



# BERGVLIET HIGH SCHOOL

## Continuing Education Programme

### Terms 1 & 2 - 2012

### GENERAL INFORMATION

Continuing Education Office - Telephone: 021 - 712 0979 Fax 021 - 715 0631/0866531181  
E-Mail: [kathy.miles@ananzi.co.za](mailto:kathy.miles@ananzi.co.za) or [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za) Website: [www.bhs.org.za](http://www.bhs.org.za)

This prospectus is divided into 3 sections:

1. **ADULT ENRICHMENT**      2. **EDUCATOR ENRICHMENT**      and      3. **LEARNER ENRICHMENT**
2. Admission will be on a first-come, first-served basis. **Adult enrichment** courses are only available to over 18's unless by special arrangement.
3. All of the courses will be held at **Bergvliet High School** unless otherwise stated.
4. Term 1 Courses begin on **30 January 2012**, Term 2 Courses on the **16 April 2012**. Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays.
5. Additional Programmes and enrolment forms are available from the foyer of the school, local libraries, or on our website: [www.bhs.org.za](http://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 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.
9. **POSTAL REGISTRATION WILL NOT BE ACKNOWLEDGED UNLESS A SELF-ADDRESSED STAMPED ENVELOPE IS ENCLOSED WITH YOUR REGISTRATION FORM.**
10. Should the course be over-subscribed or cancelled, you will be notified and your fee refunded.
11. **NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING.**
12. Please note the dates and starting times carefully. Parking is available in 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 CEP will not be held responsible for any loss or damage to vehicles parked in or around the school grounds.
13. **Gift vouchers are available for all courses.**

### REGISTRATION

1. **By post to:**  
Continuing Education Programmes, Bergvliet High School, Firgrove Way, Bergvliet, 7800.
2. **Registration during the week is on an ongoing basis during the school term, from 08:30 - 15h30. Saturday registration dates are as follows:**  
Saturdays: **28 January** and **31 March** from 10:00 - 12:00  
**DIRECT DEPOSITS** - see Registration Form on back page for Banking Details.
3. For **registration enquiries**, contact the Continuing Education office: **021 712 0979**,  
**Katharine Miles: 082 409 2195** or e-mail: [kathy.miles@ananzi.co.za](mailto:kathy.miles@ananzi.co.za) or [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)
4. **NO PHONE-BOOKINGS WILL BE ACCEPTED**
5. **Cheques/ Electronic Payments** should be made payable to **BERGVLIET HIGH SCHOOL**.
6. Please Note: A **separate** registration form needs to be completed for Terms 1 & 2. The registration forms can be found at the end of this prospectus.



<b>ART COURSES</b> .....	<b>7</b>
LEARN TO DRAW!.....	7
DRAWING ONGOING - EXPLORE & CREATE .....	7
ACRYLICS - LEARNING THE BASIC TECHNIQUES .....	7
PAINTING/ART WORKSHOP: ACRYLICS .....	7
CREATING ABSTRACT ART.....	8
FLOWER PAINTING IN WATERCOLOUR.....	8
<b>BEADING COURSES</b> .....	<b>8</b>
MULTI STRAND NECKLACE .....	8
BEAD & CHARM BRACELET.....	8
TIGER TAIL WORKSHOP .....	8
PEARL & CRYSTAL BRACELET.....	9
EARRING WORKSHOP .....	9
RIBBON WORKSHOP .....	9
CORD AND BUTTON NECKLACE .....	9
QUEEN MARY RING.....	9
SUEDE CORD NECKLACE .....	9
<b>CRAFT &amp; SEWING COURSES</b> .....	<b>10</b>
EMBROIDERED CARDS WITH FLOWERS.....	10
EMBROIDERED CARDS WITH SQUARES .....	10
FOLDED GIFT BOXES .....	10
INTRODUCTION TO PATTERN MAKING.....	10
GARMENT CONSTRUCTION .....	10
<b>BUSINESS &amp; FINANCE</b> .....	<b>11</b>
BEE ~ HOW IT AFFECTS ALL OF US .....	11
BASIC BOOKKEEPING .....	11
INTRODUCTION TO BUSINESS ACCOUNTING.....	11
FINANCE FOR NON-FINANCIAL MANAGERS.....	11
BUDGET BASICS .....	11
INVESTING FOR LIFE.....	12
<b>BUSINESS MANAGEMENT COURSES</b> .....	<b>12</b>
BUILDING SOLID TEAMS.....	12
BODY LANGUAGE & DELEGATION.....	12
DECISION MAKING & NEGOTIATING A BETTER DEAL .....	12
WOMEN IN CHARGE .....	13
AUTHENTIC LEADERSHIP.....	13
<b>CAREER &amp; WORK-RELATED COURSES</b> .....	<b>13</b>
A SUCCESSFUL CANDIDATE'S GUIDE TO JOB INTERVIEWS.....	13
JUMPSTART YOUR CAREER! .....	13
DISCIPLINE & DISMISSAL IN THE WORKPLACE .....	13
<b>COMPUTERS &amp; INFORMATION TECHNOLOGY</b> .....	<b>15</b>
COMPUTER LITERACY FOR BEGINNERS.....	15
MS EXCEL 2010 BASIC .....	15
MS EXCEL 2010 INTERMEDIATE.....	15

MS EXCEL 2010 ADVANCED.....	15
COMPUTER FILE MANAGEMENT.....	15
MS WORD 2010 ADVANCED.....	16
MS WORD FOR WORD WORKERS - USING TECHNICAL ELEMENTS OF MS WORD 2010.....	16
ONE NOTE.....	16
INTRODUCTION TO THE INTERNET.....	16
HAVING FUN WITH THE WEB.....	17
BEYOND GOOGLE SEARCH.....	17
E-MAILING.....	17
INTEGRATING GMAIL & GOOGLE CALENDAR.....	17
ALL ABOUT BLOGGING.....	17
FACEBOOK.....	18
INTRODUCTION TO CLOUD COMPUTING.....	18
WHAT MAKES A GREAT WEBSITE?.....	18
SEARCH ENGINE OPTIMIZATION.....	18
GUIDE TO GWT & BWC.....	19
GOOGLE ANALYTICS 1.....	19
GOOGLE ANALYTICS ~ THE NEXT STEP.....	19
MS POWERPOINT 2010.....	19
MS PUBLISHER 2010.....	19
<b>PHOTOGRAPHY.....</b>	<b>20</b>
DIGITAL PHOTOGRAPHY COURSE.....	20
DIGITAL PHOTOGRAPHY ADVANCED.....	20
PHOTO EDITING USING PHOTOSHOP ELEMENTS.....	20
<b>FOOD.....</b>	<b>21</b>
CURRIES WITH A PAST.....	21
DELECTABLE DESERTS.....	21
BAKING BISCUITS.....	21
CREATIVE CUPCAKES.....	22
PASTA PERFECT.....	22
JAMS & PICKLES.....	22
SUSHI.....	22
BREAD & SOUP.....	23
<b>HEALTH &amp; BEAUTY.....</b>	<b>23</b>
FIRST AID: LEVEL 1.....	23
STRESS & ADRENAL FATIGUE.....	23
LEAKY GUT SYNDROME - YOU CAN CURE IT!.....	24
GLUTEN-FREE LIVING.....	24
HOW TO STOP SMOKING.....	24
AGELESS AGING.....	24
CIRCULATORY MASSAGE TECHNIQUE FOR TIRED LEGS & CALVES.....	24
REFLEXOLOGY WORKSHOP.....	25
MAKE-UP WORKSHOP.....	25
NATURAL COSMETICS.....	25
SOAPS & SMELLIES - BATH TIME TREATS.....	25
<b>HOME, GARDEN &amp; DIY.....</b>	<b>26</b>
VEGETABLE GARDENING IN THE SUBURBS.....	26
WORM COMPOSTING.....	26
GARDENING WITH BONSAI.....	26
TOPIARY GARDENING.....	26

ORGANIC PEST CONTROL.....	26
INTRODUCTION TO POWER TOOLS - FOR WOMEN.....	27
DIY PREVENTATIVE MAINTENANCE IN THE HOME.....	27
BRICKLAYING BASICS .....	27
BASIC CARPENTRY .....	27
<b><i>LANGUAGES, READING &amp; WRITING.....</i></b>	<b><i>27</i></b>
FRENCH CONVERSATION .....	27
GERMAN CONVERSATION - LEVEL 1.....	28
GERMAN CONVERSATION - LEVEL 2 .....	28
XHOSA FOR BEGINNERS .....	28
WRITING & SELF-PUBLISHING IN SOUTH AFRICA.....	28
OLIVE SCHREINER - AFRICA'S FIRST HIPPIE.....	28
WRITING YOUR LIFE STORY .....	29
<b><i>MISCELLANEOUS INTEREST COURSES.....</i></b>	<b><i>29</i></b>
FAMILY LAW MATTERS.....	29
THE NUMBER GANGS IN S.A. PRISONS .....	29
KNOTS & THINGS.....	29
BIRDWATCHING - A HOBBY FOR THE WHOLE FAMILY.....	29
MODDERVLEI - DIGGING UP THE PAST .....	30
WORKING AS A LANDSCAPE ARCHITECT .....	30
TRAVELS WITH A LANDSCAPE ARCHITECT .....	30
<b><i>MUSIC.....</i></b>	<b><i>30</i></b>
DJEMBE DRUMMING.....	30
GUITAR BASICS.....	30
GUITAR ONGOING.....	31
<b><i>PARENT EDUCATION.....</i></b>	<b><i>31</i></b>
CHILDREN NEED BOUNDARIES.....	31
TEENAGERS NEED BOUNDARIES .....	31
ADJUSTING THE BOUNDARIES: SEPARATION & DIVORCE.....	31
CHILDREN NEED GRANDPARENTS .....	31
XHOSA FOR BEGINNERS .....	32
<b><i>PERSONAL DEVELOPMENT.....</i></b>	<b><i>32</i></b>
THE BASICS OF CONFLICT MANAGEMENT .....	32
PUBLIC SPEAKING.....	32
MEMORY EXCELLENCE .....	32
REACHING YOUR FULL POTENTIAL.....	32
STRUCTOGRAM .....	33
LEARNING TO COMMUNICATE EFFECTIVELY & MEANINGFULLY .....	33
PERSONAL BRANDING .....	33
MAKING THE MOST OF YOUR RETIREMENT.....	33



## **EDUCATOR ENRICHMENT COMPONENT**

<b><i>SUBJECT - SPECIFIC</i></b> .....	<b>34</b>
ART COURSES .....	34
BUSINESS STUDIES & ACCOUNTING COURSES.....	34
WRITING YOUR LIFE STORY .....	34
OLIVE SCHREINER - AFRICA'S FIRST HIPPIE.....	34
DJEMBE DRUMMING.....	34
GUITAR BASICS.....	35
GUITAR ONGOING.....	35
<b><i>TEACHING &amp; LEARNING METHODS</i></b> .....	<b>35</b>
ACTIVE LEARNING STRATEGIES .....	35
TEACHING CRITICAL THINKING SKILLS .....	35
<b><i>CLASSROOM MANAGEMENT</i></b> .....	<b>35</b>
RESTORATIVE DISCIPLINE.....	35
THE CLASSROOM: A SURVIVAL PACK.....	36
<b><i>LEARNER-RELATED COURSES</i></b> .....	<b>36</b>
CHILDREN NEED BOUNDARIES.....	36
TEENAGERS NEED BOUNDARIES .....	36
XHOSA FOR BEGINNERS .....	36
<b><i>PERSONAL DEVELOPMENT COURSES</i></b> .....	<b>36</b>
PERSONAL BRANDING .....	36
THE BASICS OF CONFLICT MANAGEMENT .....	37
PUBLIC SPEAKING.....	37
MEMORY EXCELLENCE .....	37
MAKING THE MOST OF YOUR RETIREMENT.....	37
<b><i>MANAGEMENT COURSES</i></b> .....	<b>37</b>
FINANCE FOR NON-FINANCIAL MANAGERS.....	37
BUILDING SOLID TEAMS.....	38
BODY LANGUAGE & DELEGATION.....	38
DECISION MAKING & NEGOTIATING A BETTER DEAL .....	38
WOMEN IN CHARGE .....	38
AUTHENTIC LEADERSHIP.....	38
<b><i>COMPUTERS &amp; INFORMATION TECHNOLOGY</i></b> .....	<b>39</b>
COMPUTER LITERACY FOR BEGINNERS.....	39
MS EXCEL 2010 BASIC .....	39
MS EXCEL 2010 INTERMEDIATE .....	39
MS EXCEL 2010 ADVANCED.....	39
MS WORD 2010 ADVANCED .....	39
MS WORD FOR WORD WORKERS - USING TECHNICAL ELEMENTS OF MS WORD 2010.....	39
COMPUTER FILE MANAGEMENT.....	40
ONE NOTE .....	40
INTRODUCTION TO THE INTERNET .....	40
HAVING FUN WITH THE WEB .....	40
BEYOND GOOGLE SEARCH.....	40
E-MAILING.....	40

INTEGRATING GMAIL & GOOGLE CALENDAR.....	40
ALL ABOUT BLOGGING.....	41
FACEBOOK.....	41
INTRODUCTION TO CLOUD COMPUTING.....	41
WHAT MAKES A GREAT WEBSITE?.....	41
SEARCH ENGINE OPTIMIZATION.....	41
GUIDE TO GWT & BWC.....	41
GOOGLE ANALYTICS 1.....	42
GOOGLE ANALYTICS ~ THE NEXT STEP.....	42
MS POWERPOINT 2010.....	42
MS PUBLISHER 2010.....	42
<b>PHOTOGRAPHY.....</b>	<b>42</b>
DIGITAL PHOTOGRAPHY COURSE.....	42
DIGITAL PHOTOGRAPHY ADVANCED.....	42
PHOTO EDITING USING PHOTOSHOP ELEMENTS.....	43
<b>INTERACTIVE TECHNOLOGY.....</b>	<b>43</b>
INTERACTIVE WHITEBOARD TRAINING COURSE.....	43
<b>GENERAL INTEREST.....</b>	<b>43</b>
TEACHING ABROAD.....	43
BUDGET BASICS.....	43
FIRST AID TRAINING.....	43
FAMILY LAW MATTERS.....	44
BEE ~ HOW IT AFFECTS ALL OF US.....	44
A SUCCESSFUL CANDIDATE'S GUIDE TO JOB INTERVIEWS.....	44
JUMPSTART YOUR CAREER!.....	44
DISCIPLINE & DISMISSAL IN THE WORKPLACE.....	44
VEGETABLE GARDENING IN THE SUBURBS.....	44



## **LEARNER ENRICHMENT COMPONENT**

<b>REVISION COURSES.....</b>	<b>45</b>
GRADE 12 ENGLISH SETWORK: WELCOME TO THE WORLD OF GATSBY.....	45
GRADE 12 ENGLISH SETWORK: OTHELLO THE ODD FELLOW.....	45
GRADE 12 ENGLISH SETWORK: OTHELLO AS A "SOAPIE".....	45
GRADE 12 MATHS REVISION 1.....	45
GRADE 12 MATHS REVISION 2.....	45
GRADE 12 SCIENCE REVISION 1.....	46
GRADE 12 SCIENCE REVISION 2.....	46
<b>GENERAL INTEREST COURSES.....</b>	<b>46</b>
DJEMBE DRUMMING.....	46
GUITAR COURSES.....	46
FIRST AID: LEVEL 1.....	46
<b>FIRST TERM 2012: REGISTRATION FORM.....</b>	<b>47</b>
<b>SECOND TERM 2012: REGISTRATION FORM.....</b>	<b>48</b>

***Please note that while some courses might indicate both Term 1 and 2 dates, this does not mean that the course runs over to the next term. Each course stands alone and is a repeat of the one offered in the previous term.***

## **ART COURSES**

### ***Learn to Draw!***

***Jessie Colman***

***B.Sc Advanced Certificate in Fine Art ~ Artist & Art Teacher***

This fun, relaxed course is aimed at beginner drawers who want to expand their "portfolios" to incorporate a more 3-dimensional view of the world! You will learn the basic drawing techniques that will enable your stick figure to look like a real three dimensional person, by teaching you shading, tonal values and mark making. Visual material, pencils, paper and charcoal will be supplied for the 1st session, thereafter requirements will be advised.

**Term 1:** 2 - 23 Feb (excluding 9 Feb)      Thursdays      19:00 - 21:00      Sessions: 3      Cost: R310

### ***Drawing Ongoing - Explore & Create***

***Jessie Colman***

***B.Sc Advanced Certificate in Fine Art ~ Artist & Art Teacher***

This exciting and stimulating workshop will expand your artistic horizons! Explore new techniques and ways of expression using tools which include charcoal, pastels, ink and washes etc. Visual material and pencils will be provided for the 1st session. Further requirements will be advised as the course proceeds.

**Term 2:** 19 April - 3 May      Thursdays      19:00 - 21:00      Sessions: 3      Cost: R310

### ***Acrylics - Learning the Basic Techniques***

***Belinda Basson***

***Acorn School of Crafts ~ Artist & Art Teacher***

Join Belinda on an acrylic adventure - learn basic colour theory, brush techniques, blending, textures, edges and background work. Course requirements will be advised on registration. This course is for those who would like to do Derric's course but have never painted before and would like to learn the basics first.

**Term 1:** 30 Jan & 6 Feb      Mondays      19:00 - 21:00      Sessions: 2      Cost: R240

**Term 2:** 16 & 23 April      Mondays      19:00 - 21:00      Sessions: 2      Cost: R240

### ***Painting/Art Workshop: Acrylics***

***Derric Van Rensburg***

***Acclaimed S.A. Artist & Art Teacher***

Derric is brimming with charisma and love for all things artistic and one is not only inspired by his art, for which he has received much acclaim, but by the fact that he is also an experienced lecturer and teacher. Derric will introduce you to Acrylics and you will be taught the techniques needed to work with this medium. Each workshop includes visual material and demonstrations by the artist. No previous artistic experience is needed. Course requirements will be advised on registration. Numbers are limited so register early to avoid disappointment.

**Term 1:** 13 Feb - 5 March      Mondays      19:00 - 21:00      Sessions: 4      Cost: R480

**Term 2:** 12 May      Saturday      09:00 - 15:00      Sessions: 1      Cost: R420

***Creating Abstract Art****Jessie Colman**B.Sc Advanced Certificate in Fine Art ~ Artist & Art Teacher*

Would you like to paint your very own abstract artwork? Join Jessie on a journey of enjoyment - travel from the world of realism, into the expressive and free world of Abstraction. You will explore some interesting techniques which will empower you to create a finished abstract artwork. Suggested media are acrylic and oil paint, but charcoal can also be used. Materials will be provided for the first session at a cost of R30, which needs to be paid to Jessie on the night. All other course requirements will be advised then.

**Term 2:** 10 - 24 May      Thursdays      19:00 - 21:00      Sessions: 3      Cost: R310

***Flower Painting in Watercolour****Jessie Colman**B.Sc Advanced Certificate in Fine Art ~ Artist & Art Teacher*

Capture the magic and fun of Watercolour Painting. Enjoy the freedom, vibrant colour, freshness and spontaneity of this medium, which will inspire you to create beautiful paintings of flowers. This course will appeal to beginners as well as the more experienced. Visual material will be provided and materials and equipment will be advised on registration.

**Term 1:** 28 Feb - 13 March      Tuesdays      19:00 - 21:00      Sessions: 3      Cost: R310

**BEADING COURSES*****Multi Strand Necklace****Shirley Norton**Craft Teacher*

Make a beautiful multi-strand necklace for yourself or as a gift for a friend. This course is suitable for beginners or for those with some beading experience. The kit for the course, which costs R25, needs to be purchased from Shirley at the workshop.

**Term 1:** 4 February      Saturday      10:00 - 12:00      Sessions: 1  
Cost: R 60 (pay on registration) + Kit Price: R25(pay Shirley)

***Bead & Charm Bracelet****Shirley Norton**Craft Teacher*

You'll love wearing this beautiful bracelet made with beads and charms. The kit for the course, which costs R25, needs to be purchased from Shirley at the workshop.

**Term 1:** 7 February      Tuesday      19:00 - 21:00      Sessions: 1  
Cost: R 60 (pay on registration) + Kit Price: R25(pay Shirley)

***Tiger Tail Workshop****Shirley Norton**Craft Teacher*

Learn how to work with Tiger Tail and beads in this workshop and in the process, you will make two necklaces. The kit for the course, which costs R50, needs to be purchased from Shirley at the workshop.

**Term 1:** 22 February      Wednesday      19:00 - 21:00      Sessions: 1  
Cost: R 60 (pay on registration) + Kit Price: R50(pay Shirley)

***Pearl & Crystal Bracelet****Heather Laithwaite**Creative Canvas & Bead Work Designer ~ Author*

Heather is an acclaimed Bead work designer and has written many books on Beading. In this workshop, you will make an exquisite bracelet out of different sized pearls and Swarovski crystals - it is so beautiful that you will keep it as an heirloom in the family. The kit for the course, which costs R145, needs to be purchased from Heather at the workshop.

**Term 1:** 6 March                      Tuesday                      19:00 - 21:30                      Sessions: 1  
 Cost: R 90 (pay on registration) + Kit Price: R145 (pay Heather on the night)

***Earring Workshop****Shirley Norton**Craft Teacher*

Make 5 pairs of earrings using semi precious gemstones, coral, shell, fresh water pearls, crystals, charms and glass beads. Clip on earrings can be arranged. The kit for the course, which costs R50, needs to be purchased from Shirley at the workshop.

**Term 2:** 21 April                      Saturday                      10:00 - 12:00                      Sessions: 1  
 Cost: R 60 (pay on registration) + Kit Price: R50 (pay Shirley)

***Ribbon Workshop****Shirley Norton**Craft Teacher*

Find out how to work with ribbon and beads and create a stunning necklace and a key ring. The kit for the course, which costs R50, needs to be purchased from Shirley at the workshop.

**Term 2:** 24 April                      Tuesday                      19:00 - 21:00                      Sessions: 1  
 Cost: R 60 (pay on registration) + Kit Price: R50 (pay Shirley)

***Cord and Button Necklace****Shirley Norton**Craft Teacher*

Make a fashionable cord and button multi strand necklace in this workshop. The kit for the course, which costs R25, needs to be purchased from Shirley at the workshop.

**Term 2:** 2 May                      Wednesday                      19:00 - 21:00                      Sessions: 1  
 Cost: R 60 (pay on registration) + Kit Price: R25 (pay Shirley)

***Queen Mary Ring****Heather Laithwaite**Creative Canvas & Bead Work Designer ~ Author*

Make a beautiful work of art from Swarovski crystals and seed beads. You'll be amazed at the beauty of the ring! The kit for the course, which costs R55, needs to be purchased from Heather at the workshop. Since you'll be working with small beads, don't forget your glasses!

**Term 2:** 8 & 15 May                      Tuesdays                      19:00 - 21:30                      Sessions: 2  
 Cost: R 120 (pay on registration) + Kit Price: R55 (pay Heather on the night)

***Suede Cord Necklace****Shirley Norton**Craft Teacher*

In this workshop you will make a trendy suede cord chunky necklace that is ideal to wear casually or with a formal outfit. The kit for the course, which costs R25, needs to be purchased from Shirley at the workshop.

**Term 2:** 12 May                      Saturday                      10:00 - 12:00                      Sessions: 1  
 Cost: R 60 (pay on registration) + Kit Price: R25 (pay Shirley)

## **CRAFT & SEWING COURSES**

### ***Embroidered Cards with Flowers***

*Shirley Norton*

*Craft Teacher*

For those who love working with needle and thread - create two beautiful cards for any occasion and add bugle and seed beads to make your cards unique. The kit for the course costs R25, and needs to be purchased from Shirley on the night. No previous embroidery experience is needed.

**Term 1:** 15 February                      Wednesday                      19:00 - 21:00                      Sessions: 1  
 Cost: R 40 (pay on registration) + Kit Price: R25 (pay Shirley)

### ***Embroidered Cards with Squares***

*Shirley Norton*

*Craft Teacher*

Try something different this time and learn how to create an amazing design on your two cards with squares and bugle beads. The kit for the course costs R20, and needs to be purchased from Shirley on the night. No previous embroidery experience is needed.

**Term 2:** 14 May                              Monday                              19:00 - 21:00                      Sessions: 1  
 Cost: R 40 (pay on registration) + Kit Price: R20 (pay Shirley)

### ***Folded Gift Boxes***

*Shirley Norton*

*Craft Teacher*

Learn how to make your own personalized folded gift boxes in this exciting workshop. Your friends and family will be amazed! The kit, which costs R75, needs to be purchased from Shirley at the workshop.

**Term 1:** 18 February                      Saturday                              10:00 - 12:00                      Sessions: 1  
 Cost: R 50 (pay on registration) + Kit Price: R75 (pay Shirley)

### ***Introduction to Pattern Making***

*Sidrah Hamid*

*Fashion Designer*

You'd love to make your own clothes, but the patterns are so expensive and when you buy them, they just don't fit properly! Learn to how make your own patterns and adjust them to fit your shape. You will cover: How to take measurements properly, the Tools you will need for Pattern Making and the Fabrics that are available. You will make a Bodice, a Basic Skirt, a Dress & a Pants block. Course materials will be advised on registration.

**Term 1:** 6 Feb - 5 March                      Mondays                              19:00 - 21:00                      Sessions: 5                      Cost: R280

### ***Garment Construction***

*Sidrah Hamid*

*Fashion Designer*

Now that you know how to create your own pattern, why not learn how to construct your garment. You can choose to make a top, pants, a dress or a skirt. You will need a sewing machine. Course materials will be advised at the Introductory session on 16 April.

**Term 2:** 16 April and                      Monday                              19:00 - 21:00                      8 hours                      Cost: R280  
 21 April & 12 May                      Saturdays                              13:00 - 16:00

## **BUSINESS & FINANCE**

### ***BEE ~ How it Affects All of Us***

*Deolinda Delcarme*

*BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

The Black Economic Empowerment model which was instituted in S.A. in 2003/4 has received much criticism because it was perceived to have led to the enrichment of only a few individuals. In 2007, a new form of Economic Empowerment was gazetted, viz. Broad-Based Black Economic Empowerment (BBBEE), which aims to distribute wealth over as broad a spectrum of S.A. society as possible. What is meant by this? In this workshop, you will explore the following questions: What is the Legislative Framework for BBBEE? How does it work? What is the current progress, and the risks and concerns regarding the implementation of this legislation? And finally, you will look at how it impacts you, as an individual and especially in your business ventures.

**Term 2:** 7 May                      Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R110

### ***Basic Bookkeeping***

*Gareth Price*

*B. Bus. Sc. B. Compt. (Hons)*

This practical course is aimed at the novice bookkeeper and will cover the keeping of Journals and Ledgers to Trial balance. A course manual will be provided.

**Term 1:** 31 Jan - 9 Feb                      Tues & Thurs                      19:00 - 21:00                      Sessions: 4                      Cost: R380

### ***Introduction to Business Accounting***

*Gareth Price*

*B. Bus. Sc. B. Compt. (Hons)*

A practical course covering the basic requirements for setting up business accounts - bank reconciliation; Inventory; VAT; PAYE; stock control; year-end adjustment and preparing financial statements for your bank.

**Term 1:** 16 - 28 Feb                      Thurs & Tues                      19:00 - 21:00                      Sessions: 4                      Cost: R380

### ***Finance for Non-Financial Managers***

*Gareth Price*

*B. Bus. Sc. B. Compt. (Hons)*

This useful course will provide managers who have a minimal understanding of basic accounting concepts or fundamentals of finance and control, with the skills needed to read financial statements, assess financial risk, manage and monitor cash flows, understand how costs impact the bottom line, identify specific actions needed to improve returns and decide whether projects are viable or not.

**Term 2:** 17 - 24 April                      Tues & Thurs                      19:00 - 21:00                      Sessions: 3                      Cost: R290

### ***Budget Basics***

*Gareth Price*

*B. Bus. Sc. B. Compt. (Hons)*

This session is aimed at anyone, whether in business or education who is responsible for submitting a budget and would like to know the process to follow in order to get it right!

**Term 2:** 26 April                      Thursday                      19:00 - 21:00                      Sessions: 1                      Cost: R110

***Investing for Life****J.P. du Plessis**Investment Consultant*

This course will give you the necessary information to understand and choose the best Investment options for your needs - whether short, medium or long term, pre- or post retirement.

<b>Term 1:</b> 15 - 29 February	Wednesdays	19:00 - 21:00	Sessions: 3	Cost: R180
<b>Term 2:</b> 18 April - 2 May	Wednesdays	19:00 - 21:00	Sessions: 3	Cost: R180

***BUSINESS MANAGEMENT COURSES******Building Solid Teams****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

This workshop focuses on giving participants a clear understanding of the process by which teams develop and providing tips and hints on how to build a team culture and common vision, which promotes motivation. You will look at team roles and learn to identify the strengths that individuals bring to the team and how to develop into a more effective unit. This course is essential for anyone who has a managerial or leadership responsibility for developing their teams.

<b>Term 1:</b> 7 February	Tuesday	19:00 - 21:00	Sessions: 1	Cost: R110
---------------------------	---------	---------------	-------------	------------

***Body Language & Delegation****Tamryn Hoffmann**Training & Development Manager ~ Skills Development Facilitator*

What is Body Language? What does it mean to delegate? How do these influence my management style? Delegation is often one of the most difficult skills for a manager to master. However, the skill can be learned. Explore many of the facets of delegation: when to delegate, and who to delegate to, where do the pitfalls lie, and what we can do about getting around them. Being aware of the cues and signals which are sent to you by others is a crucial skill if you want to understand a person's attitude towards you, regardless of what they are saying. Learn how to add value to your own management style with body language and delegation techniques.

<b>Term 1:</b> 7 March	Wednesday	19:00 - 21:00	Sessions: 1	Cost: R110
------------------------	-----------	---------------	-------------	------------

***Decision Making & Negotiating A Better Deal****Tamryn Hoffmann**Training & Development Manager ~ Skills Development Facilitator*

Decision-making skills and techniques underpin most aspects of management. Your decision means making a choice or coming to a conclusion. This involves a wide range of personal and interpersonal skills, including fact finding, logical thinking, creativity, analytical ability, sensitivity to others and assertiveness. We dig deeper to provide some techniques to enhance the decision making process. While decisions are often made "off the cuff" these skills will also enable you to enhance your negotiation skills. Learn to tap into the process of negotiation and to identify when you have got the best deal!

<b>Term 2:</b> 9 May	Wednesday	19:00 - 21:00	Sessions: 1	Cost: R110
----------------------	-----------	---------------	-------------	------------

***Women in Charge****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

Whether leading a team or an organisation, as a woman it is often challenging to command respect and authority in an environment that is generally driven by male standards. In this practical course you will learn assertive communication skills, including appropriate use of body language and voice, meeting and entertainment etiquette. Discuss key issues such as being liked versus respected, professional boundaries, the importance of networking and entertaining, how to negotiate 'boys clubs', being visible, achieving work-life balance and more.

**Term 1:** 15 February      Wednesday      19:00 - 21:00      Sessions: 1      Cost: R110

***Authentic Leadership****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

Being a manager and a leader are not necessarily the same thing. Join Deolinda on a journey of self-discovery and find out how to lead so that others want to follow you!

**Term 2:** 18 April      Wednesday      19:00 - 21:00      Sessions: 1      Cost: R110

***CAREER & WORK-RELATED COURSES******A Successful Candidate's Guide to Job Interviews****Jennifer Ritchie**Specialist Recruitment Expert ~ Corporate Trainer ~ Life Coach*

Jennifer is a Life Coach, and a Strategic Recruitment Specialist who has facilitated panel interviews for corporate clients at all levels. She will take you through what to expect in job interviews, how to prepare beforehand and how to ensure that you are the candidate who is made the job offer! Detailed notes will be provided.

**Term 1:** 31 January      Tuesday      19:00 - 21:00      Sessions: 1      Cost: R 120

**Term 2:** 23 April      Monday      19:00 - 21:00      Sessions: 1      Cost: R 120

***Jumpstart Your Career!****Jennifer Ritchie**Specialist Recruitment Expert ~ Corporate Trainer ~ Life Coach*

Finding a suitable job (whether part-time or full-time), is a process which involves mental programming; marketing yourself with effective written documentation; an understanding of the job market; self-analysis; an entrepreneurial approach and much more. In this 4-hour workshop, you will find your career niche and equip yourself to get the job you deserve! Jennifer Ritchie is a Corporate & Career coach who specializes in assisting clients to find suitable employment. The course fee includes mid-morning tea.

**Term 1:** 4 February      Saturday      09:00 - 13:00      4 hours      Cost: R 160

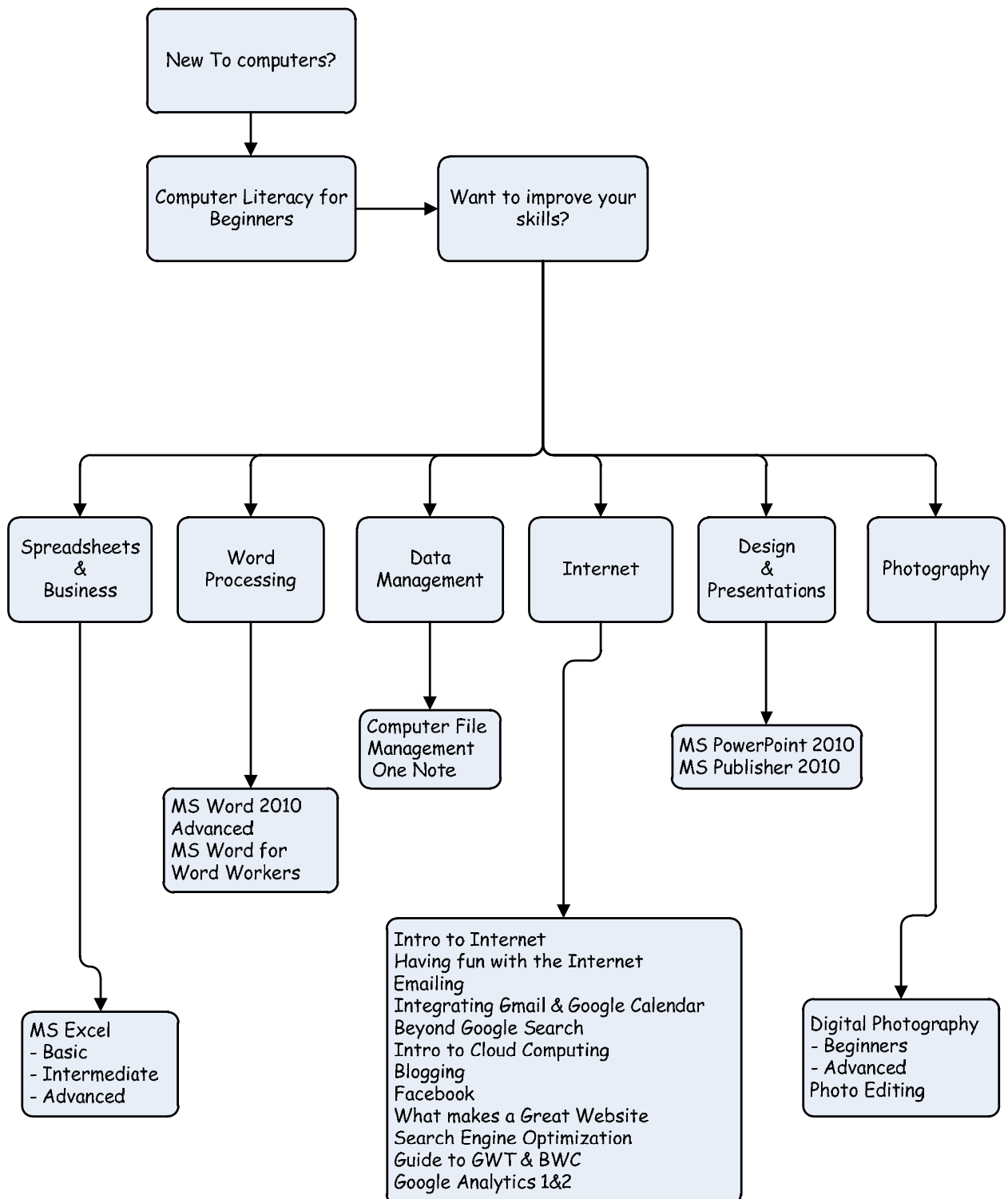
**Term 2:** 21 April      Saturday      09:00 - 13:00      4 hours      Cost: R 160

***Discipline & Dismissal in the Workplace****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

The course looks at: How Labour Relations impacts you; The Employer/Employee Relationship; What your Rights are if there is a Disciplinary Action against you; When you can be Dismissed in the Workplace; Retrenchment; What the CCMA is all about and How you can appeal. This would be a good course for Small/Medium Business Owners to attend as well.

**Term 2:** 21 May      Monday      19:00 - 21:00      Sessions: 1      Cost: R110

# Choosing a Computer Course!



## **COMPUTERS & INFORMATION TECHNOLOGY**

### **Computer Literacy for Beginners**

*Yvonne Reilly*

*MCSE ~ Computer Trainer*

This "hands-on" course is aimed specifically at those who have little or no knowledge of computers and would like to become comfortable with the computer without having to wade through unnecessary jargon. By the end of the course, you will have learnt all about the mouse, the keyboard, Windows 7 and MS Word 2010, and you'll be able to use the computer with confidence. The comprehensive manual will take you step-by-step through each process that you have covered in class, so you'll have the tools to practice at home. You'll never look back!

<b>Term 1:</b> 30 Jan - 15 Feb (excl. 8 Feb)	Mon & Wed	19:00 - 21:00	Sessions: 5	Cost: R590
<b>Term 2:</b> 17 April - 3 May (excl. 1 May)	Tues & Thurs	19:00 - 21:00	Sessions: 5	Cost: R590

### **MS Excel 2010 Basic**

*Sharon Ferreira*

*HC Trn T. DMS, ICDL ~ Advanced Computer Trainer*

Excel is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically represent your information. This course will introduce you to Microsoft Excel 2010. You will learn the basics of data entry and formatting.

<b>Term 1:</b> 31 Jan - 9 Feb	Tues & Thurs	19:00 - 21:00	Sessions: 4	Cost: R550
<b>Term 2:</b> 16 - 25 April	Mon & Wed	19:00 - 21:00	Sessions: 4	Cost: R550

### **MS Excel 2010 Intermediate**

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Regular Excel users will find great benefit from this course which includes advanced editing and formatting features such as data protection and use of styles. You will also be shown how to use databases in Excel and how to create basic functions. Course Manual and exercises included.

<b>Term 1:</b> 21 Feb - 1 March	Tues & Thurs	19:00 - 21:00	Sessions: 4	Cost: R550
<b>Term 2:</b> 2 - 14 May	Wed & Mon	19:00 - 21:00	Sessions: 4	Cost: R550

### **MS Excel 2010 Advanced**

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

This three session course is for experienced and confident Excel users only. The course content consists of: Worksheet Management; Advanced Database Management; Formulae; Customizing Excel toolbars and menus; Macros & Query. Course Manual included.

<b>Term 1:</b> 6 - 13 March	Tues & Thurs	19:00 - 21:00	Sessions: 3	Cost: R430
<b>Term 2:</b> 16 - 23 May	Wed & Mon	19:00 - 21:00	Sessions: 3	Cost: R430

### **Computer File Management**

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Files and folders can quickly get out of hand on your computer, making it difficult to find the files you need. In this course, you will look at creating, deleting, moving and copying files and folders. You will examine the basics of the Windows Explorer programme, as well as looking at easy file management systems for your computer. Course participants should be fairly computer literate in order to benefit from this course. The course fee includes mid-morning tea.

<b>Term 1:</b> 4 February	Saturday	09:00 - 13:00	4 hours	Cost: R310
---------------------------	----------	---------------	---------	------------



## ***Having Fun with the Web***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

So, you have the basics of navigating your web browser (e.g. Internet Explorer)? Now it's time to explore the wonderful world of the Web. There are thousands and thousands of exciting freebies that can be downloaded to your computer, or enjoyed while online. Julie McFarlane, a proficient internet user, will show you how to find free books, music, games, programs and tools for your computer. See how to avoid seedy sites, explore what cyberspace has to offer and have fun with the Web.

**Term 2:** 22 February                      Wednesday      19:00 - 21:00      Sessions: 1                      Cost: R160

## ***Beyond Google Search***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Google Search only trawls the surface of the Internet. Beneath the surface lies an enormous selection of information that this course will show you how to find. Discover powerful search options that allow you to use the internet as a sophisticated and intuitive research tool, such as metasearch engines, advanced Google options, online libraries and journal databases. This workshop is ideal for educators and other professionals who need to carry out literature reviews, or provide factual, interesting and comprehensive information in an academic or business context. A basic knowledge of the internet and word processing tools are needed.

**Term 2:** 17 April                      Tuesday      19:00 - 21:00                      Sessions: 1                      Cost: R160

## ***E-Mailing***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Learn how to use the next generation of email. Be able to access your mail anytime, anywhere in the world, on any computer or internet connected device. This course covers Google Mail or Gmail, as it is commonly known, one of the top 3 free web based email platforms available. You will find out how to set up a Gmail account, how to send and receive messages and create and manage an address book. The course fee includes mid-afternoon tea.

**Term 1:** 4 February                      Saturday      14:00 - 17:00                      3 hours                      Cost: R250

## ***Integrating Gmail & Google Calendar***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Use the full functionality of Gmail together with Google Calendar as a powerful digital diary manager. Discover how to integrate the features of Tasks, Email, Contacts and Calendar for your entire diary planning, just like Microsoft Outlook. Schedule meetings, create to-do lists, set reminders and move email detail directly to the calendar. Calendars can be shared, and new ones created as needed. You will also explore settings that customize your Gmail and Google Calendar.

**Term 2:** 3 & 8 May                      Thurs & Tues      19:00 - 21:00                      Sessions: 2                      Cost: R310

## ***All About Blogging***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Blogs are the communication tool of the moment. This workshop explains what Blogging is, reviews some popular Blog sites and shows you step by step how to create your own blog. You will also be given tips for designing and maintaining your blog. Basic MS Word and Internet skills will be needed for you to get the most out of this course.

**Term 2:** 19 April                      Thursday      19:00 - 21:00                      Sessions: 1                      Cost: R160

**Facebook***Julie Mc Farlane**BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Facebook is the social networking program of the moment! It is even a great marketing tool for small businesses! At this workshop you will learn how to join Facebook, how to set your privacy settings, customize your page, add applications, look for long lost friends and join or create a group for people with a common interest.

**Term 2:** 24 & 26 April      Tues & Thurs      19:00 - 21:00      Sessions: 2      Cost: R310

**Introduction to Cloud Computing***Julie Mc Farlane**BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Cloud computing is a new way of accessing resources and tools over the Internet. Instead of having to buy, maintain and manage programs on your own computer, access them through a Web browser and use programmes in cyberspace as though they were installed on your computer. Why pay for programs and hardware when free software, processing power and storage space reside in the cloud? If you use services like Gmail, Hotmail, Picasa or Windows Live, you are already using cloud applications! Cloud applications are great news for business as online backup, accounting, communications, HR and many other services are offered as free or on a "rent-as-you go" basis in the cloud.

This introductory workshop explains the basics of cloud computing and details some of the more useful cloud applications available for individuals, schools or businesses.

**Term 1:** 7 February      Tuesday      19:00 - 21:00      Sessions: 1      Cost: R160

**What makes a Great Website?***Chris Wessels**Website Developer ~ etherweb*

A great website converts your online audience from bored browsers into captivated clients! On-page content placement, aesthetics, marketing tactics, use of language, website functionality and social media integration are just some of the important things that will be explored in this exciting look into what makes a *great* website. This course is a must for all prospective and existing website owners!

**Term 1:** 6 February      Monday      19:00 - 20:30      Sessions: 1      Cost: R120

**Search Engine Optimization***Chris Wessels**Website Developer ~ etherweb*

Search engines (SE's) are a great, free source of niche-specific traffic for your website! Ranking high in search engine listings allows you to appeal to the right target market exactly when it's most important - when they are searching. All you need to do to harness this great marketing medium is optimize your website for search engines. This course will cover the basics of search engine optimization (SEO), including: how SE's work, SEO myths and misconceptions, ranking factors, keyword research and SEO development and implementation. A basic knowledge of internet and website theory is required

**Term 1:** 16 - 23 Feb      Thurs & Tues      19:00 - 20:30      Sessions: 3      Cost: R320

**Guide to GWT & BWC***Chris Wessels**Website Developer ~ etherweb*

For any SEO professional, Google Webmaster Tools and Bing Webmaster Centre are services that are checked and used almost every day. By learning and understanding how to use these free, insightful tools, you will ensure that your Search Engine rankings remain healthy. Sitemaps, canonical URLs and crawl errors are all critical features that are accessible via these tools.

**Term 1:** 29 February      Wednesday      19:00 - 20:30      Sessions: 1      Cost: R120

**Google Analytics 1***Chris Wessels**Website Developer ~ etherweb*

Success can be defined as the achievement of predefined goals. Cue Google Analytics - a free service from Google that allows you to track, interpret and analyse the performance of your website. Learn how to set up GA, how to integrate GA tracking with your website and how the data it provides can be analysed to determine how your website is performing. Know how your website is serving you!

**Term 2:** 16 April      Monday      19:00 - 21:00      Sessions: 1      Cost: R160

**Google Analytics ~ The Next Step***Chris Wessels**Website Developer ~ etherweb*

Learn how to manipulate Google Analytics to work for you beyond basic metric tracking by setting up advanced tracking features such as Funnels and Goals. Using these advanced features will enable you to setup custom tracking and conversion goals to measure success in your own language.

It is highly recommended that you attend Google Analytics 1 before enrolling for this course.

**Term 2:** 15 & 17 May      Tues & Thurs      19:00 - 20:30      Sessions: 2      Cost: R260

**MS PowerPoint 2010***Sharon Ferreira**HC Trn T. DMS, ICDL ~ Advanced Computer Trainer*

PowerPoint is a package designed to help you to produce high quality, professional looking presentations. In this course you will be taught how to use some of the package's many features, such as diagrams, organisational charts, Action Buttons, Hyperlinks, Photo Album and many more.

**Term 1:** 27 Feb - 7 March      Mon & Wed      19:00 - 21:00      Sessions: 4      Cost: R530

**MS Publisher 2010***Julie Mc Farlane**BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

With MS Publisher, you can easily create professional-looking publications that can be printed by you, or a printing company. It is easy to create, customize and publish documents such as newsletters, brochures, catalogues and business cards. You can even use MS Publisher to create impressive-looking websites quickly and easily.

**Term 2:** 23 April      Monday      19:00 - 21:00      Sessions: 1      Cost: R160

**PHOTOGRAPHY*****Digital Photography Course****Shawn Michaels**Digital Photography Lecturer*

In this comprehensive course, Shawn will look at amongst other things, the following aspects of digital photography:

**Digital Images:** Pixels; how a Digital Camera works; digital compared to films; cost savings; computer hardware & software; how to take a photo and download it to a computer; storing and protecting the photographs in a computer environment,

**Features of Digital Cameras:** Matching camera specifications to your needs; general features of the most popular cameras; the knobs and buttons on the camera and how they work; setting up the camera when new; the main variable modes of choice;

**Composing your Photographs using the Power of Digital:** Creating better photos using camera options instead of the automatic setting; flash photography; composition guidelines

**Working with Digital Images:** Using the camera manufacturer's Image Editing Software; using other photo editing software; special techniques; printing the final result.

Course manual included. The course fee includes tea and lunch. Please indicate on your registration form if you have any special dietary requirements.

<b>Term 1:</b> 4 February	Saturday	09:00 -14:30	Sessions: 1 day	Cost: R530
<b>Term 2:</b> 21 April	Saturday	09:00 -14:30	Sessions: 1 day	Cost: R530

***Digital Photography Advanced****Shawn Michaels**Digital Photography Lecturer*

Learn how to use the following advanced features of your camera to create beautiful digital photos: Aperture & Shutter priority; ISO Levels; Exposure & Lighting; White Balance; Lenses; Flash Photography; Composition; File types (JPG, RAW, TIFF)

In order to qualify for this course, you should have: basic computer experience; a digital camera with a manual override, you should be able to use your camera and be able to navigate the menu. The course fee includes tea and lunch. Please indicate on your registration form if you have any special dietary requirements.

<b>Term 1:</b> 18 February	Saturday	09:00 -14:30	Sessions: 1 day	Cost: R530
<b>Term 2:</b> 12 May	Saturday	09:00 -14:30	Sessions: 1 day	Cost: R530

***Photo Editing using Photoshop Elements****Charles Smith**B.Sc B.Ed ~ Digital Photography Lecturer*

Find out how to load your images onto the computer and manipulate them to create the best photos possible. Learn all about: cropping, resizing, rotating, straightening, red eye removal, removing scratches, fixing blemishes, cloning areas of photos, working with layers and creating collages and digital scrapbooking, etc. using Photoshop Elements. Although this is a beginner-level course, participants must have a basic working knowledge of Windows and especially the mouse. The Saturday course fee includes tea and lunch. Please indicate on your registration form if you have any special dietary requirements.

<b>Term 1:</b> 18 February	Saturday	09:00 - 15:00	6 hours	Cost: R550
<b>Term 2:</b> 8 - 15 May	Tues & Thurs	19:00 - 21:00	Sessions: 3	Cost: R520

## FOOD

### ***Curries with a Past***

*Cyril Naicker*

*Aniseed Curry Tutoring*

Cyril is a sought-after event-planner and chef, who is in the process of filming a cooking course for an international TV station. We are privileged to have him share some of his family's secret curry recipes which will have your taste buds roaring for more!!! You will make:

Lesson 1: Prawn Curry & Basmati Rice

Lesson 2: Dosas & Spicy Fried Potatoes

Lesson 3: Mutton Curry; Rice; Carrot & Onion Salad

Lesson 4: Chicken Pilaau & Tomato Sambal.

Course requirements will be advised on registration. Cyril's courses are extremely popular, so register early to avoid disappointment.

**Term 2:** 18 April - 2 May                      Wednesdays      19:00 - 21:00                      Sessions: 3                      Cost: R390

### ***Delectable Deserts***

*Cheryl Terblanche*

*Culinary Diploma ~ Caterer ~ Lecturer*

*Shay Terblanche*

*Graduate of National Youth Chefs Training Programme ~ Patisserie Specialist*

If you have a sweet tooth, then you'll love this course - and so will your dinner party guests!

You will make the following desserts which you will take home at the end of the lesson:

Session 1: White Chocolate, Ginger & Cinnamon Mousse; Caramel & Banana Cream Profiteroles; and Peach & Cherry Drizzle. You will need to bring along: A cutting knife, a whisk, wooden spoon, a spatula, a wooden/or any other cutting board, a mixing bowl, ramekins or beautiful glasses, a pie dish.

Session 2: Pavlova with Berry Compote; Orange & Chocolate Crème Brulee. Bring along: Glass mixing bowl, ramekins, baking pan/sheet.

Session 3: Very Berry Surprise Parfait; Malva Pudding with a Twist; Sweet Pastry Lemon Tart. Bring along mixing bowls, pretty glasses, flan or tart tin

The kit for the full course only costs R150 and needs to be paid directly to Cheryl or Shay on the first night.

**Term 1:** 30 Jan - 13 Feb                      Mondays                      19:00 - 21:00                      Sessions: 3  
Cost: R 190 (pay on registration) + Kit Price: R150 (pay Cheryl/Shay on the night)

### ***Baking Biscuits***

*Cheryl Terblanche*

*Culinary Diploma ~ Caterer ~ Lecturer*

*Shay Terblanche*

*Graduate of National Youth Chefs Training Programme ~ Patisserie Specialist*

Why buy processed biscuits when you can make your own! Your family will be waiting in anticipation for you when you get home with your Iced Sugar Biscuits, Millionaire Shortbread, Double Trouble Choc Chip Cookies and Florentines. The kit for the course costs R100 (this needs to be paid for on the night). You will need to bring along: A cutting knife, a whisk, a wooden spoon, a spatula, a wooden/or any other cutting board, mixing bowls, baking sheets/trays and an icing kit if you have one (otherwise you will be shown how to make paper icing bags).

**Term 1:** 4 February                      Saturday                      09:00 - 12:00                      Sessions: 1  
Cost: R 80 (pay on registration) + Kit Price: R100 (pay Cheryl/Shay on the day)

## ***Creative Cupcakes***

*Cheryl Terblanche*

*Shay Terblanche*

*Culinary Diploma ~ Caterer ~ Lecturer*

*Graduate of National Youth Chefs Training Programme ~ Patisserie Specialist*

Outrageous cupcakes are all the trend - so why not find out how to make these delicious works of art yourself! You will make: Vanilla and Chocolate Cupcakes, Red Velvet cupcakes; Cake Pops, Frostings & Toppings, Filled Cupcakes; Iced Flowers; and Chocolate Swirls, Twirls & Porcupine Quills. You will need to bring along is: A washing & drying up cloth, a cutting knife, a whisk, wooden spoon, a spatula, a wooden/or any other cutting board, mixing bowls, muffin pans and an icing kit if you have one. The cost of the ingredient kit is R150.

**Term 1:** 18 February                      Saturday                      13:00 - 16:00                      Sessions: 1  
 Cost: R 90 (pay on registration) + Kit Price: R150 (pay Cheryl/Shay on the day)

## ***Pasta Perfect***

*Cheryl Terblanche*

*Shay Terblanche*

*Culinary Diploma ~ Caterer ~ Lecturer*

*Graduate of National Youth Chefs Training Programme ~ Patisserie Specialist*

Session 1: Learn the technique required to make Basic Handmade Pasta including Flavoured Pasta; Tagliatelli with Tarragon & Lemon Cream Sauce and Couscous

Session 2: You will make Raviolis; Tortellinis and Panzerottis; Butternut & Mascapone Panzerotti with burnt Sage Butter; and various methods of making Polenta.

You will need to bring along: A washing & drying up cloth, a cutting knife, a whisk, wooden spoon, a spatula, a wooden/or any other cutting board, mixing bowls, a rolling pin; a pan & pot and if you have a pasta machine, bring that along as well. The cost of the ingredient kit is R120 for both sessions and this needs to be paid to Cheryl or Shay on the first night.

**Term 1:** 22 & 29 February                      Wednesdays                      19:00 - 21:00                      Sessions: 2  
 Cost: R 110 (pay on registration) + Kit Price: R120 (pay Cheryl/Shay on the night)

## ***Jams & Pickles***

*Cheryl Terblanche*

*Shay Terblanche*

*Culinary Diploma ~ Caterer ~ Lecturer*

*Graduate of National Youth Chefs Training Programme ~ Patisserie Specialist*

Stock up your cupboards with delicious homemade Jams & Pickles. You will make the following:

Session 1: Butternut & Apricot Chutney; Piccalilli and Basil Aioli (Homemade Mayonnaise)

Session 2: Dried Apricot & Ginger Jam, Instant Frozen Fruit Jam & Lemon Curd

The cost of the ingredient kit is R110 which covers both sessions and this needs to be paid to Cheryl or Shay on the first night. You will need to bring along: A washing & drying up cloth, a cutting knife, a whisk, wooden spoon, a spatula, a wooden/or any other cutting board, mixing bowls, pots and a thermometer if you have one.

**Term 2:** 17 & 24 April                      Tuesdays                      19:00 - 21:00                      Sessions: 2  
 Cost: R 110 (pay on registration) + Kit Price: R110 (pay Cheryl/Shay on the night)

## ***Sushi***

*Wanli Chen*

*Sushi Chef at Crystal Towers Hotel*

Chen is an excellent Sushi Chef who hosts a Sushi cooking show on TV. He will teach you how to make: California Rolls; Nigiri; Samurai Rolls; Salmon Roses; Dessert Sushi and Vegetarian Sushi. The ingredients will be supplied in kit form at a cost of R200 which needs to be paid to Chen on the day. You will need to bring your own sushi knife along.

**Term 2:** 12 May                      Saturday                      13:00 - 16:00                      3 hours  
 Cost: R 150 (pay on registration) + Kit Price: R200 (pay Chen at the course)



***Leaky Gut Syndrome - You can Cure it!****Corné Mac Kenzie**Life & Business Coach*

If food intolerance, depression, chronic fatigue, constipation and irritable bowel are words that you identify with and haven't yet explored the causes, then you might find this workshop informative. It's about Leaky Gut Syndrome: what it is, how it occurs and what could be done to cure it.

<b>Term 1:</b> 1 March	Thursday	19:00 - 21:00	Sessions: 1	Cost: R120
<b>Term 2:</b> 3 May	Thursday	19:00 - 21:00	Sessions: 1	Cost: R120

***Gluten-Free Living****Corné Mac Kenzie**Life & Business Coach*

Do you find gluten-free living a challenge? Do you "cheat" periodically and pay for it afterwards? Find out how to make your gluten-free diet an exciting one with tips and hints on reading labels; food replacements etc.

<b>Term 1:</b> 8 March	Thursday	19:00 - 21:00	Sessions: 1	Cost: R120
<b>Term 2:</b> 10 May	Thursday	19:00 - 21:00	Sessions: 1	Cost: R120

***How to Stop Smoking****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

Want to quit smoking? Join this workshop and find out how to change your life!

<b>Term 1:</b> 21 February	Tuesday	19:00 - 21:00	Sessions: 1	Cost: R110
----------------------------	---------	---------------	-------------	------------

***Ageless Aging****Susan Lockie**Skin & Body Care Specialist*

Learn techniques and pressure points to release stress and tension, feel better and look younger. This course will give you an overview of skin care and how the skin ages, anti-aging tips to enhance a youthful appearance and a practical session where you will learn quick and easy facial massage techniques. Wear comfortable clothing, as little make-up as possible (please bring a dampened cloth to remove excess make-up), and bring a towel & a pillow along as well.

<b>Term 1:</b> 16 February	Thursday	19:00 - 21:00	Sessions: 1	Cost: R110
----------------------------	----------	---------------	-------------	------------

***Circulatory Massage Technique for Tired Legs & Calves****Susan Lockie**Skin & Body Care Specialist*

This course will incorporate massage technique to relax and destress the feet and legs whilst stimulating circulation to drain away fatigue in the ankle and calf area. Ideal for anybody suffering from: Muscle fatigue; Poor circulation; Water retention; Tired and heavy feet or just as a refreshing boost. Course includes a demonstration, practical session and massage sequence. Bring along a towel & pillow and wear comfortable clothing (pants legs that can easily be rolled up).

<b>Term 1:</b> 23 February	Thursday	19:00 - 21:00	Sessions: 1	Cost: R110
----------------------------	----------	---------------	-------------	------------

**Reflexology Workshop***Susan Lockie**Skin & Body Care Specialist*

In this fascinating interactive introduction to Reflexology, you will find out about the reflex points on the feet and you will perform a reflexology practical on the feet using pre-blended aromatherapy oils. Please wear comfortable clothing and bring a pillow and towel along.

**Term 2:** 3 May                                      Thursday                                      19:00 - 21:00                                      Sessions: 1                                      Cost: R110

**Make-up Workshop***Susan Lockie**Skin & Body Care Specialist*

Learn the correct way to apply your make-up so that it enhances your features, and find out which colours suit your skin tone! You will need to bring along your own hand-held mirror, a headband, cotton buds, cotton pads, face cloth and small hand towel, tissues and brushes, as well as the following make-up: foundation, compact powder (if you use this), blusher or bronzer, light eyeshadow and a dark shade mascara, lip liner, lipstick or lip gloss and a pencil or liquid eyeliner.

**Term 2:** 10 May                                      Thursday                                      19:00 - 21:00                                      Sessions: 1                                      Cost: R110

**Natural Cosmetics***Julie Mc Farlane**BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Learn the secrets of natural beauty. Create cosmetics using items from your garden and fridge. On this fun course, you will make a cleanser, a skin tonic, face masks, a face scrub, as well as an anti-wrinkle cream! Raid your kitchen and create your own exclusive creams and lotions! All course materials are available in kit form which needs to be purchased from Julie on the day at a cost of R120.

**Term 2:** 12 May                                      Saturday                                      09:00 - 13:00                                      Sessions: 1  
Cost per term: R 100 (pay on registration) + Kit Price: R120 (pay Julie)

**Soaps & Smellies - Bath time Treats***Julie Mc Farlane**BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

It is so easy to make your own fragrant soaps, fizz balls, bubble bath and body lotion. In this fun workshop you will learn to melt and mould glycerine soaps, as well as to create fizz balls and other deliciously pampering bath products that make great gifts. Personalize your creations with fragrances and colours to suit you. Course materials are available in the form of a kit which needs to be purchased from Julie on the night at a cost of R120.

**Term 2:** 12 May                                      Saturday                                      14:00 - 17:00                                      Sessions: 1  
Cost per term: R 100 (pay on registration) + Kit Price: R120 (pay Julie)

## HOME, GARDEN & DIY

### ***Vegetable Gardening in the Suburbs***

*Sam Adams*

*Owner of Living Green Organic Food Gardens*

Have you ever wanted to grow your own vegetables and herbs in your garden? Have you tried and had limited success? Find out how to be a successful home-gardener in this interactive short course. Learn how to design your garden, prepare your soil, plant seasonally, and harvest abundant food. Learn about natural pest management, companion planting, making compost and mulching. The course fee includes mid-morning tea and snacks.

Term 1: 18 February	Saturday	09:00 - 12:00	Sessions: 1	Cost: R210
Term 2: 21 April	Saturday	09:00 - 12:00	Sessions: 1	Cost: R210

### ***Worm Composting***

*Patrick Dowling*

*Head: Education: Wildlife & Environment Society of SA (WESSA)*

This useful course is for anyone who is keen to learn about worm composting, basic worm biology and taxonomy, worm care, worm tea, trouble shooting and more! The course of two classroom and one outdoor session includes the screening of a short movie about global vermiculture practices, as well as a demonstration on how to construct a basic worm box. Links to water, waste, energy and biodiversity are explored in addition to the practical details. Basic worm 'starter kit' and additional worms will be available for sale.

Term 1: 30 Jan & 6 Feb	Mondays	19:00 - 21:00		
18 February	Saturday	10:00 - 12:00	Sessions: 3	Cost: R160

### ***Gardening with Bonsai***

*Morné Faulhammer*

*Past-President of S.A. Nurserymen's Association  
Nurseryman ~ Radio Personality*

Learn all the basic principles of gardening with Bonsai, such as: nutrition, pruning, and shaping and plant selection. They look beautiful in the home and make perfect gifts as well!

Term 1: 7 February	Tuesday	19:00 - 21:00	Sessions: 1	Cost: R60
--------------------	---------	---------------	-------------	-----------

### ***Topiary Gardening***

*Morné Faulhammer*

*Past-President of S.A. Nurserymen's Association  
Nurseryman ~ Radio Personality*

Come and find out all you need to know about the fascinating art of topiary gardening.

Term 1: 15 February	Wednesday	19:00 - 21:00	Sessions: 1	Cost: R60
---------------------	-----------	---------------	-------------	-----------

### ***Organic Pest Control***

*Morné Faulhammer*

*Past-President of S.A. Nurserymen's Association  
Nurseryman ~ Radio Personality*

Find out how to keep your garden looking beautiful naturally - without having to resort to pesticides.

Term 1: 20 February	Monday	19:00 - 21:00	Sessions: 1	Cost: R60
---------------------	--------	---------------	-------------	-----------

***Introduction to Power Tools - for Women****Louis Botha**Teacher D.E. H.D.E.*

Power tools make DIY jobs in and around the house so much simpler and easier, but if you don't know what you're doing, working with them can be quite daunting. Find out how to use power tools and their accessories and attachment for home DIY in the informative workshop.

**Term 1:** 16 February                      Thursday                      19:00 - 21:00                      Sessions: 1                      Cost: R70

***DIY Preventative Maintenance in the Home****Charles Flanagan**Engineer ~ Master Builder ~ Consultant ~ Flanagan Construction/Training*

Find out how to keep your home looking good without having to call a contractor in. You will learn about Painting; Waterproofing; Varnishing; Electrical; Plumbing; Doors and Locks; Vegetation; Water Mains; Sealing and Gaps & Holes. It could save you a fortune - once you know how! Bring a pen and notebook along. The course fee includes mid-morning tea.

**Term 1:** 4 February                      Saturday                      09:00 - 13:00                      4 hours                      Cost: R160

***Bricklaying Basics****Charles Flanagan**Engineer ~ Master Builder ~ Consultant ~ Flanagan Construction/Training*

You will cover the following aspects of bricklaying in this hands-on workshop:

General Safety; Brick & Block Types; Brick laying Methods & Design; Preparation; Setting out; Mixing of Mortar; Laying Bricks; and Finishing off. The course fee includes tea and lunch. A list of Tool Requirements will be given on registration. The bricks, dagga boards etc. will be supplied.

**Term 1:** 18 February                      Saturday                      09:00 - 16:00                      Full day                      Cost: R440

***Basic Carpentry****Charles Flanagan**Engineer ~ Master Builder ~ Consultant ~ Flanagan Construction/Training*

Make a lovely Bird Feeder for the garden and in the process learn basic carpentry skills such as: General Safety; Wood Types; Cutting of Timber; Joining of Wood; General Fasteners; Marking Out; and Sanding and Finishing your project. The cost of the Bird Feeder kit is R60, which needs to be paid to Charles on the day. The course fee includes tea and lunch. A list of Tool Requirements will be given on registration.

**Term 2:** 21 April                      Saturday                      09:00 - 16:00                      Full day  
Cost: R 440 (pay on registration) + Birdfeeder Kit Price: R60

**LANGUAGES, READING & WRITING*****French Conversation****Gail Oakes**B.A. B.Ed. ~ French Teacher*

Learn how to speak this beautiful language with Gail, an experienced French teacher who uses skits and dialogue to equip you to converse on an everyday basis with French speakers, or cope with travelling in France.

**Term 1:** 30 Jan - 5 March                      Mondays                      19:00 - 21:00                      Sessions: 6                      Cost: R490

**German Conversation - Level 1***Regina Bailey**German Teacher & Translator*

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

**Term 1:** 31 Jan - 6 March                      Tuesdays                      19:00 - 21:00                      Sessions: 6                      Cost: R490

**German Conversation - Level 2***Regina Bailey**German Teacher & Translator*

Learn the real language used in social, recreational and business situations! The focus is on fun and active participation and will initially include a revision of the beginner's course. So whether you have attended a beginner's course, or have a smattering of German and would like to learn more, this course will boost your confidence.

**Term 2:** 18 April - 23 May                      Wednesdays                      19:00 - 21:00                      Sessions: 6                      Cost: R490

**Xhosa for Beginners***Debbi Reed**B. Drama PGCE ~ Xhosa Teacher*

This dynamic course will equip you to engage with Xhosa speakers on an everyday basis. The emphasis is on learning how to speak the language with less emphasis on formal grammar, although the basics will be covered. It is also ideal for parents who have to help their children with Xhosa homework.

**Term 1:** 31 Jan - 6 March                      Tuesdays                      19:00 - 20:30                      Sessions: 6                      Cost: R380

**Term 2:** 16 - 28 May                      Mondays                      19:00 - 20:30                      Sessions: 6                      Cost: R380

(Excluding. 30 April)

**Writing & Self-Publishing in South Africa***Heather Parker-Lewis**Author ~ Publisher*

In this session, the author of *The Wannabe Writer in South Africa* and *Successful Self-Publishing in South Africa*, will introduce practical points on writing to get published mainstream, as well as the pleasures and pitfalls of publishing independently. Guidance is offered on what the modern publisher wants from a new author, what is required of any writer in any country, as well as information on "going it alone" with very little in the bank, using digital print runs. This talk will NOT teach you how to write.

**Term 2:** 7 May                      Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R60

**Olive Schreiner - Africa's first Hippie***Heather Parker-Lewis**Author ~ Publisher*

Heather, the author of the biography: *Olive Schreiner - the other side of the moon*, which was published in 2010, will share with you the story of the woman behind the writer, feminist and political activist. An exploration of Olive's private life as she wrote about it in her fiction and letters. Previously unpublished archival material will be introduced.

**Term 2:** 14 May                      Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R60

***Writing your Life Story****Heather Parker-Lewis**Author ~ Publisher*

Find out how to go about writing your life story by recording a family tree using the genogram method and visual stimulus. Bring a few interesting family photos along and come and enjoy the experience.

**Term 1:** 1 February                      Wednesday      19:00 - 21:30                      Sessions: 1                      Cost: R80

**MISCELLANEOUS INTEREST COURSES*****Family Law Matters****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

Empower yourself! Find out what your legal rights are in Marriage, Divorce, and Wills & Inheritance. This course includes afternoon tea.

**Term 1:** 4 Feb                      Saturday                      13:00 - 16:00                      Sessions: 1                      Cost: R150

***The Number Gangs in S.A. Prisons****Heather Parker-Lewis**Author ~ Publisher*

Many brutal murders and crimes in our country are the result of gang-rituals and initiations. Heather, the author of the non-fiction work: *God's Gangsters* has researched the Number Gangs in S.A. prisons for over ten years. They are a cult based on the Book of Nahum in the Old Testament, and in this session, she will give a fascinating overview of the gang's history, language, rituals, secrets and myths.

**Term 1:** 29 February                      Wednesday                      19:00 - 21:00                      Sessions: 1                      Cost: R60

***Knots & Things****Bruce Wade**Merchant Marine Officer ~ Life Coach*

Whether you are a novice knotter or an experienced yachtsman, you will definitely learn something new in this course! Bruce will introduce you to rope & knots and their correct use for both sport and hobby applications. You will cover rope and knot terminology, together with lots of hands-on work. Up to 30 different knots will be taught, and you will be astounded at their different applications. You will also learn 3-strand splicing and how to make six different rope mats. Many thanks to **Rope World** for once again kindly sponsoring the rope which will be used in the course.

**Term 2:** 9 - 23 May                      Wednesday                      19:00 - 21:00                      Sessions: 3                      Cost: R190

***Birdwatching - A Hobby for the Whole Family****Dalton Gibbs**Westlake Nature Reserve ~ Area Manager South*

In this series of lectures, Dalton, who is not only very knowledgeable about all aspects of birds and bird life, but is also passionate about the subject, will introduce you to the garden birds, fynbos endemics, raptors and waders found in the South-Western Cape. The lectures will be illustrated with slides and familiar calls - and he may even surprise you with a live specimen or two! No age restriction applies to this course, so bring the whole family along!

**Term 1:** 27 Feb & 5 March      Mondays                      19:00 - 21:00                      Sessions: 2  
Cost per term: R 120 per person/One child per adult may attend free of charge

***Moddervlei - Digging up the Past****Dalton Gibbs**Westlake Nature Reserve ~ Area Manager South*

This fascinating talk deals with a wetland at Rondevlei Nature Reserve that was covered for 39 years and was then re-excavated. The plants that came back to life after this excavation demonstrate the staying power of our indigenous plants.

**Term 2:** 16 April                      Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R60

***Working as a Landscape Architect****Clare Burgess**Degree & Post Grad Diploma in Landscape Architecture*

Clare is a registered Landscape Architect who has been practicing in South Africa for 30 years. She also teaches at UCT on the Masters in Landscape Architecture programme. Her project work is mainly located on the Cape Flats and she is interested in creating sustainable landscapes which are functional and will bring enjoyment to the Public for many years to come. Join her on an illustrated talk as she shares her passion for Landscape Architecture, and shows how important it is to design with Nature and work with sustainable practices such as permaculture and 'Waterwise' gardening techniques.

**Term 2:** 17 May                      Thursday                      19:00 - 20:30                      Sessions: 1                      Cost: R50

***Travels with a Landscape Architect****Clare Burgess**Degree & Post Grad Diploma in Landscape Architecture*

Clare will present an illustrated talk about travelling as a landscape architect to UNESCO World Heritage sites and observing how other cultures and countries deal with water as a precious resource. This talk will specifically tell the story of her recent visit to Iran and will highlight the importance of the historical Persian garden in modern landscape design.

**Term 2:** 24 May                      Thursday                      19:00 - 20:30                      Sessions: 1                      Cost: R60

**MUSIC*****Djembe Drumming****David Keuning**AfroBeat Drumming*

Learn how to play the djembe/bongo drums in this fun-filled course! You will learn how to: hold the drum; how to tighten and care for it; how to read drum notation and the positions on the drum for the various "notes", as well as some simple to more challenging rhythms/techniques. All equipment will be provided for use during the course.

**Term 1:** 30 Jan - 20 Feb                      Mondays                      19:00 - 21:00                      Sessions: 4                      Cost: R270

**Term 2:** 18 April - 9 May                      Wednesdays                      19:00 - 21:00                      Sessions: 4                      Cost: R270

***Guitar Basics****Nick Davids**Guitar Teacher*

This relaxed, fun-filled course is aimed at absolute beginners as well as those who have taught themselves the basics and would like to learn more. You will be shown how to tune your guitar and the finger positions for basic chords, as well as simple folk guitar picking & strumming techniques. Since the course is in the form of a practical workshop, you will need to bring your guitar along to every session.

**Term 1:** 31 Jan - 6 March                      Tuesdays                      19:00 - 20:00                      Sessions: 6                      Cost: R390

**Term 2:** 17 April - 29 May  
(Excluding 1 May)                      Tuesdays                      19:00 - 20:00                      Sessions: 6                      Cost: R390

***Guitar Ongoing****Nick Davids**Guitar Teacher*

Bring your guitar along and have fun learning slightly more difficult chords, Barre chords and Tablature.

**Term 2:** 19 April - 24 May      Thursdays      19:00 - 20:00      Sessions: 6      Cost: R390

**PARENT EDUCATION*****Children Need Boundaries****Ann Cawood**B.A (S.W.) Hons. ~ Social Worker ~ School Counsellor*

This workshop will thoroughly explore the true meaning of effective discipline. It will help you understand the factors that determine behaviour, the importance of allowing feelings while limiting unacceptable behaviour. It will also stress the importance of positive communication skills and the ways in which self esteem can be built into the discipline process. Practical examples will be shared. It will be a general overview encompassing all ages and stages.

Anyone working with children will benefit from this workshop.

**Term 1:** 22 February    Wed      19:00 - 21:00      Sessions: 1      Cost: R60 per person R100 per couple

***Teenagers Need Boundaries****Ann Cawood**B.A (S.W.) Hons. ~ Social Worker ~ School Counsellor*

This workshop will concentrate on the challenges of raising teenagers in the 21st century. It will highlight the developmental issues and the importance of relationship building in order for discipline to work. Common teen-related problems will be shared. There will also be discussion on the interface between the needs of the adults and those of the teens. How to avoid unnecessary power struggles - and to preserve the parent-teen relationship.

**Term 1:** 7 March      Wed      19:00 - 21:00      Sessions: 1      Cost: R60 per person R100 per couple

***Adjusting the Boundaries: Separation & Divorce****Ann Cawood**B.A (S.W.) Hons. ~ Social Worker ~ School Counsellor*

This workshop will present a summary of skills and strategies which will help separating / separated families to cope as positively as possible. It will highlight issues such as how and when to tell the children. Working on the best possible parenting plan. Aiming for as amicable a relationship with the other parent as possible. Also coping with the changes and establishing clear boundaries between the homes. It will also provide an opportunity to ask questions and share opinions.

**Term 2:** 8 May      Tuesday      19:00 - 21:00      Sessions: 1      Cost: R60 per person R100 per couple

***Children Need Grandparents****Ann Cawood**B.A (S.W.) Hons. ~ Social Worker ~ School Counsellor*

Maintaining boundaries in extended families: This workshop is for parents and grandparents. It will explore some common myths and mistakes made by many grandparents. How to be a positive and involved grandparent. How to get on with the in-laws. The importance of keeping realistic, healthy boundaries. It will also take a look at some problem areas e.g. when children separate, when children and grandchildren come back to live with grandparents. And the vital link that grandparents can play in connecting the generations in families.

**Term 2:** 15 May      Tuesday      19:00 - 21:00      Sessions: 1      Cost: R60 per person R100 per couple

***Xhosa for Beginners****Debbi Reed**B. Drama PGCE ~ Xhosa Teacher*

This course is ideal for parents who have to help their children with Xhosa homework.

<b>Term 1:</b> 31 Jan - 6 March	Tuesdays	19:00 - 20:30	Sessions: 6	Cost: R380
<b>Term 2:</b> 16 - 28 May (Excluding. 30 April)	Mondays	19:00 - 20:30	Sessions: 6	Cost: R380

**PERSONAL DEVELOPMENT*****The Basics of Conflict Management****Jennifer Ritchie**Business & Life Coach and Trainer*

A practical and interactive workshop geared to understanding yourself and others. Content includes the following and is geared towards building better relationships - at home and at work by effectively handling conflict: Looking at your own triggers and shadow side; Working on generating a daily sense of wellbeing; Analyzing personality types and appropriate ways to handle them; Understanding conflict management approaches and learning to communicate in a way that defuses conflict.

<b>Term 1:</b> 5 & 7 March	Mon & Wed	19:00 - 21:00	Sessions: 2	Cost: R210
----------------------------	-----------	---------------	-------------	------------

***Public Speaking****Sonya Ten Velthuis**Facilitator: Toastmasters*

People who can express themselves well are able to persuade and motivate others. It is normal to be nervous or uncomfortable speaking in public, but just as people learn how to ride a bike, drive a car, swim or play the piano, they can learn how to speak. This Speechcraft course offers you the opportunity to master the basics of Public Speaking in a supportive environment.

<b>Term 1:</b> 2 Feb - 8 March	Thursdays	19:00 - 21:00	Sessions: 6	Cost: R390
--------------------------------	-----------	---------------	-------------	------------

***Memory Excellence****Eileen Meilech**President & CEO of Memory Excellence ~ Trainer*

The Memory Excellence Course is geared to all ages starting at about 15 years of age. You will learn the following techniques: Finding out how to access your memory, How to remember names & faces; How to do a presentation without notes; Remembering numbers; Remembering facts; Study techniques and Learning in a fun way. This course will improve your confidence, reduce stress levels, and enable you to be more effective.

<b>Term 1:</b> 13 & 20 February	Mondays	19:00 - 21:00	Sessions: 2	Cost: R120
---------------------------------	---------	---------------	-------------	------------

***Reaching your Full Potential****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

Find out what makes you unique - your natural strengths & your limitations and how to make complete use of your personal potential.

<b>Term 1:</b> 2 February	Thursday	19:00 - 21:00	Sessions: 1	Cost: R110
---------------------------	----------	---------------	-------------	------------

***Structogram****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

The Structogram is a Biostructural analysis tool based on research about how the brain developed and influences the structure of an individual's personality. Human behaviour evolves only from the interplay of the instinctive, intuitive reaction of the brain stem (coded as green in the Structogram system), the impulsive emotional reaction of the limbic system (coded as red) and the coolly rational reaction of the neocortex (coded as blue). Everyone has all three of these sectors of brains, although in some people certain parts of the brain are more dominant than other parts. In this course you will truly find out what makes you who you are - and with this knowledge you will be empowered to interact with others in a more constructive way. The course material is in the form of a book which costs R550 and needs to be purchased directly from Deolinda on the first night. The course fee includes tea and lunch on the day.

**Term 2:** 12 May                      Saturday                      09:00 - 15:30                      Full day  
 Cost: R 500 (to be paid at registration) + R550 (for the book to be paid to Deolinda on the day)

***Learning to Communicate Effectively & Meaningfully****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

This course explores the principles of effective and meaningful communication. Participants will learn about elements of conscious and unconscious communication, look at the roles of expectation and perception, develop skills to listen more deeply and find out how to escape the traps of mind-reading. Learn to "say what you mean" and "mean what you say" and you will find that the quality of your intimate, social and professional relationships will improve dramatically.

**Term 1:** 8 March                      Thursday                      19:00 - 21:00                      Sessions: 1                      Cost: R110

***Personal Branding****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

Learn to define your own personal "brand" - be confident about who you are and find out how to market yourself so that you get noticed!

**Term 2:** 3 May                      Thursday                      19:00 - 21:00                      Sessions: 1                      Cost: R110

***Making the Most of your Retirement****Paul Britton**B.Sc (Forestry) M.Landscape Arch ~ Retired Consultant**Marianne Heron**Journalist & Life Coach*

Retirement isn't just about a financial plan, it's about a life that is rewarding in other ways: with exciting goals, loving relationships and abundant health. It's a whole new stage that didn't exist before; precious time, lasting up to a third of your life and you want to make the most of it. Find out how to reach a fulfilling retirement in this course!

**Term 1:** 20 Feb - 5 March      Mondays      19:00 - 21:00      Sessions: 3                      Cost: R190 individual or  
 R260 per couple



educator enrichment

## SUBJECT - SPECIFIC

### ***Art Courses***

See page 7 for inspirational art courses to equip Visual Art & Arts and Culture teachers with the tools to make your lessons creative and exciting for yourself and your students. These courses are suitable for junior and high school teachers.

### ***Business Studies & Accounting Courses***

Various Accounting & Business-related courses can be found on pages 11 & 12. These courses are ideal for any EMS or Business Studies teachers who would like to brush up on their skills or simply look at their subject from a different perspective.

### ***Writing your Life Story***

*Heather Parker-Lewis*

*Author ~ Publisher*

This course will give language teachers inspiration for their creative writing lessons. See page 29 for course details.

**Term 1:** 1 February                      Wednesday      19:00 - 21:30                      Sessions: 1                      Cost: R90

### ***Olive Schreiner - Africa's first Hippie***

*Heather Parker-Lewis*

*Author ~ Publisher*

Heather, the author of the biography: *Olive Schreiner - the other side of the moon*, which was published in 2010, will share with you the story of the woman behind the writer, feminist and political activist. An exploration of Olive's private life as she wrote about it in her fiction and letters. Previously unpublished archival material will be introduced.

**Term 2:** 14 May                              Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R70

### ***Djembe Drumming***

*David Keuning*

*AfroBeat Drumming*

Add this to your repertoire of things to do in Arts & Culture lessons. See page 30 for details.

**Term 1:** 30 Jan - 20 Feb                      Mondays                      19:00 - 21:00                      Sessions: 4                      Cost: R270

**Term 2:** 18 April - 9 May                      Wednesdays                      19:00 - 21:00                      Sessions: 4                      Cost: R270

***Guitar Basics****Nick Davids**Guitar Teacher*

Whether you're a playgroup, preschool or junior school teacher - music is always a good medium of instruction for young children. So why not learn how to be able to strum their favourite songs. Course details can be found on page 30.

<b>Term 1:</b> 31 Jan - 6 March	Tuesdays	19:00 - 20:00	Sessions: 6	Cost: R390
<b>Term 2:</b> 17 April - 29 May (Excluding 1 May)	Tuesdays	19:00 - 20:00	Sessions: 6	Cost: R390

***Guitar Ongoing****Nick Davids**Guitar Teacher*

Bring your guitar along and have fun learning slightly more difficult chords, Barre chords and Tablature.

<b>Term 2:</b> 19 April - 24 May	Thursdays	19:00 - 20:00	Sessions: 6	Cost: R390
----------------------------------	-----------	---------------	-------------	------------

**TEACHING & LEARNING METHODS*****Active Learning Strategies****Kathryn Holbrook**B.Sc (Hons) PGCE*

Tried, tested and trusted methods for all subjects, ages and levels of ability. Get your learners to be enthusiastic, more independent and also develop other communication and teamwork skills. By the end of these sessions you will be equipped with a toolkit of games, techniques and resources to improve your learners' subject knowledge, vocabulary and cater for all different learning styles.

<b>Term 1:</b> 16 & 23 February	Thursdays	19:00 - 21:00	Sessions: 2	Cost: R120
---------------------------------	-----------	---------------	-------------	------------

***Teaching Critical Thinking Skills****Kathryn Holbrook**B.Sc (Hons) PGCE*

Critical thinking is a term used a lot in our schools but how much of it is really taking place? In this session you will look at the nature of critical thinking, techniques to help your learners think critically and why it's important and a look at the global issues your learners should be thinking about both in and out of school.

<b>Term 2:</b> 24 April	Tuesday	19:00 - 21:00	Sessions: 1	Cost: R70
-------------------------	---------	---------------	-------------	-----------

**CLASSROOM MANAGEMENT*****Restorative Discipline****Charmaine Kendal**M. Ed ~ Deputy Principal*

More and more educators are finding that the traditional methods of enforcing discipline in the classroom are no longer effective. The principles of restorative discipline aim to:

Hold the offender accountable for his or her actions;

Provide victims (be they other students or teachers), with a safe place to share how the incident has impacted him or her and

Develop an ethos in the classroom that is proactive rather than reactive.

Join this series of workshops and explore the ways in which you can create a disciplined environment in your classroom that is conducive to learning. You won't look back!

<b>Term 1:</b> 15 - 29 February	Wednesday	19:00 - 21:00	Sessions: 3	Cost: R260
---------------------------------	-----------	---------------	-------------	------------



***The Basics of Conflict Management****Jennifer Ritchie**Business & Life Coach and Trainer*

A practical and interactive workshop geared to understanding yourself and others. See page 32 for course details.

**Term 1:** 5 & 7 March                      Mon & Wed                      19:00 - 21:00                      Sessions: 2                      Cost: R210

***Public Speaking****Sonya Ten Velthuis**Facilitator: Toastmasters*

The ability to express yourself confidently and with ease can bring great rewards. People who can express themselves well are able to persuade and motivate others. Improve your method of presentation in class, in assemblies and at parent meetings - and learn how to do it in a supportive environment under the guidance of experienced speakers!

**Term 1:** 2 Feb - 8 March                      Thursdays                      19:00 - 21:00                      Sessions: 6                      Cost: R390

***Memory Excellence****Eileen Meilech**President & CEO of Memory Excellence ~ Trainer*

Want to learn how to remember all your learner's names after the first day or so. Join this course and amaze yourself. Course details can be found on page 32.

**Term 1:** 13 & 20 February                      Mondays                      19:00 - 21:00                      Sessions: 2                      Cost: R120

***Making the Most of your Retirement****Paul Britton**B.Sc (Forestry) M.Landscape Arch ~ Retired Consultant**Marianne Heron**Journalist & Life Coach*

Retirement isn't just about a financial plan; it's about life that is rewarding in other ways. Find out how to reach a fulfilling retirement in this course! See page 33 for course details.

**Term 1:** 20 Feb - 5 March                      Mondays                      19:00 - 21:00                      Sessions: 3                      Cost: R190 individual or  
R260 per couple

**MANAGEMENT COURSES*****Finance for Non-Financial Managers****Gareth Price**B.Bus.Sc. B.Compt.(Hons)*

This useful course will provide managers who have a minimal understanding of basic accounting concepts or fundamentals of finance and control, with the skills needed to read financial statements, assess financial risk, manage and monitor cash flows, understand how costs impact the bottom line, identify specific actions needed to improve returns and decide whether projects are viable or not.

**Term 2:** 17 - 24 April                      Tues & Thurs                      19:00 - 21:00                      Sessions: 3                      Cost: R290

***Building Solid Teams****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

This workshop focuses on giving participants a clear understanding of the process by which teams develop and providing tips and hints on how to build a team culture and common vision, which promotes motivation. You will look at team roles and learn to identify the strengths that individuals bring to the team and how to develop into a more effective unit. This course is essential for anyone who has a managerial or leadership responsibility for developing their teams.

**Term 1:** 7 February      Tuesday      19:00 - 21:00      Sessions: 1      Cost: R110

***Body Language & Delegation****Tamryn Hoffmann**Training & Development Manager ~ Skills Development Facilitator*

What is Body Language? What does it mean to delegate? How do these influence my management style? See page 12 for course details.

**Term 1:** 7 March      Wednesday      19:00 - 21:00      Sessions: 1      Cost: R110

***Decision Making & Negotiating a Better Deal****Tamryn Hoffmann**Training & Development Manager ~ Skills Development Facilitator*

Decision-making skills and techniques underpin most aspects of management. Learn how to hone these skills and how to tap into the process of negotiation and to identify when you have got the best deal! See page 12 for a detailed course outline.

**Term 2:** 9 May      Wednesday      19:00 - 21:00      Sessions: 1      Cost: R110

***Women in Charge****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

Find out how to command respect and authority, communicate assertively, set professional boundaries, and balance your work and home life. See page 13 for course details.

**Term 1:** 15 February      Wednesday      19:00 - 21:00      Sessions: 1      Cost: R110

***Authentic Leadership****Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

Being a manager and a leader are not necessarily the same thing. Join Deolinda on a journey of self-discovery and find out how to lead so that others want to follow you!

**Term 2:** 18 April      Wednesday      19:00 - 21:00      Sessions: 1      Cost: R110

## COMPUTERS & INFORMATION TECHNOLOGY

### ***Computer Literacy for Beginners***

*Yvonne Reilly*

*MCSE ~ Computer Trainer*

All educators need to be computer literate in order to prepare professional worksheets and type exam papers. The course also includes E-mailing. A detailed course summary can be found on page 15 of this prospectus.

<b>Term 1:</b> 30 Jan - 15 Feb (excl. 8 Feb)	Mon & Wed	19:00 - 21:00	Sessions: 5	Cost: R590
<b>Term 2:</b> 17 April - 3 May (excl. 1 May)	Tues & Thurs	19:00 - 21:00	Sessions: 5	Cost: R590

### ***MS Excel 2010 Basic***

*Sharon Ferreira*

*HC Trn T. DMS, ICDL ~ Advanced Computer Trainer*

Education is becoming more and more about assessment and it is so easy to keep track of these marks with an Excel Spreadsheet. Learn the basics of data entry and formatting. You'll never look back! See page 15 for course details.

<b>Term 1:</b> 31 Jan - 9 Feb	Tues & Thurs	19:00 - 21:00	Sessions: 4	Cost: R550
<b>Term 2:</b> 16 - 25 April	Mon & Wed	19:00 - 21:00	Sessions: 4	Cost: R550

### ***MS Excel 2010 Intermediate***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Life Skills Coach*

You've got the basics ..... now it's time to move on. See page 15 for course details.

<b>Term 1:</b> 21 Feb - 1 March	Tues & Thurs	19:00 - 21:00	Sessions: 4	Cost: R550
<b>Term 2:</b> 2 - 14 May	Wed & Mon	19:00 - 21:00	Sessions: 4	Cost: R550

### ***MS Excel 2010 Advanced***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Life Skills Coach*

This three session course is for experienced and confident Excel users only. Course details can be found on page 15.

<b>Term 1:</b> 6 - 13 March	Tues & Thurs	19:00 - 21:00	Sessions: 3	Cost: R430
<b>Term 2:</b> 16 - 23 May	Wed & Mon	19:00 - 21:00	Sessions: 3	Cost: R430

### ***MS Word 2010 Advanced***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

In this course you explore the Review, References and Mailings Tabs in detail. See page 16 for course details. The course fee includes tea and lunch.

<b>Term 2:</b> 21 April	Saturday	09:00 - 16:00	7 hours	Cost: R550
-------------------------	----------	---------------	---------	------------

### ***MS Word for Word Workers - Using Technical Elements of MS Word 2010***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Whether you are writing a technical manual, creating a novel, developing teaching materials or busy with a thesis, this course will be of use to you. See page 16 for details.

<b>Term 1:</b> 30 Jan & 1 Feb	Mon & Wed	19:00 - 21:00	Sessions: 2	Cost: R310
-------------------------------	-----------	---------------	-------------	------------

### ***Computer File Management***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Find out how to tidy up the files and folders on your computer, thereby creating more space. Course details can be found on page 15.

**Term 1:** 4 February                      Saturday                      09:00 - 13:00                      4 hours                      Cost: R310

### ***One Note***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

One Note is a fantastic all-in-one planning, filing and note book program included with ALL versions of Microsoft Office 2007 or 2010. Course details can be found on page 16.

**Term 1:** 6 & 8 Feb                      Mon & Wed                      19:00 - 21:00                      Sessions: 2                      Cost: R310

### ***Introduction to the Internet***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Are you a new Internet user? Learn how to use your Internet Explorer web browser program with confidence in the world of cyberspace. Course details can be found on page 16.

**Term 1:** 20 February                      Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R160

### ***Having Fun with the Web***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

So, you have the basics of navigating your web browser (e.g. Internet Explorer)? Now it's time to explore the wonderful world of the Web. There are thousands and thousands of exciting freebies that can be downloaded to your computer, or enjoyed while online. Julie McFarlane, a proficient internet user, will show you how to find free books, music, games, programs and tools for your computer. See how to avoid seedy sites, explore what cyberspace has to offer and have fun with the Web.

**Term 2:** 22 February                      Wednesday                      19:00 - 21:00                      Sessions: 1                      Cost: R160

### ***Beyond Google Search***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

This workshop is ideal for educators and other professionals who need to carry out literature reviews, or provide factual, interesting and comprehensive information in an academic or business context. Course details can be found on page 17.

**Term 2:** 17 April                      Tuesday                      19:00 - 21:00                      Sessions: 1                      Cost: R160

### ***E-Mailing***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Learn how to use the next generation of email. Be able to access your mail anytime, anywhere in the world, on any computer or internet connected device. See page 17 for course details.

**Term 1:** 4 February                      Saturday                      14:00 - 17:00                      3 hours                      Cost: R250

### ***Integrating Gmail & Google Calendar***

*Julie Mc Farlane*

*BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Use the full functionality of Gmail together with Google Calendar as a powerful digital diary manager. This course is essential for all school secretaries and PA's - or anyone having to coordinate meetings etc. See page 17 for details.

**Term 2:** 3 & 8 May                      Thurs & Tues                      19:00 - 21:00                      Sessions: 2                      Cost: R310

**All About Blogging***Julie Mc Farlane**BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

Want to get your students talking about learning areas within your subject? Create a blog and invite your learners to participate .....it's what they enjoy doing, and they'll learn without even realising it! Course details can be found on page 17.

**Term 2:** 19 April                                      Thursday                                      19:00 - 21:00                                      Sessions: 1                                      Cost: R160

**FaceBook***Julie Mc Farlane**BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

A great way to network with past-pupils, current students and friends! See page 18 for course details.

**Term 2:** 24 & 26 April                                      Tues & Thurs                                      19:00 - 21:00                                      Sessions: 2                                      Cost: R310

**Introduction to Cloud Computing***Julie Mc Farlane**BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

This introductory workshop explains the basics of cloud computing and details some of the more useful cloud applications available for individuals, schools or businesses. See page 18 for details.

**Term 1:** 7 February                                      Tuesday                                      19:00 - 21:00                                      Sessions: 1                                      Cost: R160

**What makes a Great Website?***Chris Wessels**Website Developer ~ etherweb*

A great website converts your online audience from bored browsers into captivated clients! Find out how to make your school website buzz! See page 18 for course details.

**Term 1:** 6 February                                      Monday                                      19:00 - 20:30                                      Sessions: 1                                      Cost: R120

**Search Engine Optimization***Chris Wessels**Website Developer ~ etherweb*

A very useful course if you are in charge of the website at your school. See page 18 for course details.

**Term 1:** 16 - 23 Feb                                      Thurs & Tues                                      19:00 - 20:30                                      Sessions: 3                                      Cost: R320

**Guide to GWT & BWC***Chris Wessels**Website Developer ~ etherweb*

For any SEO professional, Google Webmaster Tools and Bing Webmaster Centre are services that are checked and used almost every day. By learning and understanding how to use these free, insightful tools, you will ensure that your Search Engine rankings remain healthy. Sitemaps, canonical URLs and crawl errors are all critical features that are accessible via these tools. A must for maintaining your school website!

**Term 1:** 29 February                                      Wednesday                                      19:00 - 20:30                                      Sessions: 1                                      Cost: R120

**Google Analytics 1***Chris Wessels**Website Developer ~ etherweb*

Google Analytics is a free service from Google that allows you to track, interpret and analyse the performance of your website. Learn how to set up GA, how to integrate GA tracking with your website and how the data it provides can be analysed to determine how your website is performing. Know how your website is serving you!

**Term 2:** 16 April                      Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R160

**Google Analytics ~ The Next Step***Chris Wessels**Website Developer ~ etherweb*

Learn how to manipulate Google Analytics to work for you beyond basic metric tracking by setting up advanced tracking features such as Funnels and Goals. Using these advanced features will enable you to setup custom tracking and conversion goals to measure success in your own language.

It is highly recommended that you attend Google Analytics 1 before enrolling for this course.

**Term 2:** 15 & 17 May                      Tues & Thurs                      19:00 - 20:30                      Sessions: 2                      Cost: R260

**MS PowerPoint 2010***Sharon Ferreira**HC Trn T. DMS, ICDL ~ Advanced Computer Trainer*

This course is essential for all teachers and especially for those who use Interactive Whiteboards or data projectors in their classrooms - it could save you hours of work in the future! See page 19 for course details.

**Term 1:** 27 Feb - 7 March                      Mon & Wed                      19:00 - 21:00                      Sessions: 4                      Cost: R530

**MS Publisher 2010***Julie Mc Farlane**BA (Hons) ~ Corporate Trainer ~ Skills Counsellor*

With MS Publisher, you can easily create professional-looking publications such as school newsletters and magazines that can be printed by you, or a printing company. You can even use MS Publisher to create impressive-looking websites quickly and easily.

**Term 2:** 23 April                      Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R160

**PHOTOGRAPHY****Digital Photography Course***Shawn Michaels**Digital Photography Lecturer*

Why hire expensive photographers to record your school's special moments? Train an "in-house" person, with a vested interest in the school! A detailed course description can be found on page 20.

**Term 1:** 4 February                      Saturday                      09:00 -14:30                      Sessions: 1 day                      Cost: R530

**Term 2:** 21 April                      Saturday                      09:00 -14:30                      Sessions: 1 day                      Cost: R530

**Digital Photography Advanced***Shawn Michaels**Digital Photography Lecturer*

Learn more in this inspiring workshop. See page 20 for course details.

**Term 1:** 18 February                      Saturday                      09:00 -14:30                      Sessions: 1 day                      Cost: R530

**Term 2:** 12 May                      Saturday                      09:00 -14:30                      Sessions: 1 day                      Cost: R530

***Photo Editing using Photoshop Elements****Charles Smith**B.Sc B.Ed*

Now that you've taken your photos, you will want to know how to get the most out of your digital photos and PC's. This dynamic course, which is ideal for anyone creating school newsletters or magazines, deals specifically with the computing side of digital photography. More course details can be found on page The Saturday course fee includes tea and lunch. Please indicate on your registration form if you have any special dietary requirements.

<b>Term 1:</b> 18 February	Saturday	09:00 - 15:00	6 hours	Cost: R550
<b>Term 2:</b> 8 - 15 May	Tues & Thurs	19:00 - 21:00	Sessions: 3	Cost: R520

**INTERACTIVE TECHNOLOGY*****Interactive Whiteboard Training Course****Stephen Price**B.Sc. H.D.E. B.Ed Principal*

Stephen is regarded as one of the most dynamic Interactive Whiteboard Trainers in S.A. and he has trained hundreds of teachers to use the Whiteboard with confidence in the last few years! In this introductory course you will not only look at amongst other things, the Advanced use of gallery items and Creating templates and lesson themes, but more specifically, you will be shown how to access valuable interactive resources from the Internet, which will save you hours of preparation time and will add a whole new dimension to your lessons. Certificates of attendance will be issued on completion of the course. The Saturday course includes tea and lunch. Please indicate on your registration form if you have any special dietary requirements.

<b>Term 1:</b> 20 - 29 February	Mon & Wed	19:00 - 21:00	Sessions: 4	Cost: R520
<b>Term 2:</b> 21 April	Saturday	09:00 - 15:30	Sessions: 1 day	Cost: R520

**GENERAL INTEREST*****Teaching Abroad****Kathryn Holbrook**B.Sc (Hons) PGCE ~ Experienced International Educator*

Want to go and teach overseas but don't know where to start? In this session you will find all the information you need about where to look for jobs and how to apply; the benefits and challenges of an international teaching career; what to expect; the type of schools to go for; relocating your family and finding the best job for your needs.

<b>Term 1:</b> 30 January	Monday	19:00 - 21:00	Sessions: 1	Cost: R70
---------------------------	--------	---------------	-------------	-----------

***Budget Basics****Gareth Price**B.Bus.Sc. B.Compt.(Hons)*

Take the stress out of submitting your budget in the third term! This session is aimed at anyone who is responsible for submitting a budget and would like to know the process to follow in order to get it right!

<b>Term 2:</b> 26 April	Thursday	19:00 - 21:00	Sessions: 1	Cost: R110
-------------------------	----------	---------------	-------------	------------

***First Aid Training****Medical Events & Training Services*

Find out all about our Level 1 and Combined Level 2/3 First Aid Training on page 23.

**Family Law Matters***Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

Empower yourself! Find out what your legal rights are in Marriage, Divorce, and Wills & Inheritance. This course includes afternoon tea.

**Term 1:** 4 Feb                      Saturday                      13:00 - 16:00                      Sessions: 1                      Cost: R150

**BEE ~ How it Affects All of Us***Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

The Black Economic Empowerment model which was instituted in S.A. in 2003/4 has received much criticism because it was perceived to have led to the enrichment of only a few individuals. In 2007, a new form of Economic Empowerment was gazetted, viz. Broad-Based Black Economic Empowerment (BBBEE), which aims to distribute wealth over as broad a spectrum of S.A. society as possible. What is meant by this? See course details on page 10.

**Term 2:** 7 May                      Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R110

**A Successful Candidate's Guide to Job Interviews***Jennifer Ritchie**Specialist Recruitment Expert ~ Corporate Trainer ~ Life Coach*

Find out how to prepare for your interview and get the job! See page 13 for course details.

**Term 1:** 31 January                      Tuesday                      19:00 - 21:00                      Sessions: 1                      Cost: R 120

**Term 3:** 23 April                      Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R 120

**Jumpstart Your Career!***Jennifer Ritchie**Specialist Recruitment Expert ~ Corporate Trainer ~ Life Coach*

Find out how to get the job you'd love. See page 13 for course details.

**Term 1:** 4 February                      Saturday                      09:00 - 13:00                      4 hours                      Cost: R 160

**Term 3:** 21 April                      Saturday                      09:00 - 13:00                      4 hours                      Cost: R 160

**Discipline & Dismissal in the Workplace***Deolinda Delcarme**BA LLB ~ Advocate ~ CFE ~ Speaker ~ Corporate Trainer*

The course looks at: How Labour Relations impacts you; The Employer/Employee Relationship; What your Rights are if there is a Disciplinary Action against you; When you can be Dismissed in the Workplace; Retrenchment; What the CCMA is all about and How you can appeal.

**Term 2:** 21 May                      Monday                      19:00 - 21:00                      Sessions: 1                      Cost: R110

**Vegetable Gardening in the Suburbs***Sam Adams**Owner of Living Green Organic Food Gardens*

Get your students to start their own vegetable gardens at school and then to either sell the produce and donate the money to charity, or to donate the produce to a charity of their choice. The social and educational benefits of the project are huge! Find out more on page 26.

**Term 1:** 18 February                      Saturday                      09:00 - 12:00                      Sessions: 1                      Cost: R210

**Term 2:** 21 April                      Saturday                      09:00 - 12:00                      Sessions: 1                      Cost: R210



learner enrichment

## REVISION COURSES

### ***Grade 12 English Setwork: Welcome to the World of Gatsby***

*Peter Colman*

B.A. (Hons) M. Ed

Revise and refresh - a new look at Gatsby's world and some of the ideas and dreams driving it. Aspects of the novel will be explored and explained. An excellent introduction and a platform for further study. Notes will be provided.

**Term 1:** 23 February      Thursday      18:30 - 20:00      Sessions: 1      Cost: R60

### ***Grade 12 English Setwork: Othello the Odd Fellow***

*Peter Colman*

B.A. (Hons) M. Ed

Othello the Odd fellow, the outsider - explore his world, examine racialism and prejudice. An introduction to this fascinating character from a different perspective.

**Term 2:** 9 May      Wednesday      18:30 - 19:45      Sessions: 1      Cost: R50

### ***Grade 12 English Setwork: Othello as a "Soapie"***

*Peter Colman*

B.A. (Hons) M. Ed

Love, jealousy, manipulation and hypocrisy, are the standard ingredients of "Soopies". Explore Othello - you may be surprised at what you discover!

**Term 2:** 14 May      Monday      18:30 - 19:45      Sessions: 1      Cost: R50

### ***Grade 12 Maths Revision 1***

*BHS Maths Department*

If what you've learnt in Grade 11 seems to have escaped you, and you need a little help remembering, then you should join this course! This is your last chance to revise the following aspects of the Grade 11 syllabus: Algebra; Statistics; Functions; Trigonometry; Financial Maths; Number Patterns; Co-ordinate Geometry and Transformations.

**Term 1:** 31 Jan - 21 Feb      Tues & Thurs      18:30 - 20:00      Sessions: 6      Cost: R520  
(Excluding 9 Feb)

### ***Grade 12 Maths Revision 2***

*BHS Maths Department*

Use this opportunity to revise the first and second term work in time for the mid-year exams. You will cover: Calculus; Calculus Applications; Functions & Relations; Co-ordinate Geometry, and Trigonometry.

**Term 2:** 17 April - 8 May      Tues & Thurs      18:30 - 20:00      Sessions: 6      Cost: R520  
(Excluding 1 May)

**Grade 12 Science Revision 1***BHS Science Department & Various Other Experienced Teachers from Local Schools*

In this course you will revise your Grade 11 syllabus, including: Organic Chemistry and Reaction Types; Capacitance; Electricity; Electrostatics; Oxidation and Reduction; Chemical Bonding and Exo- and Endothermic Reactions. This revision will stand you in good stead for your mid-year and final exams.

**Term 1:** 30 Jan - 22 Feb                      Mon & Wed                      18:30 - 20:00                      Sessions: 6                      Cost: R520  
(Excluding 1 & 8 Feb)

**Grade 12 Science Revision 2***BHS Science Department & Various Other Experienced Teachers from Local Schools*

Struggling to get to grips with Science, or working towards an "A"? Revise the following sections of work covered in the first and second terms: Fertiliser Industry; Organic Chemistry 1 & 2; Mechanics and Colour, Light, Doppler.

**Term 2:** 16 April - 7 May                      Mon & Wed                      18:30 - 20:00                      Sessions: 6                      Cost: R520  
(Excluding 30 April)

**GENERAL INTEREST COURSES*****Djembe Drumming****David Keuning**AfroBeat Drumming*

Learn how to play the djembe/bongo drums in this fun-filled course! See page 30 for details.

***Guitar Courses****Nick Davids**Guitar Teacher*

Learn how to play the guitar. See page 30 for course details.

***First Aid: Level 1****Medical Events & Training Services*

Want to be part of the First Aid team - or trying to get into Med School? Get your certified level 1 First Aid certificate. The course includes the required 18 hours of training with 2 hours of assessment. See page 23 for course details.

**Term 1:** 4 & 18 February                      Saturdays                      09:00 - 17:00                      18 hours  
21 February                      Tuesday                      19:00 - 21:00                      Cost per term: R450 (Students)

***First Aid: Combined Level 2 & 3****Medical Events & Training Services*

This certified course covers the required 45 hours of training, which includes 5 hours of assessment. Successful candidates will be awarded a Level 3 certificate at the end of the course, which is valid for 3 years.

**Term 2:** 2 - 6 July                      Mon - Fri                      09:00 - 17:00                      45 hours  
7 July                      Saturday                      09:00 - 14:00                      Cost per term: R900 (Students)



# Bergvliet High School Continuing Education Programme

adult enrichment  
learner enrichment  
educator enrichment

## FIRST TERM 2012: Registration Form

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

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

Course Title: (see Programme)	Course Fee		
Course Title: (see Programme)	Course Fee		
Course Title: (see Programme)	Course Fee		
Course Title: (see Programme)	Course Fee		
Please indicate whether you would like to be placed on our <b>free</b> electronic mailing list. <b>Only select this option if you have NOT been receiving the prospectus via e-mail.</b>		Yes	No
Add R30 if you would like the prospectus to be sent to you by post for one year - R30 Mailing list			
<b>Total enclosed:</b>		<b>R</b>	

Cheques or EFT payments should be made payable to **BERGVLIET HIGH SCHOOL**.

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

Signed: \_\_\_\_\_

Completed Registration Forms may be **posted** to the School, accompanied by a **SELF-ADDRESSED, STAMPED ENVELOPE**.

Alternatively, you may **register in person** at the School on **weekdays during the school term**, from **08:30 - 15:30**, or on **SATURDAY: 28 January** from **10:00 - 12:00**.

The following forms of payment are acceptable: **cash, cheques, credit card or EFT**.

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

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

Please fax or e-mail this registration form along with proof of payment to **0866531181/**

**021 7150631 / [kathy.miles@ananzi.co.za](mailto:kathy.miles@ananzi.co.za)** or [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)

**Please Note: Registration will NOT be acknowledged unless the course is cancelled, in which case you will be notified.**

**Registration Queries:** Contact the CEP Office: 021 7120979 or Katharine Miles: 082 409 2195.



# Bergvliet High School Continuing Education Programme

adult enrichment  
learner enrichment  
educator enrichment

## SECOND TERM 2012: Registration Form

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

**Please indicate which SECOND TERM courses you would like to register for:**

Course Title: (see Programme)	Course Fee	
Course Title: (see Programme)	Course Fee	
Course Title: (see Programme)	Course Fee	
Course Title: (see Programme)	Course Fee	
Please indicate whether you would like to be placed on our <b>free</b> electronic mailing list. <b>Only select this option if you have NOT been receiving the prospectus via e-mail.</b>		Yes    No
Add R30 if you would like the prospectus to be sent to you by post for one year - R30 Mailing list		
<b>Total enclosed:</b>		<b>R</b>

Cheques or EFT payments should be made payable to **BERGVLIET HIGH SCHOOL**.

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

Signed: \_\_\_\_\_

Completed Registration Forms may be **posted** to the School, accompanied by a **SELF-ADDRESSED, STAMPED ENVELOPE**.

Alternatively, you may **register in person** at the School on **weekdays during the school term**, from **08:30 - 15:30**, or on **SATURDAY: 31 March** from **10:00 - 12:00**.

The following forms of payment are acceptable: **cash, cheques, credit card or EFT**.

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

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

**Please fax or e-mail this registration form along with proof of payment to 0866531181/**

**021 7150631 / [kathy.miles@ananzi.co.za](mailto:kathy.miles@ananzi.co.za) or [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)**

**Please Note: Registration will NOT be acknowledged unless the course is cancelled, in which case you will be notified.**

**Registration Queries:** Contact the CEP Office: 021 7120979 or Katharine Miles: 082 409 2195.