
Attendance at the second session (below) is recommended as a follow-on to this course.

Date: Tuesday, 2 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R360

MASTERING AI FOR WORK & PRODUCTIVITY – DAY 2

AI Workflows & Personal Adoption

Rudolph Pieterse B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner
Business Owner: Multidimension Creative Agency/ FutureAI

Building on the foundations from Day One, this advanced, practical session focuses on integrating AI into everyday work and optimising workflows to improve productivity and efficiency.
Explore more advanced ChatGPT techniques, including custom instructions, memory, specialised AI assistants and AI-powered research, planning and automation. Discover how to use NotebookLM for knowledge management, research, podcasts, reports and training resources, and Gamma to create professional presentations, infographics and business communications.
Learn how to combine multiple AI tools into efficient workflows while exploring AI agents, emerging technologies and the importance of ethics, privacy, security and responsible AI use.

The day concludes with developing a **personalised AI adoption roadmap**, identifying practical opportunities, priorities and goals for implementing AI effectively within your role or organisation.

Date: Thursday, 4 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R360

USING CHALKIE AI TO ENHANCE TEACHING & LEARNING

Empowering Educators to Create quality Classroom Resources quickly and easily.

Andrew Howard B. Ed

This practical, hands-on course introduces educators to **Chalkie AI**, an innovative AI tool designed to support teachers with lesson planning, resource creation, assessment and everyday administrative tasks. Participants will learn how to create engaging worksheets, activities, questions, assessments, memoranda and other classroom resources using effective prompts.
Course details can be found on page 35.

Date: Tues, 9 February Time: 18:30 – 20:30 Duration: 1 session Cost: R340

DESIGNING WITH CANVA

CANVA MADE SIMPLE: CREATE STUNNING VISUALS FAST

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner
Business Owner: Multidimension Creative Agency/ FutureAI

This introductory session will help participants understand the essentials of Canva using only the free version. You will focus on navigating the interface, selecting the right templates, and creating simple but professional designs. The aim is to build confidence and familiarity before moving into more advanced tools in the second course.

What Will Be Covered:

- Understanding the Canva dashboard and basic navigation
- Creating a new design and choosing the right canvas size
- Exploring free templates and selecting the right starting point
- Working with text boxes: fonts, size, spacing, and basic formatting
- Adding and organising elements: shapes, icons, and free graphics
- Using the uploads panel: adding photos, logos, and files
- Basic photo editing: cropping, brightness, contrast, and filters
- Working with layers: arranging, positioning, and grouping
- Saving, downloading, and sharing your design (free options)
- Overview of Canva Pro features (Brand Kit, Magic Resize, premium assets)

A recommended follow-on course is the Canva Ongoing course advertised below.

Date: Mon, 1 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

CANVA ONGOING

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner
Business Owner: Multidimension Creative Agency/ FutureAI

This session builds on the basics and moves into smarter workflows, creative tools, and practical design techniques. While still using the free version of Canva, we will demonstrate Pro-only features so participants understand what upgrades unlock.

What Will Be Covered:

- Intermediate template customisation and layout refinement
- Using grids and frames effectively for structured compositions
- Creating visual consistency with colour palettes and font pairings
- Advanced photo editing tools available in the free version
- Working with transparency, spacing, alignment, and rulers
- Smart use of free charts, tables, and infographics
- Introduction to animation basics and simple video editing (free options)
- Organising designs using folders (free vs Pro)
- Time-saving tips: duplicating pages, keyboard shortcuts, and quick actions
- Canva Pro demonstrations: background remover, Magic Resize, premium templates, and AI-powered tools

Date: Wed, 4 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

PHOTOGRAPHY

DIGITAL PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Craig Murray
Photography Lecturer

Do you own a digital camera but feel overwhelmed by its settings? This hands-on course is designed to help you understand your camera and take better photos with confidence. Learn the essentials of photography, including aperture, shutter speed, ISO, lighting, composition, and framing. You'll also get practical tips on camera controls and accessories to enhance your photography skills. Bring your camera (fully charged) and manual for a fun, interactive session with plenty of opportunities to practice.
This course includes:

- Hands-on practice taking photos
- Guidance on camera settings and controls
- Tips on composition, lighting, and framing
- Discussion of useful camera accessories
- Mid-morning tea and snacks

Date: Saturday, 13 Feb **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R610

CREATIVE PHOTOGRAPHY – TAKING YOUR PHOTOS TO THE NEXT LEVEL!

Wayne Turner
Photography Lecturer & Author

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

Date: Sat, 20 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R610

LANGUAGES

HOLA! LEARN SPANISH THE FUN WAY

Geraldine Ramirez M.A. Education
Spanish Teacher

Ever dreamt of ordering tapas in Spain, exploring the streets of Peru or chatting confidently with the locals? Now's your chance!
Perfect for complete beginners, this course will help you build confidence and start speaking Spanish from day one!
In this course, you will learn how to:

- Introduce yourself and enjoy simple conversations.
- Ask for directions and understand everyday signs.
- Order delicious food and drinks at cafés and restaurants.
- Navigate public transport and buy tickets.
- Deal with common travel emergencies.

Discover fascinating cultural insights into Spain and the Spanish-speaking world.
Whether you're planning an overseas adventure, looking to boost your professional communication skills or simply keen to learn something new, this is a great place to start.

Date: Tues, 2 Feb – 2 March **Time:** 18:30 – 20:00 **Duration:** 6 sessions **Cost:** R690

GERMAN FOR BEGINNERS – LET'S LEARN, LAUGH & SPEAK DEUTSCH!

Regina Bailey
German Teacher & Translator

Get ready to kickstart your German journey with a fast, fun, and confidence-boosting beginner's course! Over six dynamic sessions, you'll build essential skills to understand and communicate in everyday German—no experience needed.
Through interactive activities, lively conversation practice, and clear explanations, you'll learn pronunciation, greetings, simple grammar, key verbs, numbers, and practical vocabulary for real-life situations like ordering food, asking for directions, and introducing yourself. Each session adds new skills in an upbeat, supportive environment designed to keep you motivated.
By the end, you'll be able to hold simple conversations, understand common phrases, and feel confident navigating basic German interactions—perfect for travel, work, study, or just the joy of learning something new!

Date: Tues, 2 Feb – 2 March Time: 18:30 – 20:00 Duration: 6 sessions Cost: R690

XHOSA FOR BEGINNERS

Themba Ezra Narun isiXhosa Basics
Xhosa Teacher

This much-loved isiXhosa Basics course is the perfect introduction to the language and the rich cultural world that surrounds it.
Whether you want to connect more deeply with friends, colleagues, or your community, this course will give you the confidence you need to go out and *thetha* with anyone!
Led by the vibrant and engaging Themba, the classes are lively, interactive, and full of laughter. You will start right at the beginning—exploring the unique sounds and rhythm of isiXhosa, learning how the language is written, and practising essential greetings and everyday expressions. You'll also get access to exciting out-of-class digital resources to help you build skills, boost confidence, and stay motivated between sessions. This course fills up fast—reserve your spot early and join us on this fun and meaningful language-learning journey!

Date: Tues, 2 Feb – 2 March **Time:** 18:30 – 20:00 **Duration:** 5 Sessions **Cost**: R690

FIRST AID COURSES

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

Become equipped to save lives with this accredited **Level 1 First Aid** course—your certificate is valid for **three years** and provides essential skills for emergencies at home, work, or in the community.
This hands-on course covers:

- **General Information:** Infection prevention, making an emergency call, psychological support, the importance of oxygen, emergency scene management, and key legal considerations.
- **Vital Signs & Emergency Response:** Assessing vital signs; managing fainting and unconsciousness; the recovery position; respiratory conditions; choking; drowning; circulatory conditions; and performing CPR using the *latest algorithm*.
- **Acute Illness:** Recognising and responding to heart attacks, strokes, asthma attacks, and epileptic seizures.
- **Wounds & Bleeding:** Bandaging techniques, shock management, and caring for amputation injuries.
- **Fractures:** Stabilising and splinting broken bones safely and effectively.
- **Thermal Injuries:** Treating burns, scalds, and electrical injuries.
- **Poisoning & Corrosive Incidents:** Managing inhaled, swallowed, or injected toxins.
- **Foreign Objects:** Safe techniques for removing or managing objects lodged in the body.

Upon completion, successful participants will receive:

- A recognised **First Aid Level 1 Certificate**
- A comprehensive **training handbook**
- A practical **First Aid Starter Kit**

Enjoy complimentary tea/coffee and mid-morning snacks**.** Please bring your own lunch.

Date: Saturday, 13 Feb & Saturday, 20 Feb **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R1100

ADVANCED TRAUMA MANAGEMENT

First Aid Trainer Medical Education Centre

Take your first aid skills to the next level with this **comprehensive Advanced Trauma Management course**, designed for those who hold a valid Level 1 First Aid certificate (**issued within the past year**). This course combines the former Level 2 & 3 First Aid.
This hands-on, practical training equips you to respond confidently to complex emergencies. You'll learn advanced techniques including:

- **Two-Rescuer CPR**, Child and Infant CPR, and Automated External Defibrillator (AED) use
- **Human anatomy**: understanding the 10 main organs
- **Head, spine, and neck injury management**
- **Immobilisation techniques** using trauma boards
- Monitoring **blood pressure** and responding to **diabetes emergencies**
- **Emergency childbirth** procedures
- Managing **multiple injury scenarios** through realistic case studies

By the end of the course, you'll be prepared to handle serious trauma situations with skill, confidence, and composure. Enjoy complimentary tea/coffee and mid-morning snacks**.** Please bring your own lunch.

Date: Saturday, 20 Feb **Time:** 09:00 – 16:00 **Duration:** 7 hours **Cost:** R990

PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

TRANSFORMING THE DEMENTIA JOURNEY: EMPOWERING CARE GIVERS

Because Caring for Yourself is an Essential Part of Caring for Someone Else

Alice Ashwell PhD Educator & Life Coach Dementia Connection SA

Caring for someone living with Alzheimer's disease or another form of dementia is a journey filled with profound change. While much attention is given to the challenges faced by the person with dementia, caregivers often experience their own deep sense of loss – of companionship, shared memories, emotional support, and the familiar relationship they once knew.
This insightful and empowering session focuses on the caregiver's well-being. Drawing on research and practical experience, Dr Alice Ashwell explores why resilience, acceptance, and emotional adaptability are key to navigating the dementia journey with greater confidence and compassion.

You will discover how to:

- Build emotional resilience and cope more effectively with ongoing change and uncertainty.
- Develop attitudes and habits that promote acceptance, balance, and inner strength.
- Manage stress and prevent caregiver burnout through practical self-care strategies.
- Find ways to remain centred and compassionate during difficult times.
- Overcome setbacks and approach caregiving with renewed perspective and hope.

Whether you are caring for a spouse, parent, family member, or supporting someone affected by dementia, this session offers valuable tools, encouragement, and understanding to help you sustain both your own well-being and the quality of care you provide.

Date: Tues, 9 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

THE POWER OF DAILY HABITS

Small Changes, Lasting Impact!

Belinda Gaus Psychology (Hons), MBA, Level 5 Diploma in Health & Wellness Coaching
Business Owner: Crazy About Health

The small choices you make each day have a powerful influence on the person you become and the quality of life you experience. This practical and interactive session explores how everyday habits shape your health, well-being, and future outcomes. Course details can be found on page 16.

Date: Wed, 10 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

In this empowering course, you will learn how to recognise the roots of conflict, manage emotions—your own and others'—and apply proven strategies to engage effectively, even with the most challenging individuals. See page 16 for a more detailed course summary.

Date: Mon, 15 & 22 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R380

MINDFUL LIVING – THE NEURO WAY

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

This presentation explores mindfulness from a neuroscience perspective, looking at how our brains respond to stress, why our minds tend to wander, and how we can learn to become more present and aware. A detailed course description can be found on page 17 of this prospectus.

Date: Wed, 17 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R180

MISCELLANEOUS

EXPLORE THE UNIVERSE – A JOURNEY THROUGH THE STARS!

Kechil Kirkham M.A. M.Sc. M.Phil. (Space Engineering) FRAS
Fellow: Royal Astronomical Society, Broadcaster: Looking Up

Ever wondered what lies beyond our planet? Join us for an exciting journey through the cosmos and discover the wonders of the night sky! From dazzling planets and sparkling constellations to distant galaxies, you'll uncover the secrets of the universe through fascinating, expert-led talks and hands-on stargazing with powerful telescopes. Learn to navigate the night sky, identify celestial wonders and see the stars in a whole new light.
Whether you're a curious beginner or an aspiring astronomer, prepare to be inspired by the science, mystery and sheer magic of our universe!

Date: Tuesdays, 9 & 16 Feb **Time:** 18:30 – 21:00 **Duration:** 2 sessions **Cost:** R320

BIRDING IN CAPE TOWN – DISCOVER OUR FEATHERED LOCALS

Dalton Gibbs B. Tech Nature Conservation/ Masters: Biodiversity Conservation

Discover the fascinating world of Cape Town's birds in this engaging introduction to birding. Learn how to use binoculars and birding guides, observe birds responsibly, and identify them by their appearance, calls, behaviour and habitat. Meet some of our most common and interesting local species, from Cape Sparrows and Cape White-eyes to Cape Sugarbirds and Orange-breasted Sunbirds. Explore the different birding habitats around Cape Town, including fynbos, gardens, wetlands, forests and the coastline. By the end of the course, you will have the confidence and basic skills to identify local birds and start enjoying birding independently.
In addition to the **lecture at BHS on Tuesday, 16 February**, you will be given the opportunity to see the birds in their natural environment by going on **2 field trips** to Strandfontein (20 February from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 27 February 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.

Date: Tuesday, 16 February **Time:** 18:30 – 20:30 **Venue:** BHS **Cost:** R490
Date: Saturdays, 20 & 27 Feb **Time:** 09:00 – 12:00 **Venue:** TBC at first session

CREATING A WATER-WISE, INDIGENOUS GARDEN

Dalton Gibbs B. Tech Nature Conservation/Master's: Biodiversity Conservation

Water restrictions are once again a reality in Cape Town, and it may be time to look at more sustainable plant options for our gardens. An indigenous, fynbos garden is the perfect low-maintenance, water-wise garden that birds, bees and butterflies love! In this session, Dalton will look at some of the practical considerations when starting an indigenous fynbos garden, as well as the varieties of plants available to you.

Date: Thursday, 11 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

MISCELLANEOUS

PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

Take Control of Your Safety

Eugene Adonis Director: TNT Self-Defence
7th Degree Black Belt Marshal Arts; Gold Medallist; Creator of System Holistic Self-Defence; Choreographer & Stunt co-ordinator for Short Films

Gain practical skills to enhance your personal safety and confidence in this dynamic **self-defence workshop**. Designed for **beginners of all ages and fitness levels**, this hands-on course teaches simple, effective techniques that can help you respond to real-world situations. You will learn how to:

- Recognise and avoid potentially dangerous situations through increased awareness.
- Break free from common grabs and holds using practical self-defence techniques.
- Use everyday items you may already have with you as tools to assist in protecting yourself.
- Develop a confident, quick thinking, and proactive approach to personal safety.

Led by experienced instructor **Eugene Adonis**, this interactive workshop provides a supportive and engaging environment where participants can practise techniques through guided exercises and realistic scenarios. No previous experience is required. **Please wear comfortable clothing suitable for movement.** Mid-morning tea/coffee & snacks included**.**

Date: Saturday, 13 February **Time:** 09:00 – 12:30 **Duration:** 3.5 hours **Cost:** R360

GUITAR FOR BEGINNERS

Jonny Dosé
Owner: Horizon Guitar School

Whether you've never picked up a guitar or have tried learning on your own, this fun, practical course will get you playing – and making music – faster than you think!
In just five weeks, you'll learn the essential techniques and skills to play **THREE different songs**, including a beautiful melodic tune, an impressive picked piece and the popular hit *Radioactive* by Imagine Dragons.
What you'll learn:

- How to hold, tune and play your guitar correctly
- Reading chord charts and guitar tabs
- Strumming, picking and keeping rhythm
- Mastering seven essential chords used in thousands of popular songs
- Changing chords more quickly and confidently
- Bringing everything together to play complete songs

You'll also enjoy weekly personal feedback, your first jam session and tips to help you practise effectively at home.

Date: Tues, 2 Feb – 2 March **Time:** 18:30 – 20:30 **Duration:** 5 sessions **Cost:** R850

DISCOVER THE JOY OF DJEMBE DRUMMING

David Keuning
AfroBeat Drumming

Ready to let loose and find your rhythm? Join us for a fun, energetic introduction to the exciting world of African drumming! Learn the basics of playing the djembe and bongo drums, master a variety of lively rhythms and discover how to create infectious beats together. No musical experience is needed. Drums are provided, so come along, tap into your creativity, connect with others and let the rhythm take over!

Date: Thurs, 11 Feb – 4 March **Time:** 18:30 – 20:00 **Duration:** 4 sessions **Cost:** R450

CORPORATE TRAINING – BUSINESS, FINANCE & COMPUTERS

FINANCIAL EDUCATION COURSES

Build a Strong Foundation for Long-Term Financial Success

Anwar Barendse B. Comm, PG Dip Financial Planning, The Financial Educator
Financial Transformation Coach, Certified Financial Planner, Radio Presenter

The following Financial Education courses will take place in the programme this term, and detailed course summaries can be found on **pages 14 & 15 of this prospectus**.

- Financial Fitness Framework
- Mortgage Bond & Property Ownership Workshop
- Investment & Wealth Building Masterclass
- Retirement Readiness
- Wills & Estate Planning Workshop

Date: Various **Time:** 18:30 – 20:00 **Duration:** 1 Session each **Cost:** R150 each

BOOKKEEPING & BUSINESS ACCOUNTING

Clive Stevens
Accounting Teacher

Professionals, business owners, and aspiring entrepreneurs who want to understand the accounting side of business or enhance their employability will benefit from this course. Course details can be found on page 13.

Date: Wed,10, 17,24 Feb & 3 March Time: 18:30 – 20:30 Duration: 4 sessions Cost: R750

UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!

Laura Sciuto
Tax Practitioner & Tax Services Consultant, Business Owner

Stay compliant and maximize your deductions! This 2-hour session provides a clear, practical overview of personal and provisional tax in South Africa, including allowable deductions, filing requirements, and tax strategies for individuals and sole proprietors. Ideal for professionals, business owners, and anyone looking to confidently navigate the tax system. More details can be found on page 13.

Date: Tuesday, 9 March Time: 18:30 – 20:30 Duration: 1 Session Cost: R270

MS WORD FOR PROFESSIONALS – ADVANCED FEATURES

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

Boost your productivity with advanced Microsoft Word skills. This course equips professionals with the tools and techniques to create polished, error-free documents efficiently, manage long documents, format tables, and leverage Word's powerful formatting and collaboration features. It is ideal for managers and administrative staff seeking to work smarter, streamline document creation, and deliver professional-quality outputs. More course details can be found on page 19.

Date: Tuesday, 16 February & Thursday, 18 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

COMPUTERS SKILLS

DRAFTING LEGAL DOCUMENTS IN MS WORD

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

This course is a practical, hands-on course that teaches legal professionals how to draft clean, precise, and professional documents—fast. Designed for lawyers and legal support staff, this course focuses on the Microsoft Word tools and techniques that truly matter in a legal drafting environment, where speed, accuracy, and consistency are critical. Specific course details can be found on page 20.

Date: Saturday, 20 February Time: 09:00 – 13:00 Duration: 4 hours Cost: R610

MICROSOFT FORMS FOR BUSINESS

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

Microsoft Forms is a versatile tool for gathering feedback, conducting surveys, and collecting data across your organisation. This course teaches corporate professionals how to design targeted surveys, create automated quizzes, and export results to Excel for analysis—streamlining decision-making and improving business insights.
A work or personal Microsoft account (Office 365, Outlook.com, Hotmail, or Live) is required. **Please don't forget to bring your login details and password along.**

Date: Tues, 2 February Time: 18:30 – 20:30 Duration: 1 session Cost: R340

MS EXCEL – ALL LEVEL OF COURSES

Cedric Goliath
Network Administrator and IT Trainer

A knowledge of Excel is very useful in the workplace. The following Excel courses will be offered:

- MS Excel – Getting Started with Spreadsheets – see page 20
- MS Excel – Intermediate – See page 21
- Ms Excel – Applying Advanced Formulae & Functions and Using Pivot Tables – See page 21
- Excel to Word & Beyond: The Art of Mail Merge – See page 21

Date: Various **Time:** 18:30 – 20:30 **Duration:** various **Cost:** various

AI COURSES FOR WORK & PRODUCTIVITY

Rudolph Pieterse B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner
Business Owner: Multidimension Creative Agency/ FutureAI

The following AI course are essential for those who want to save time, and improve productivity at work:

- The AI Power Experience – See course details on page 23
- Mastering AI for Work and Productivity – see page 23 for course details.

Date: Various **Time:** 18:30 – 20:30 **Duration:** 1 session each **Cost:** Various

CANVA DESIGN & SOFT SKILLS IN THE WORKPLACE

CANVA MADE SIMPLE: CREATE STUNNING VISUALS FAST

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner
Business Owner: Multidimension Creative Agency/ FutureAI

This hands-on session introduces corporate professionals to Canva's free version, focusing on creating polished, professional designs quickly and confidently. Participants will learn to navigate the interface, select templates, work with text and graphics, edit photos, and organise elements—building essential skills for effective visual communication. Course details can be found on page 24.

Date: Mon, 1 February Time: 18:30 – 20:30 Duration: 1 session Cost: R350

CANVA ONGOING

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner
Business Owner: Multidimension Creative Agency/ FutureAI

Building on the basics, this session guides corporate professionals through smarter workflows and practical design techniques using Canva's free version. Participants will learn to customise templates, maintain visual consistency, edit photos, create charts and infographics, explore basic animations, and discover Pro features that enhance productivity and creativity. Details can be found on page 24.

Date: Wed, 4 February Time: 18:30 – 20:30 Duration: 1 session Cost: R350

PROFESSIONAL COMMUNICATION BASICS

Rediscover the Power of Effective Communication

Loretta Erasmus M. Phil
Management Coaching / Business Coach

In a world of quick texts and "cell speak," it's easy to forget the power of professional, polished communication. Whether you're speaking with clients, colleagues, or potential employers, how you communicate can make all the difference. This practical and engaging session will help you:

- Speak with confidence and professionalism on the phone
- Strike the right tone in any conversation
- Master basic voice and etiquette techniques
- Write messages that are clear, courteous, and effective

Rediscover the art of great communication — and learn how to make every interaction count.

Date: Monday, 8 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

This course offers practical, participatory workshops designed to help you navigate conflict situations with confidence. You'll learn how to recognise the roots of conflict, manage emotions—your own and others'—and apply proven strategies to engage effectively, even with the most challenging individuals. By the end, you'll be equipped with the tools to address issues proactively, transform negative dynamics, and create positive, lasting change. A detailed course summary can be found on page 16.

Date: Mon, 15 & 22 February Time: 18:30 – 20:30 Duration: 2 sessions Cost: R380

SOFT SKILLS IN THE WORKPLACE

EMOTIONAL INTELLIGENCE FOR MANAGERS

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

Managing people involves much more than managing tasks and achieving results. Every day, managers navigate different personalities, emotions, expectations and challenging situations. How well do we understand our own emotional responses, and how do these influence the people we lead?
Emotional Intelligence for Managers explores emotional intelligence from a neuroscience perspective, looking at how our brains process emotions, why we sometimes react without thinking, and how our behaviour influences those around us.
Through simple brain science, everyday workplace examples and practical exercises, we will explore how managers can develop greater self-awareness, regulate their emotional responses, understand others better and build more positive working relationships.
The aim is to develop emotional intelligence as a practical leadership skill, helping managers respond more thoughtfully, communicate more effectively and create a working environment where people can perform at their best.

Date: Wed, 24 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R180

MINDFUL LIVING – THE NEURO WAY

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

In our busy lives, we often find ourselves caught up in thoughts about the past, worries about the future, and the constant demands of everyday life. But how often are we truly present in the moment?
This presentation explores mindfulness from a neuroscience perspective, looking at how our brains respond to stress, why our minds tend to wander, and how we can learn to become more present and aware.
Through a combination of simple brain science, everyday examples and practical exercises, we will explore how mindfulness can help us manage stress, improve focus and respond more thoughtfully to life's challenges. The aim is to understand mindfulness as a practical skill that anyone can learn and develop, helping us live with greater awareness, calm and intention.

Date: Wed, 17 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R180

COMPUTER COURSES FOR EDUCATORS

DIGITAL LITERACY

Perfect for Educators!

Cedric Goliath
Network Administrator and IT Trainer

Do you sometimes feel overwhelmed by technology? Not sure where to save a downloaded file, how to spot a scam email, or what all those buttons and icons actually mean?
This practical, hands-on course is designed to help you feel **more confident, capable and comfortable in today's digital world**. Whether you use a computer every day or simply want to become more digitally savvy, you'll learn useful skills that you can immediately apply at home, at work and online.
Course details can be found on **page 18**.

Date: Saturday, 20 February Time: 09:00 – 13:00 Duration: 4 hours Cost: R540

VARIOUS AI COURSES

Discover how AI can make life Easier, Faster and more Creative

Artificial Intelligence is becoming part of everyday life — but you don't need to be a technology expert to make it work for you! This practical, beginner-friendly course will introduce you to the exciting world of AI and show you how tools such as ChatGPT can be used to save time, solve problems, find information, communicate more effectively and spark your creativity. Course details can be found on **pages 22 & 23.**

USING CHALKIE AI TO ENHANCE TEACHING & LEARNING

Empowering Educators to Create quality Classroom Resources quickly and easily.

Andrew Howard B. Ed

This practical, hands-on course introduces educators to **Chalkie AI**, an innovative AI tool designed to support teachers with lesson planning, resource creation, assessment and everyday administrative tasks. By the end of the course, participants should be able to:

- Understand the basic principles of using AI in education.
- Navigate and use the key features of Chalkie AI.
- Create effective prompts for educational purposes.
- Generate worksheets, activities and classroom resources.
- Create assessment questions and memoranda.
- Adapt resources for different learner abilities.
- Use AI to assist with lesson planning and teacher administration.
- Critically evaluate and edit AI-generated content.
- Identify potential limitations and risks associated with AI in education.
- Use Chalkie AI responsibly as a **support tool rather than a replacement for professional teacher judgement**.

Date: Tues, 9 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R340

CANVA MADE SIMPLE: CREATE STUNNING VISUALS FAST

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

This hands-on session helps educators create professional, eye-catching visuals quickly using Canva's free version. Learn to design classroom materials, presentations, newsletters, and social media content by navigating the interface, selecting templates, working with text and graphics, and editing images with confidence. Course details can be found on page 24.

Date: Mon, 1 February Time: 18:30 – 20:30 Duration: 1 session Cost: R350

COMPUTER COURSES FOR EDUCATORS

CANVA ONGOING

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner
Business Owner: Multidimension Creative Agency/ FutureAI

Building on the basics, this session helps educators create polished, engaging teaching materials and communications. Using Canva's free version, participants will refine templates, ensure visual consistency, edit photos, design charts and infographics, explore simple animations, and learn about Pro features that can enhance classroom content creation. More course details can be found on page 24.

Date: Wed, 4 February Time: 18:30 – 20:30 Duration: 1 session Cost: R350

MS WORD FOR PROFESSIONALS – ADVANCED FEATURES

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

Enhance your teaching and administrative efficiency with advanced Microsoft Word skills. This course equips educators to create polished lesson plans, handouts, exam papers, reports, and presentations quickly and accurately. Learn to manage long documents, format tables, use references, and leverage Word's advanced tools to streamline your workflow.
Teachers, academic coordinators, and administrative staff who want to save time, improve document quality, and deliver professional materials for learners, colleagues, and school administration will find this course useful. More course details can be found on page 19.

Date: Tuesday, 16 February & Thursday, 18 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

MICROSOFT FORMS FOR EDUCATORS

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

Microsoft Forms is a powerful tool for creating surveys, quizzes, and data collection forms for the classroom or school community. This course teaches educators how to design engaging, self-marking quizzes, gather feedback from learners and parents, and export responses to Excel for analysis—streamlining assessment and improving teaching insights.
A work or personal Microsoft account (Office 365, Outlook.com, Hotmail, or Live) is required. **Please don't forget to bring your login details and password along.**

Date: Tues, 2 February Time: 18:30 – 20:30 Duration: 1 session Cost: R340

EXCEL TO WORD & BEYOND: THE ART OF MAIL MERGE

Cedric Goliath
Network Administrator and IT Trainer

Are you tired of typing the same information into hundreds of letters, certificates or invitations? Learn how to prepare and organise your Excel data correctly and use Mail Merge in Microsoft Word to automate the process. This practical, hands-on course is perfect for teachers and school administrators who are constantly having to import lists of names and data. Course details can be found on page 21.

Date: Mon, 22 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R340

MISCELLANEOUS COURSES FOR EDUCATORS

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

Conflict is an inevitable part of school life—among learners, colleagues, and even with parents or community members. At times, it can foster healthy growth and learning, but it can also disrupt classrooms, strain relationships, and drain valuable instructional time. Many educators avoid conflict because it feels uncomfortable or emotionally charged, especially when dealing with challenging behaviours or difficult personalities.
This course offers practical, participatory workshops tailored specifically for educators. You'll learn how to identify the roots of conflict, manage emotional responses—your own and others'—and apply proven strategies to de-escalate tense situations. Whether navigating learner disputes, collaborating with colleagues, or communicating with families, you'll gain the skills to engage effectively, foster trust, and maintain a positive learning environment. By the end, you'll be equipped with tools to address issues proactively, strengthen relationships, and create a more supportive and productive school community.

Date: Mon, 15 & 22 February Time: 18:30 – 20:30 Duration: 2 sessions Cost: R380

PROFESSIONAL COMMUNICATION BASICS

Loretta Erasmus M. Phil
Management Coaching / Business Coach

In today's fast-paced world of instant messages and "text speak," it's easy to underestimate the impact of professional communication. Whether you're interacting with learners, colleagues, or administrators, the way you communicate shapes how you are perceived and the results you achieve. Course details can be found on **page 16**.

Date: Monday, 8 February Time: 18:30 – 20:30 Duration: 1 session Cost: R190

PERSONAL DEVELOPMENT COURSES

We offer the following Personal Development courses which will be pertinent to Educators:

- The Power of Daily Habits on page 16
- Conflict Management & Dealing with Difficult People on page 16
- Mindful Living – The Neuro Way on page 17
- Emotional Intelligence for Managers on page 17

FIRST AID: LEVEL 1 & ADVANCED TRAUMA MANAGEMENT

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 these First Aid course and get your accredited First Aid certificate, which is valid for 3 years. Course details can be found on **page 27.**

XHOSA FOR BEGINNERS

Themba Ezra Narun isiXhosa Basics
Xhosa Teacher

Learn how to speak to the Xhosa-speaking learners in your classes in their mother tongue, in this fun, non-threating introduction to Xhosa.

Date: Tues, 2 Feb – 2 March **Time:** 18:30 – 20:00 **Duration:** 5 Sessions **Cost**: R690

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

FIRST AID: LEVEL 1 & ADVANCED TRAUMA MANAGEMENT

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 27**. Tea/Coffee and mid-morning snacks will be provided. Please bring your own lunch.

DIGITAL & CREATIVE PHOTOGRAPHY COURSES

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 and take good photos in these hands-on courses. Details can be found on **page 25**.

Date: Saturdays Time: 09:00 – 13:00 Duration: 4 hours each Cost: R610 each course

PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

Eugene Adonis Director: TNT Self-Defence
7th Degree Black Belt Marshal Arts; Gold Medallist; Creator of System Holistic Self-Defence; Choreographer & Stunt co-ordinator for Short Films

Take control of your safety and boost your confidence in this hands-on self-defence workshop designed for beginners of all ages and fitness levels. Learn practical, easy-to-remember techniques to protect yourself (with any item in your hand), escape from grabs and holds, and stay aware of potentially dangerous situations.
With friendly, supportive instructors guiding you through fun, interactive exercises, you'll leave feeling stronger, more confident, and prepared for everyday safety challenges. No prior experience is needed. Please wear comfortable clothing. Tea/coffee and mid-morning snacks will be provided.

Date: Saturday, 13 February Time: 09:00 – 12:30 Duration: 3.5 hours Cost: R360

GUITAR FOR BEGINNERS

Jonny Dosé
Owner: Horizon Guitar School

Whether you've never picked up a guitar or have tried learning on your own, this fun, practical course will get you playing – and making music – faster than you think!
In just five weeks, you'll learn the essential techniques and skills to play THREE different songs, including a beautiful melodic tune, an impressive picked piece and the popular hit *Radioactive* by Imagine Dragons. Course details can be found on page 30.

Date: Tues, 2 Feb – 2 March **Time:** 18:30 – 20:30 **Duration:** 5 sessions **Cost:** R850

DISCOVER THE JOY OF DJEMBE DRUMMING

David Keuning
AfroBeat Drumming

Ready to let loose and find your rhythm? Join us for a fun, energetic introduction to the exciting world of African drumming! Learn the basics of playing the djembe and bongo drums, master a variety of lively rhythms and discover how to create infectious beats together. No musical experience is needed. Drums are provided, so come along, tap into your creativity, connect with others and let the rhythm take over!

Date: Thurs, 11 Feb – 4 March **Time:** 18:30 – 20:00 **Duration:** 4 sessions **Cost:** R450

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 2027 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.