



Term 1 – 2020

GENERAL INFORMATION

Continuing Education Office – Telephone: 021 – 713 7999 Fax 021 7150631

E-Mail: kmiles@bhs.org.za Website: 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 16's unless by special arrangement.
3. All the courses will be held at **Bergvliet High School** unless otherwise stated.
Please note: For your convenience, we are available to present most of the course advertised in this prospectus at your place of work to groups of 10 or more. Please contact us if you would like to discuss this option.
4. Term 1 courses begin on **3 February**. Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays. The programme ends on **12 March 2020**.
5. Additional Programmes and Registration forms are available from the foyer of the School, local libraries, or on our website: www.bhs.org.za under "Continuing Ed".
6. Details published herein are subject to change to fit in with school activities. Changes are unlikely and, as far as possible will be made by mutual arrangement.
7. Course participants will be advised wherever possible of programme disruptions caused by unscheduled power outages and affected courses will be rescheduled.
8. All courses at Bergvliet High School, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses.
9. Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded.
10. **NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING.**
11. Please note the dates and starting times carefully. Parking is available 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 Continuing Education Programme will not be held responsible for any loss or damage to vehicles parked in or around the school grounds.
12. **Gift vouchers are available for all courses.**

REGISTRATION

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

ART, CRAFTS & CROCHETING	7
LEARN TO DRAW	7
GETTING STARTED WITH ACRYLICS	7
PAINTING IN ACRYLICS WITH DERRIC VAN RENSBURG	7
PAINTING WITH OILS	8
MIXED MEDIA: COMBINING ACRYLICS & OILS	8
WATERCOLOUR WORKSHOP	8
MOSAIC MIRROR	8
BEGINNER'S COURSE IN NEEDLE FELTING.....	9
LEARN HOW TO CROCHET BAGS.....	9
PERSONAL FINANCE	9
BUDGETING & KEEPING SIMPLE HOME-BASED ACCOUNTS.....	9
WILLS & ESTATES PLANNING – PROVIDING FOR YOUR FUTURE	9
PRACTICAL BOOKKEEPING/ACCOUNTING.....	10
INTRODUCTION TO BUSINESS ACCOUNTING.....	10
CUSTOMER SERVICE ESSENTIALS.....	10
STRATEGIC MANAGEMENT – POINTING YOUR BUSINESS IN THE RIGHT DIRECTION	11
PROJECT MANAGEMENT – PLANNING FOR SUCCESS!.....	11
TRAIN THE TRAINER	12
IS SELF-EMPLOYMENT FOR ME?.....	12
TURN YOUR PASSION INTO A BUSINESS	13
BASIC BUSINESS WRITING SKILLS.....	13
RECRUITMENT & CAREERS.....	13
EMPLOY FOR ATTITUDE, TRAIN FOR SKILL	13
GET THE JOB YOU WANT!.....	14
PROFESSIONAL INTERVIEW TECHNIQUES.....	14
“SOFT SKILLS” IN THE WORKPLACE.....	14
CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE	14
NEGOTIATION SKILLS	14
GROW IN CONFIDENCE WITH NETWORKING – IN BUSINESS & FOR FINDING WORK	15
LEADING FROM WITHIN: BECOMING AN EMOTIONALLY INTELLIGENT LEADER	15
COMMUNICATING ASSERTIVELY – THROUGH VOICE & BODY LANGUAGE.....	15
PERSONAL PRODUCTIVITY.....	16
BEING AN EFFECTIVE TEAM MEMBER	16
ESSENTIAL IT SKILLS FOR THE WORKPLACE	16
MS EXCEL – GETTING STARTED WITH SPREADSHEETS	16
MS EXCEL – INTERMEDIATE	16
MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS	17
CREATING AN EXCEL DASHBOARD.....	17
ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!	17
AN INTRODUCTION TO GOOGLE DRIVE – STORE, SHARE, CREATE & COLLABORATE ANY DOCUMENT FROM ANY DEVICE, ANYWHERE	17
GOOGLE DRIVE – EXPLORING ADVANCED FEATURES	18
MICROSOFT FORMS	18
GOOGLE FORMS.....	18
HOW TO CREATE POWERFUL INTERACTIVE PRESENTATIONS USING GOOGLE SLIDES.....	18
MARKETING YOUR BUSINESS/SCHOOL.....	19
ONLINE MARKETING FOR BUSINESS	19
SOCIAL MEDIA FOR BUSINESS/SCHOOLS.....	19
COMPUTER & ELECTRONIC DEVICES FOR SENIORS.....	20

COMPUTERS FOR BEGINNERS.....	20
FINDING YOUR WAY AROUND WINDOWS 10	20
EMAILING MADE EASY!	20
MANAGING THE FILES & FOLDERS ON YOUR COMPUTER	21
DOWNLOADING FROM THE INTERNET – BOOKS, MUSIC, VIDEOS, TOOLS, SOFTWARE	21
UPLOADING & STORING YOUR PHOTOGRAPHS.....	21
FACEBOOK FOR BEGINNERS.....	21
BEING TECH-SAVVY! DEMYSTIFYING THE JARGON AROUND TECHNOLOGY	22
MASTERING YOUR ANDROID SMARTPHONE!	22
COMPUTERS FOR BEGINNERS.....	23
EMAILING MADE EASY!	23
FINDING YOUR WAY AROUND WINDOWS 10	23
WORKING WITH MS WORD – WHAT EVERYONE SHOULD KNOW!.....	23
MANAGING THE FILES & FOLDERS ON YOUR COMPUTER	24
MS EXCEL – GETTING STARTED WITH SPREADSHEETS	24
MS EXCEL – INTERMEDIATE	24
MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS	24
CREATING AN EXCEL DASHBOARD.....	25
CLOUD COMPUTING	25
ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!	25
AN INTRODUCTION TO GOOGLE DRIVE – STORE, SHARE, CREATE & COLLABORATE ANY DOCUMENT FROM ANY DEVICE, ANYWHERE	25
GOOGLE DRIVE – EXPLORING ADVANCED FEATURES	26
MICROSOFT FORMS	26
GOOGLE FORMS.....	26
HOW TO CREATE POWERFUL INTERACTIVE PRESENTATIONS USING GOOGLE SLIDES.....	26
DOWNLOADING FROM THE INTERNET – BOOKS, MUSIC, VIDEOS, TOOLS, SOFTWARE	27
FACEBOOK FOR BEGINNERS.....	27
AN INTRODUCTION TO GOOGLE PHOTOS	27
EDITING YOUR PHOTOS AND IMAGES USING PAINT.NET	27
INTRODUCTION TO YOUTUBE	28
HAVING FUN ON THE INTERNET: THE AUDIO EXPERIENCE	28
SHOPPING ONLINE – GETTING THE BEST BUYS.....	28
ONLINE MARKETING FOR BUSINESS	28
SOCIAL MEDIA FOR BUSINESS	28
CODING COURSES.....	29
CODING FOR STUDENTS.....	29
CODING FOR THOSE WITH A PROGRAMMING BACKGROUND.....	29
TECHNOLOGY & ELECTRONIC DEVICES.....	29
MASTERING YOUR ANDROID SMARTPHONE!	29
BEING TECH-SAVVY! DEMYSTIFYING THE JARGON AROUND TECHNOLOGY	30
PHOTOGRAPHY & MEDIA	30
INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA	30
CREATIVE PHOTOGRAPHY - TAKING YOUR PHOTOS TO THE NEXT LEVEL.....	30
UPLOADING & STORING YOUR PHOTOGRAPHS.....	31
AN INTRODUCTION TO GOOGLE PHOTOS	31
AUDIO PODCASTING.....	31
COOKING & BAKING	32
TEDDY BEAR’S PICNIC.....	32
VEGAN COOKING FOR BEGINNERS	32
VEGAN CHEESE MAKING	32
THE OUTDOORS, HOME, GARDEN & DIY SKILLS	32

<i>BASIC PLUMBING</i>	<i>32</i>
<i>HOME COMPOSTING</i>	<i>33</i>
<i>INTRODUCTION TO WORM FARMING WITH COMPOSTING WORMS (VERMICULTURE)</i>	<i>33</i>
<i>ALL ABOUT BEES & BEEKEEPING</i>	<i>33</i>
<i>BIRDS & BIRDING – AN INTRODUCTION TO BIRDING IN CAPE TOWN</i>	<i>33</i>
<i>TEE ID: NEWLANDS FOREST, TABLE MOUNTAIN NATIONAL PARK.....</i>	<i>34</i>
LANGUAGES, LEARNING & WRITING	34
<i>XHOSA FOR BEGINNERS.....</i>	<i>34</i>
<i>INTRODUCTION TO FRENCH</i>	<i>34</i>
<i>INTRODUCTION TO GERMAN</i>	<i>35</i>
<i>INTRODUCTION TO ITALIAN</i>	<i>35</i>
<i>THE PSYCHOLOGY OF LANGUAGE DEVELOPMENT.....</i>	<i>35</i>
<i>WRITING FOR UNIVERSITY</i>	<i>35</i>
<i>HOW TO WRITE HONESTLY: AVOIDING PLAGIARISM IN ACADEMIC WRITING.....</i>	<i>35</i>
<i>BASIC BUSINESS WRITING SKILLS.....</i>	<i>36</i>
<i>THE STORY OF MY LIFE – AN INTRODUCTION TO WRITING MEMOIRS & AUTOBIOGRAPHIES</i>	<i>36</i>
<i>HOW TO SELF-PUBLISH YOUR OWN BOOK</i>	<i>36</i>
LIFESTYLE, HEALTH & WELLNESS & PERSONAL SAFETY.....	36
<i>CHOOSING TO LIVE EXTRA-ORDINARILY</i>	<i>36</i>
<i>MINDFULNESS – A STRESS & ANXIETY MANAGEMENT TECHNIQUE.....</i>	<i>37</i>
<i>PROCRASTINATION – THE THIEF OF TIME.....</i>	<i>37</i>
<i>HEALTHY BRAIN, HEALTHY MIND</i>	<i>37</i>
<i>TRAINING YOUR MEMORY</i>	<i>37</i>
<i>RETIREMENT: LIVING A FULFILLED LIFE</i>	<i>38</i>
<i>IF YOU CAN'T TRUST YOURSELF, THEN WHO CAN YOU TRUST? A PSYCHOLOGY STUDENT'S EXPERIENCES OF LIVING WITH OCD.....</i>	<i>38</i>
<i>TENSION & TRAUMA RELEASE EXERCISES (TRE).....</i>	<i>38</i>
<i>FIRST AID: LEVEL 1</i>	<i>39</i>
<i>FIRST AID: SPORTS INJURIES.....</i>	<i>39</i>
<i>THE GIFT OF FEAR – HOW TO RECOGNISE EARLY WARNING SIGNS OF VIOLENCE</i>	<i>39</i>
<i>SELF-DEFENCE: LEARNING HOW TO PROTECT YOURSELF.....</i>	<i>39</i>
PARENTING.....	40
<i>UNDERSTANDING AUTISM</i>	<i>40</i>
<i>MATHEMATICS IN THE FOUNDATION PHASE: HOW TO SUPPORT YOUR CHILD.....</i>	<i>40</i>
<i>PARENTING: AUTHORITY & DISCIPLINE</i>	<i>40</i>
<i>PARENTING: THE 4 TEMPERAMENTS</i>	<i>40</i>
<i>THE 4 PARENTING STYLES & THE DEVELOPMENTAL STAGES OF THE CHILD</i>	<i>41</i>
PERSONAL DEVELOPMENT.....	41
<i>PRACTICING SELF-CARE</i>	<i>41</i>
<i>CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE</i>	<i>41</i>
<i>NEGOTIATION SKILLS.....</i>	<i>41</i>
<i>LEADING FROM WITHIN: BECOMING AN EMOTIONALLY INTELLIGENT LEADER</i>	<i>42</i>
<i>COMMUNICATING ASSERTIVELY – THROUGH VOICE & BODY LANGUAGE.....</i>	<i>42</i>
<i>POWERFUL CONVERSATIONS</i>	<i>42</i>
MISCELLANEOUS COURSES	42
<i>LOCAL HISTORY.....</i>	<i>42</i>
<i>CONSTANTIA & ITS NEIGHBOURS:.....</i>	<i>42</i>
<i>GREEN & SEA POINT GETAWAY</i>	<i>42</i>
<i>CONTEMPORARY DANCE - BEGINNER</i>	<i>43</i>
<i>CONTEMPORARY DANCE - INTERMEDIATE.....</i>	<i>43</i>
<i>INTERSTELLAR VISITATION AWARENESS.....</i>	<i>43</i>
<i>INTRODUCTION TO ASTRONOMY</i>	<i>43</i>

EVENT MANAGEMENT	44
CORPORATE TRAINING	44
EMPLOY FOR ATTITUDE, TRAIN FOR SKILL	44
CUSTOMER SERVICE ESSENTIALS.....	44
STRATEGIC MANAGEMENT – POINTING YOUR BUSINESS IN THE RIGHT DIRECTION	45
PROJECT MANAGEMENT – PLANNING FOR SUCCESS!.....	45
BEING AN EFFECTIVE TEAM MEMBER	46
COMMUNICATING ASSERTIVELY – THROUGH VOICE & BODY LANGUAGE.....	46
TRAIN THE TRAINER	46
GROW IN CONFIDENCE WITH NETWORKING – IN BUSINESS & FOR FINDING WORK	47
BASIC BUSINESS WRITING SKILLS.....	47
EDUCATOR ENRICHMENT COMPONENT	48
PERSONAL & PROFESSIONAL GROWTH	48
CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE	48
NEGOTIATION SKILLS – MAKING YOUR CLASSROOM A WIN-WIN ENVIRONMENT	48
MANAGEMENT TRAINING	48
LEADING FROM WITHIN - BECOMING AN EMOTIONALLY INTELLIGENT LEADER	48
STRATEGIC MANAGEMENT – TAKING YOUR SCHOOL IN THE RIGHT DIRECTION	49
PROJECT MANAGEMENT – PLANNING FOR SUCCESS!.....	49
EMPLOY FOR ATTITUDE, TRAIN FOR SKILL	49
BEING AN EFFECTIVE TEAM MEMBER	49
CLASSROOM MANAGEMENT & LEARNER-RELATED COURSES.....	50
CHANGING BEHAVIOUR THROUGH PROGRESSIVE DISCIPLINE	50
UNDERSTANDING AUTISM	50
IMPROVE LESSON RETENTION BY UNDERSTANDING LEARNING STYLES	50
UNDERSTANDING OCD AND RECOGNISING IT IN THE CHILDREN YOU TEACH	50
MEMORY TRAINING TECHNIQUES.....	51
THE PSYCHOLOGY OF LANGUAGE DEVELOPMENT.....	51
HOW TO HELP YOUR LEARNERS AVOID PLAGIARISM IN ACADEMIC WRITING	51
WRITING FOR HIGH SCHOOL OR UNIVERSITY – MAKING SURE YOUR LEARNERS ARE UP TO SPEED	51
INTERACTIVE TECHNOLOGY, COMPUTERS & PHOTOGRAPHY	52
INTERACTIVE WHITEBOARD TRAINING COURSE	52
FINDING TEACHING RESOURCES ON THE INTERNET	52
BEING TECH-SAVVY! DEMYSTIFYING THE JARGON AROUND TECHNOLOGY	52
WORKING WITH MS WORD – MAKING FORMATTING TESTS AND EXAM PAPERS SO MUCH EASIER!	52
AN INTRODUCTION TO GOOGLE DRIVE – STORE, SHARE, CREATE & COLLABORATE ANY DOCUMENT FROM ANY DEVICE, ANYWHERE.....	53
GOOGLE DRIVE – EXPLORING ADVANCED FEATURES	53
ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!	53
MICROSOFT FORMS	53
GOOGLE FORMS.....	53
USING YOUTUBE TO ENHANCE YOUR LESSONS.....	54
MS EXCEL – GETTING STARTED WITH SPREADSHEETS	54
MS EXCEL – INTERMEDIATE	54
MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS	54
CREATING AN EXCEL DASHBOARD.....	55
GOOGLE CLASSROOM	55
EDITING YOUR PHOTOS AND IMAGES USING PAINT.NET	55
HOW TO CREATE POWERFUL INTERACTIVE PRESENTATIONS USING GOOGLE SLIDES.....	55
ONLINE MARKETING FOR BUSINESS/SCHOOLS	56
SOCIAL MEDIA FOR BUSINESS/SCHOOLS.....	56

MISCELLANEOUS	57
FIRST AID: LEVEL 1	57
FIRST AID: SPORTS INJURIES.....	57
XHOSA FOR BEGINNERS.....	57
HOW TO SELF-PUBLISH YOUR OWN TEXT BOOK.....	57
EVENT MANAGEMENT.....	58
LEARNER ENRICHMENT COMPONENT	58
CODING FOR STUDENTS.....	58
WRITING FOR HIGH SCHOOL OR UNIVERSITY	58
HOW TO WRITE HONESTLY: AVOIDING PLAGIARISM IN ACADEMIC WRITING.....	58
MAKE STUDYING EASY BY IMPROVING YOUR MEMORY.....	58
FIRST AID: LEVEL 1	59
FIRST AID: SPORTS INJURIES.....	59
AUDIO PODCASTING.....	59
CONTEMPORARY DANCE - BEGINNER	59
CONTEMPORARY DANCE - INTERMEDIATE.....	59
FIRST TERM 2020: REGISTRATION FORM	60



ADULT ENRICHMENT COMPONENT

ART, CRAFTS & CROCHETING

Learn to Draw

Jessie Colman

B.Sc. Advanced Certificate in Fine Art /Dip SBA/ Artist & Art Teacher

Our Learn to Draw course is a respite from a busy week. It is perfect for anyone who has not drawn at all, as well as for those who have done some drawing but want to explore other ways of seeing and doing. Working with pencil, charcoal and graphite, you will capture a range of visual materials whilst learning the fundamentals of shading, proportion and composition. You will receive plenty of guidance and friendly interaction. You can look forward to:

- Getting started with warm up exercises and sketches
- Developing different techniques
- Capturing various qualities of pencils, charcoals and paper.

Equipment for the first session will be provided and you will be advised regarding materials for further sessions then.

Dates: 10 February – 2 March Mondays

18:30 – 20:30

Sessions: 4

Cost: R510 + R40 (cost of some materials) = R550

Getting Started with Acrylics

Holly O'Connor

DEJP, HDE (ART) ACE / Artist & Art Teacher

If you're unsure about working with acrylics and would like to explore the basics of this medium, then you will enjoy this course. You will learn all about: basic colour theory, brush techniques, blending, textures, edges and background work. This course is perfect for those wishing to attend Derric's Acrylics course in the future! Course requirements will be advised on registration.

Dates: 4 & 11 February

Tuesdays

18:30 – 20:30

Sessions: 2

Cost: R340

Painting in Acrylics with Derric van Rensburg

Derric Van Rensburg

Acclaimed S.A. Artist & Art Teacher

Looking for some artistic inspiration? Learning how to work with Acrylics under the guidance of an internationally acclaimed artist of Derric van Rensburg's calibre is a unique and inspiring experience. Derric's passion for passing on tips and techniques which he has learnt over the years adds a new dimension to his workshops and this, combined with his infectious sense of humour, guarantees a memorable experience! This course caters for all levels of artistic ability. Course requirements will be advised on registration. Tea and lunch will be provided.

Date: 15 February

Saturday

09:00 – 15:00

6 Hours

Cost: R750

Painting with Oils

Adrian van Staden

Artist & Art Teacher

In this workshop you will paint an “easy style” landscape in oil colours using a brush technique combined with a palette knife. You will be guided along the way and will complete your landscape painting during the workshop. So, whether you’re a complete beginner, or someone who is already experimenting with oils, you will love this experience! Course requirements will be advised on registration.

Date: 26 February Wednesday 18:30 – 21:00 2.5 Hours Cost: R340

Mixed Media: Combining Acrylics & Oils

Adrian van Staden

Artist & Art Teacher

This exciting mixed media workshop will give you the opportunity to learn the techniques required to paint with acrylics and oils combined. Course requirements will be advised on registration. Please note: the acrylic paint will be provided as part of the course fee.

Date: 4 March Wednesday 18:30 – 21:00 2.5 Hours Cost: R340

Watercolour Workshop

Jessie Colman

B.Sc. Advanced Certificate in Fine Art /Dip SBA/ Artist & Art Teacher

This Watercolour Workshop is a course designed for beginner and intermediate artists wishing to explore and improve watercolour painting techniques. The aim of the workshop is to have fun, create and be inspired. Colour vibration, detail, abstract shapes, movement etc. will be explored.

Bring your own reference materials on any subject that inspires you, or has a particular significance for you – such as photographs of seascapes, forests, tranquil water, mountains, flowers etc. Finish off the Workshop with a lively discussion about the work. Mid-morning tea and lunch will be provided.

Course requirements are as follows:

- Beginners can purchase a kit especially for the workshop, consisting of paint and paper for R85.00 (to be paid in cash directly to Jessie on the day). Please bring 2 water jars and a white ceramic dinner plate to be used as a palette and one size 6 watercolour brush should be purchased prior to the Workshop.
- Those who already have equipment, need to bring their watercolour paints, brushes, palette, 2 water jars and paper along to the workshop.
- A note book for colour notes and a pencil is required by all participants.

Date: 22 February Saturday 09:00 – 15:00 6 hours

Cost: R580 (to be paid on registration) + R85 for beginner’s kit to be paid directly to Jessie on the day

Mosaic Mirror

Gina Florentino

Mosaic Artist

Have fun making a 30cm x 30cm bespoke mirror which will suit your home décor perfectly or will make a special gift for someone you love! Apart from general mosaic and grouting techniques, you will also learn how to cut different mosaic shapes to complement your design. The course kit costs R180 and needs to be purchased from Gina at the workshop. Mid-morning tea and snacks will be provided.

Date: 22 February Saturday 09:00 – 13:00 4 Hours

Cost: R 240 (pay on registration) + Kit Price: R180 per item (pay to Gina at the workshop)

Beginner's Course in Needle Felting

Karen Platte

Felter, Fabric Artist

Have fun learning the skills needed to create beautiful 3D projects using felting and a felting needle, and in the process, you will create your own little 3D bunny which will make a perfect Easter gift! Mid-morning tea and snacks will be provided. The course fee includes all the materials which you will need for the workshop.

Date: 22 February Saturday 09:00 – 12:00 3 Hours Cost: R 260

Learn How to Crochet Bags

Francis Canterbury

Crochet Teacher

Crocheting is a skill that is therapeutic and transcends time! In this course you will make 3 funky bags and a pouch. You will need to purchase a size 8 crochet hook, 3 balls of Papatya ribbon in your favourite colours, and a darning needle.

Dates: 25 Feb, 3 & 10 March Tuesdays 18:30 – 20:30 Sessions: 3 Cost: R210

PERSONAL FINANCE

Budgeting & Keeping Simple Home-Based Accounts

Peter Furstenburg

Teacher/Business Accounting Diploma

The word budget is a dirty word to some people. The thought of writing down every expense and categorising household bills doesn't sound like much fun, but fortunately, with today's technology, you can keep a simple household budget without spending your entire day recording each expense. A simple budget is one that allows you to reach your goals without having to track every cent every day. For your budget to be successful everyone in your family should be on board and discussing your goals as a family will help to keep everyone motivated and on track.

This practical course will give you the tools you need to manage your monthly finances in order to achieve your goals – whether these are simply to come out at the end of the month without having incurred any debt, or to save for a holiday – planning your strategy will lead to success.

Date: 5 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R110

Wills & Estates Planning – Providing for your Future

Kumedzani Muloiwa

Associate: Gunstons Attorneys

Losing a loved one is bad enough – confusion about what will happen to your mutual estate if your spouse passes away before or vice-versa can be avoided with careful planning. What happens to your estate after a divorce if you have not had time to draw up a will or amend your existing will? It will be one of your wisest life decisions to invest the time and effort to have a will drawn up or amended.

This course will explore what a will entails, the legal requirements for a valid will, and the different types of wills. It will also look at what happens, from a legal perspective, when someone passes away, what to expect in terms of the administration process and the time it will take to finalise the estate.

Further points of discussion include:

- Who is the Master of the High Court and what is its role in the administration process?
- What happens when you bequeath or inherit an immovable property?
- What is the difference between testamentary and *inter vivos* trusts?

Date: 17 February Monday 18:30 – 20:30 Sessions: 1 Cost: R110

FINANCE, BUSINESS, & ENTREPRENEURSHIP SKILLS

Practical Bookkeeping/Accounting

Clive Stevens

Accounting Teacher

This comprehensive “hands-on” course will cover:

- Accounting Terms
- Subsidiary Journals (8 journals)
- Posting to General Ledger, Debtor’s Ledger & Creditor’s Ledger
- Extracting a Trial Balance

This course is ideal for:

- those in business and who like to understand the accounting side of the business in order to make informed decisions,
- those who have/are thinking of starting their own business, or
- those who want to upskill themselves in order to find a job.

Certificates of attendance will be issued on completion of the course.

Dates: 3 – 19 February Mon & Wed 18:30 – 20:30 Sessions: 6 Cost: R 780

Introduction to Business Accounting

Clive Stevens

Accounting Teacher

This course is ideal for anyone running their own business, or someone in management who is required to understand the financial aspects of business. It is a practical course covering the basic requirements for setting up business accounts, viz:

- bank reconciliation;
- inventory;
- VAT;
- PAYE;
- stock control;
- year-end adjustment and
- preparing financial statements for your bank.

Certificates of attendance will be issued.

Dates: 24 Feb – 4 March Mon & Wed 18:30 – 20:30 Sessions: 4 Cost: R590

Customer Service Essentials

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Excellent customer service is the lifeblood of any successful business and in the DNA of every successful employee: it is a non-negotiable element in business today, yet it is often assumed rather than trained, evaluated and rewarded. This two-hour workshop covers the basics, from customer needs, to moments of truth, the circle of service, how to deal with angry customers and how to retain customers.

For companies requiring group training, separate courses exist for delivery crew and drivers, managers and credit staff. These contain post course assessments and monitoring measures.

Jennifer Ritchie is a Trainer and Coach with specialist expertise in developing, training and measuring Customer Service in staff teams.

Date: 19 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R450

Strategic Management – Pointing your Business in the Right Direction

Christopher Swart

B.Sc. M. En. Programme in Project Management

Is your business floundering because of a lack of long-term strategic planning – a lack of “vision”? Strategy is the direction and scope of an organisation over the long-term.

In other words, strategy is about:

- Direction: Where the business trying to get to in the long term.
- Markets/Scope: Which markets should a business compete in and what kinds of activities are involved in such markets?
- Advantage: How can the business perform better than the competition in those markets?
- Resources: What resources (skill, assets, finance, relationships, technical competence, and facilities) are required in order to be able to compete?
- Environment: What external, environmental factors affect the businesses’ ability to compete?
- Stakeholders: What are the values and expectations of those who have power in and around the business?

Strategic management gives a business and the people that work in it, direction, hope and vision and is therefore a recipe for success!

Dates: 10 & 12 March

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R 290

Project Management – Planning for Success!

Christopher Swart

B.Sc. M. En. Programme in Project Management

- Part One: The Triple Constraint

The essence of Project Management is the ability to manage the relationship between the tasks / activities / work of a project to be completed on time and within budget. To do this we need to understand this relationship known as the “triple constraint”. In part one of this course we will explore the notion that success in a project is none other than to follow a set of instructions similar to that of a recipe. However, this recipe needs to be reliable and accurate.

- Part Two: Scope Management

Scope Management is the process to complete a “to do” list within the project plan, or the “project recipe”. Why is this the cornerstone to project success? We explore the typical pitfalls in defining the tasks to be completed, and how this is related to what needs to be delivered, and why so many projects fail at this level.

- Part Three: Time Management

In Project Management we plan to start each task identified on time, and to finish it within the estimated timeframe planned. Inevitably this will not happen, but we need to adjust our planning continuously to still finish the project as close as possible to the initial estimate for completion. We explore the tools that Project Managers use to do this, such as the Gantt Chart.

- Part Four: Cost Management

When we need to estimate the budget for a project, that estimate need to be as accurate as possible. For this we use the ABC of Cost Management, i.e. Activity Based Costing. Together with the cost of equipment and materials, this will constitute our budget, but we then have to control this budget. We explore the tools for doing this.

- Finally: Variance at Completion

What are the classical mistakes for not finishing a project within the estimated time? And why do projects inevitably run over budget? We look at ways to avoid this and the tools readily available to manage this process.

Dates: 6 Feb – 5 March

Thursdays

18:30 – 20:30

Sessions: 5

Cost: R 650

Train the Trainer

Jennifer Ritchie

Training Management Diploma , Career Coach & Consultant,

Over a morning you will learn and apply all the principles and techniques of professional facilitation. These include:

- differentiating between different types of learning and development,
- understanding adult learning principles and the elements of training,
- learning to apply the components of training process and present training.
- You will work through the technical elements of voice and of effective formal communication and learn to handle typical challenges and problems.

The course is interactive and involves skills practice and an assessment. Companies are encouraged to send supervisors and line managers who handle workplace teams.

Jennifer Ritchie has a Training Management Diploma and worked for over a decade as a National Trainer in retail and as a Training Manager in FMCG. Mid-morning tea and snacks will be served.

Date: 15 February Saturday 09:00 – 12:00 3 hours Cost: R450

Is Self-Employment for Me?

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

An introductory course for anyone considering self-employment or starting their own business. Find out whether you're ready to take those daunting but exciting first steps.

What is the course about?

With unemployment reaching new heights in SA, the appeal of starting your own business may be quite attractive. This course will look at the many different ways you can be your own boss in today's world of work and will help you consider which ways could work best for you. You will work out what's important to you in your work life and assess your skills, to help you reflect upon how suited you are for self-employment and what you may need to put in place to make it work well for you.

What will you cover in the course?

- What's motivating you to work for yourself?
- Have you got what it takes? - looking at your relevant skills, qualities and knowledge.
- The many ways of working for yourself in today's world of work.
- Next steps to move your ideas forward.
- You will complete a personal entrepreneurship competency profile and gauge where you need to grow.

What will I achieve? By the end of this course you should be able to...

- Recognise what's motivating you to work for yourself and have more awareness of your values.
- Gain knowledge of the many ways in which it's possible to work for yourself in today's world of work including the lower risk patchwork or portfolio career model.
- Have a clearer vision of success for your self-employment and work.
- Identify next steps to move forward with your work ideas.

An entrepreneur will also be available for a Q and A for the last ½ hour of the course.

Date: 11 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R180

Turn your Passion into a Business

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

This course will provide you with a no-nonsense guide to turning your passion into a business. This approach may be highly beneficial to those seeking another income stream or if there is a higher risk attached to starting the business fulltime. You will be guided as to:

- Which passions/interests can be monetised?
- The benefits of a part-time business
- The low cost of starting a business
- How to start a consultancy business
- Understanding where to look for traction
- Mitigating risks

Date: 20 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R180

Basic Business Writing Skills

Jennifer Ritchie

B.A. (English), Teacher/ Trainer/Consultant/Author

An English teacher, Trainer and Consultant, Jennifer takes you through the basic elements and techniques to build your competence in professional written communication in a business context. The course is a participative and practical one which will build your knowledge and confidence. It addresses tone, register, purpose and context and covers basic office writing including memos, emails, formal letters and minutes. You will emerge with a practical toolkit to write more professionally.

Jennifer Ritchie has a BA degree majoring in English and is a teacher, trainer and a published author.

Date: 13 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R240

RECRUITMENT & CAREERS

Employ for Attitude, Train for Skill

Stephen Price

B.Sc. H.D.E. B.Ed. School Principal & Past Business Manager

Over the years high-impact organizations that are changing the game in their fields all agree on one core “people” proposition: They hire for attitude and train for skill. They believe that one of the biggest challenges they face is to fill their ranks with executives and front-line employees whose personal values are in sync with the values that make the organization tick. As a result, they believe that character counts for more than credentials. When people have the right attitude, they are both motivated and adaptable which makes them more open to learning new skills. With the right attitude and enough effort most new skills can be mastered quickly. Whereas improving attitude is often about changing behaviours which is always much more difficult to do, as people need to want to change and without the right attitude this is unlikely to happen

Stephen has over 30 years of management experience in both the private sector, as well as in education, and it therefore the ideal person to explore this concept.

Date: 25 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R170

Get the Job you Want!

Jennifer Ritchie

Recruitment Specialist/Career Coach, Trainer & Consultant

A comprehensive and practical workshop, facilitated by a career coach, trainer and consultant on understanding the elements that lead to finding a satisfying and rewarding job. Components include a skills analysis, individual career goals and an action plan, appropriate CV formatting and compilation, interview understanding and preparation, self-marketing basics, and invaluable techniques to get out there in a way which elicits results and ensures success. The course fee includes a helpful reference book.

Date: 2 March Monday 18:30 – 20:30 Sessions: 1 Cost: R240

Professional Interview Techniques

Jennifer Ritchie

Recruitment Specialist/Career Coach, Trainer & Consultant

If you are asked to attend an interview, it means you have met the paper-based requirements for a position, yet so often the process goes no further, and feedback is seldom given. Succeeding in an interview requires specific recruitment process understanding, a particular approach and basic preparation techniques. You need to know where to start, how to articulate your value add, how to deal with competency-based questions and come through having scored higher than other shortlisted candidates. The workshop equips you with all these critical techniques in a way which will leave you motivated and determined to prove your worth and build on your career success.

Date: 4 March Thursday 18:30 – 20:30 Sessions: 1 Cost: R240

“SOFT SKILLS” IN THE WORKPLACE

Conflict Management & Dealing with Difficult People

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

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

Date: 11 & 13 February Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R280

Negotiation Skills

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

For most of us, negotiation is an everyday occurrence. For some this skill comes easily, others struggle with it! We negotiate when asking the boss for a raise, discussing the terms of a contract, bargaining with a seller at a market for the best price, encouraging our children to eat their vegetables, working out a conflict with your loved ones, asking the boss to leave early, etc. This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small.

Date: 25 & 27 February Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R280

Grow in Confidence with Networking – in Business & for Finding Work

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Networking is predicted to be a major growth area over the next few years. This course is for people who don't really like networking but recognise the value that improving their networking skills would bring to their working lives. Discover how networking can help you in the job hunting and career change process, and how it can help you grow your business. Learn easy and effective networking techniques which will save you time and energy, yet move you seamlessly towards achieving your work and business goals.

By the end of this course you should be able to:

- Recognise how networking can help in the job hunting and career change process and in growing your business.
- Clarify your work or business goals
- Identify ways in which networking can help you achieve your work or business goals.
- Start using a clear and effective networking messages to realise your potential.
- Start using your network to identify people who can help you.
- Obtain confidence about networking, through increased knowledge of effective networking techniques and through practical exercises.

Date: 25 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R180

Leading from Within: Becoming an Emotionally Intelligent Leader

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Emotionally intelligent leadership is critical to motivating, engaging and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 4 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R180

Communicating Assertively – Through Voice & Body Language

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Do you feel that your opinion is not heard and that people with louder voices or bigger personalities cut through what you have to say? Learn and develop assertive, confident speaking in business or social situations.

The course will cover:

- Vocal technique.
- Strategies for communication.
- Being seen and heard.

By the end of this course you should be able to:

- Recognise the techniques for improving vocal communication.
- Identify the importance of body language in vocal intention.
- Begin to apply what you have learnt in everyday life

Date: 5 & 12 March

Thursdays

18:30 – 20:30

Sessions: 2

Cost: R360

Personal Productivity**Loretta Erasmus****M. Phil. Management Coaching / Business Coach**

Do you ever wonder if your office/ home environment is preventing you from being as productive as possible? The modern office/home is full of distractions! Top causes of distraction include: chatty co-workers, office noises, feeling overwhelmed by changes at work, and social media, etc. This workshop will help you to tune out distractions and improve your personal productivity, thereby reclaiming focus, maximizing productivity, achieving your goals, developing a productive mind-set, staying motivated, multitasking, and identifying peak hours of productivity.

Date: 6 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R140

Being an Effective Team Member**Loretta Erasmus****M. Phil. Management Coaching / Business Coach**

Managers often overlook team development. This can lead to low morale, low performance and high staff turnover. This participatory workshop will enable course participants practice key skills needed to address the inevitable challenges that arise in teams, notably, appreciating individual differences, communicating collaboratively, and managing conflict. The course will explore:

- Characteristics of effective teams,
- The four stages of team development,
- Individual differences and roles within the team,
- Building and maintaining teams.

Date: 3 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R140

ESSENTIAL IT SKILLS FOR THE WORKPLACE**MS Excel – Getting Started with Spreadsheets****Cedric Goliath**

Network Administrator and IT Trainer
Educators Earn CPDT points

A basic knowledge of Excel is essential in most jobs. You can use Excel to analyse numbers, keep track of data and graphically represent your information. This course will introduce you to Microsoft Excel. You will learn the basics of data entry and formatting, as well as basic functions and formulae. Computer literacy is a pre-requisite for attending this course.

Dates: 3 & 5 February Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Intermediate**Cedric Goliath**

Network Administrator and IT Trainer
Educators Earn CPDT points

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

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

Dates: 10 & 12 February Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Applying Advanced Formulae & Functions

Cedric Goliath

**Network Administrator and IT Trainer
Educators Earn CPDT points**

If you need to be able to work with Advanced features of Excel, then you will benefit from this course which will cover the following:

- Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate
- Filtering Data in a list including Advanced filtering and Custom sorting;
- What-if Analysis: Goal seeking; Scenario Manager;
- Adding Subtotals to a list;
- Using Pivot Tables including Pivot chart and Slicers;
- Recording and using Macros

Dates: 17 & 19 February

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R490

Creating an Excel Dashboard

Cedric Goliath

Network Administrator and IT Trainer

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

Date: 24 February

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

OneDrive – Cloud Storage for All Devices!

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

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

Date: 4 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

An Introduction to Google Drive – Store, Share, Create & Collaborate Any Document from Any Device, Anywhere

Susan Stein

**B. Ed Hons. (Technology) Computer Trainer
Educators Earn 5 CPDT points**

Google Drive is a versatile programme that allows you to create folders and share them with business colleagues, friends and family. Photos can be backed up to a folder shared with family and friends. Documents can be created that more than one person can work on at a time and they can be accessed from any smart device. It even has a voice to text function. Whether at work or play – Google Drive will make your life easier and on top of it all – it's free! Please note – this course is aimed at beginners and you will be required to have a Gmail account. Please don't forget to bring your password along.

Date: 6 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

Google Drive – Exploring Advanced Features

Susan Stein

B. Ed Hons. (Technology) Computer Trainer

Find out all about:

- Advanced search options in Google Drive: searching by owner; type; name
- Using extensions and add-ons: Doc tools; speech recognition; table of contents; g(Math)
- Using Google Keep to transfer data between devices: Images and text stored on phones or iPads can be transferred directly to Google Docs; drag & drop text and images; make notes in Keep and transfer to Google Docs
- Downloading & converting Google Docs files
- Text editing with Google Docs: bullets, fine tuning images and searching (by colour); find and replace, hyperlinks; voice typing; automatically substituting text; reverting to earlier versions of a document & flagging and starring files.

Date: 10 February

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

Microsoft Forms

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a hidden gem, part of some Office 365 subscriptions but also available to anyone with a Hotmail/Live/Outlook.com account. Build detailed surveys that you can send out to people and/or customers that range from simple and straightforward to in depth and detailed. Best of all, Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms.

Date: 11 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

Google Forms

Susan Stein

B. Ed Hons. (Technology) Computer Trainer

Google Forms can be used to create online surveys and quizzes and send them to other people. Manage event registrations; create a quick opinion poll, and much more. With Google Forms, you can create and analyse surveys right in your mobile or web browser—no special software required. You get instant results as they come in. And, you can summarize survey results at a glance with charts and graphs. For those in education, Google Forms can be used to set, fill in and auto mark tests using a Plug in. Once the test is done Google Forms will generate a spreadsheet that can be self-marked. Please make sure you have a Gmail account set up prior to this course.

Date: 2 March

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

How to Create Powerful Interactive Presentations using Google Slides

Susan Stein

B. Ed Hons. (Technology) Computer Trainer

Earn CPDT points

Google Slides is a programme used for creating online presentations, which can be used in any field of work. In this course you will learn how to create a presentation that is non-linear, interactive and creative. You will find out how to create: Multiple choice quizzes; Guided information presentations, and Triggers that will allow people to get information or answer question by clicking on a picture, shape or word. Please ensure that you have a Google or Gmail account set up prior to attending the course.

Date: 27 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

MARKETING YOUR BUSINESS/SCHOOL

Online Marketing for Business

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

During this course, you'll learn all the elements of online marketing for your small business. You will cover:

- Introduction to Online Marketing
- Website design and development
- Web analytics
- Search Engine Optimisation (SEO)
- Online copywriting and content creation
- Online advertising and Pay Per Click
- Social media
- Email marketing
- Digital marketing strategy

This is an introductory course and suitable for those who have little or no previous experience of the subject. You should be computer literate and be interested in how a business can use online marketing. The course fee includes tea/snacks and a full lunch.

Date: 15 February

Saturday

09:00 -15:00

6 hours

Cost: R640

Social Media for Business/Schools

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

This course will give you the foundation to create an impressive social media strategy for your business and brand. You will cover:

- Building and managing a Facebook Page
- Introduction to Instagram, LinkedIn, Pinterest
- Writing a Social Media Business Strategy
- Learn to use third-party applications that can help you execute your social media strategy - Hootsuite, Bitly, Phonto, Cinegraphic and more
- Content Strategy and Planning
- E-commerce on Social Media
- Running ads on Social Media
- Latest Social Media Trends
- Time-saving tips and tricks for using social media
- Hashtag management

This is an introductory course and suitable for those who have little or no previous experience of the subject. You need to have a personal Facebook account. The course fee includes tea/snacks and a full lunch.

Date: 22 February

Saturday

09:00 – 15:00

Sessions: 2

Cost: R490

COMPUTER & ELECTRONIC DEVICES FOR SENIORS

Pensioners qualify for a **10% discount**
on the courses in the ***Computers & Electronic Devices for Seniors*** section.

Computers for Beginners

Cedric Goliath

Network Administrator and IT Trainer
Educators Earn CPDT points

Do you want to know how to?

- Operate a computer with confidence
- Use MS Word to create/type documents
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devices so that you will know how to for example download photos from your camera

Those who are “self-taught” and have “gaps” in their knowledge, will also benefit from this course. You won’t look back! Tea/coffee and mid-morning snacks will be provided.

Dates: 15 & 22 February Saturdays 09:00 – 13:00 8 Hours Cost: R760

Finding your Way Around Windows 10

Octavia Chidiyiwa

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

Struggling to get to grips with Windows 10? Windows 10 does what it set out to do: Bring the Windows 7-style interface into the tiled universe. It is, in many ways, what Windows 8 should’ve been. It has all the advancements from Windows 8 - security, stability, power saving, and on and on - with much of the Windows 7 interface fully integrated. This course will cover the differences between Win 7 and Win 10 and will take you through a journey of the main features and changes in Win 10 from an interface change, ease of use, compatibility and security.

Date: 20 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Emailing made Easy!

Cedric Goliath

Network Administrator and IT Trainer
Educators Earn 5 CPDT points

Outlook is a versatile application that is included in the Microsoft Office suite of programmes. It is ideal for managing your emails, calendar and contacts, but it is an underutilized gem because many people don’t know how to set it up. In this course you will learn how to configure Microsoft Outlook to access your web-based email accounts (e.g. Gmail, Yahoo etc.), as well as setting up a contact list, an electronic signature and your calendar.

Date: 4 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

Managing the Files & Folders on your Computer

Octavia Chidiyiwa

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer
Educators Earn CPDT Points***

Is your desktop a mess? Do you struggle to find documents which you have stored on your computer? Do you want to save yourself time and trouble by organising the files and folders on your computer? In this session you will look at:

- How to manage files on your computer
- Directory structure and hidden files
- Important files and folders
- Naming and file system tips

Course participants should have a basic level of computer literacy to benefit from this course.

Dates: 3 March

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

Downloading from the Internet – Books, Music, Videos, Tools, Software

Octavia Chidiyiwa

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

The internet is filled with so much material, be it video or mp3 or pdf. How would you like to have a collection of your best books, best music? Where does one start? This course will assist you to find and download for free online:

- How to download You tube videos
- How to find and download music
- How to find and download books
- How to download movies
- How to find scholarly articles
- Useful download tools and software

Date: 4 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

Uploading & Storing your Photographs

Craig Murray

Photographer/ Head: IT Infrastructure & Network Administration

This course is aimed at those starting out who would like to find out how to download photographs and image files from your camera to your computer and to the cloud or other online storage. You will find out not only how to connect your camera, download pictures and set up folders for storing your images, but also how to manage online storage and identify good photos. The fun has begun! Afternoon tea and snacks will be provided.

Date: 15 February

Saturday

13:30 – 16:00

2.5 hours

Cost: R330

Facebook for Beginners

Octavia Chidiyiwa

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

This course aims to help you to build a Facebook account **from scratch**, fill out your timeline, and personalize your profile with a cover photo. You'll learn the lingo—friends, groups, chats, like, comments, and more—and find out how to build your network. You'll also discover how to post status updates, tag friends, sort your news feed, and hide unwanted updates. Plus, find out how to upload photos and videos to Facebook, and get instructions for adjusting your privacy settings. You'll have hours of fun from Facebook, and you might even find a long-lost friend! You will need to have a Google account to work with Facebook. Please remember to bring your Google Password along, and if you're not sure what this all means, then please come at least 15 minutes early to the course and we will help you to create a Google account.

Date: 25 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

Being Tech-Savvy! Demystifying the Jargon around Technology

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Do you get confused when your children, grandchildren, friends or family rattle off technology jargon and automatically expect you to understand what they mean? Looking to buy a new TV or a computer only to be absolutely bombarded with jargon and smooth sales talk that leaves you with less clarity than before you entered the shop? Have no idea what type of internet connection you'll need at home and don't know what on earth LTE or fibre is? If you answered yes to any of these questions, then this course is for you. Over the course of the evening, this course will demystify things such as internet connection types, smart TV vs. a normal TV, tablet vs. iPad and help you choose a streaming service that is worth your money amongst other modern marvels. In this relaxed environment, you can ask questions to your heart's content and get answers that won't leave you feeling like you need a PhD in jargon.

The pace of technology is only going to keep accelerating. This is your chance to get clued up, be armed with better information to make the best purchase possible for your money and best of all, show the young whippersnappers that technology is there to benefit everyone!

Date: 9 March

Monday

18:00 – 20:00

Sessions: 1

Cost: R270

Mastering your Android Smartphone!

Octavia Chidiya

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

Earn CPDT points

If you're holding your shiny new Android smartphone and wondering how to get the most from it, then you've come to the right place. Whether this is your first smartphone, you've just hopped over from an iPhone, or you've had several Android handsets, we've pulled together some of the best Android tips and tricks to help you get the most from your new phone. Android is an ever-changing beast with many faces, that means that few Android devices are alike, but all Android devices have the same foundation. So, starting at the beginning, here's how to master your Android gadget. The course will cover but not be limited to the following:

- Sort out your Google account
- Create or import contacts
- Install some Apps from Google play store
- Moving files to and from your phone
- Navigation buttons
- Use Android folders
- How do I take screenshots?
- Choosing the best Android Keyboard
- Data and Wifi, how to avoid unnecessary background downloads

Please bring your cell phone along to the course.

Date: 27 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

COMPUTER SKILLS

Please Note: Certificates of completion will be issued on “work-related” computer courses. Teachers receive CPDT points for certain courses.

Computers for Beginners

Cedric Goliath

Network Administrator and IT Trainer

Do you want to know how to?

- Operate a computer with confidence
- Use MS Word to create/type documents
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devices so that you will know how to for example download photos from your camera

Those who are “self-taught” and have “gaps” in their knowledge, will also benefit from this course. You won’t look back! Tea/coffee and mid-morning snacks will be provided.

Dates: 15 & 22 February Saturdays 09:00 – 13:00 8 Hours Cost: R760

Emailing made Easy!

Cedric Goliath

Network Administrator and IT Trainer

Outlook is a versatile application that is included in the Microsoft Office suite of programmes. It is ideal for managing your emails, calendar and contacts, but it is an underutilized gem because many people don’t know how to set it up. In this course you will learn how to configure Microsoft Outlook to access your web-based email accounts (e.g. Gmail, Yahoo etc.), as well as setting up a contact list, an electronic signature and your calendar.

Date: 4 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

Finding your Way Around Windows 10

Octavia Chidiya

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

Struggling to get to grips with Windows 10? Windows 10 does what it set out to do: Bring the Windows 7-style interface into the tiled universe. It is, in many ways, what Windows 8 should’ve been. It has all the advancements from Windows 8 - security, stability, power saving, and on and on - with much of the Windows 7 interface fully integrated. This course will cover the differences between Win 7 and Win 10 and will take you through a journey of the main features and changes in Win 10 from an interface change, ease of use, compatibility and security.

Date: 20 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Working with MS Word – What Everyone Should Know!

Octavia Chidiya

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

If you know the basics of MS Word because you’ve attended our Introduction to Computers course, or you’ve been working with it for ages, but want to find out how to use the package more efficiently, then you will love this course! Learn all the tips and tricks which will enable you to find your way around MS Word with confidence and produce professional-looking documents.

Dates: 10 & 12 March Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

Managing the Files & Folders on your Computer

Octavia Chidiya

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer
Educators Earn CPDT Points***

Is your desktop a mess? Do you struggle to find documents which you have stored on your computer? Do you want to save yourself time and trouble by organising the files and folders on your computer? In this session you will look at:

- How to manage files on your computer
- Directory structure and hidden files
- Important files and folders
- Naming and file system tips

Course participants should have a basic level of computer literacy to benefit from this course.

Dates: 3 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

MS Excel – Getting Started with Spreadsheets

Cedric Goliath

Network Administrator and IT Trainer

A basic knowledge of Excel is essential in most jobs. You can use Excel to analyse numbers, keep track of data and graphically represent your information. This course will introduce you to Microsoft Excel. You will learn the basics of data entry and formatting, as well as basic functions and formulae. Computer literacy is a pre-requisite for attending this course.

Dates: 3 & 5 February Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Intermediate

Cedric Goliath

Network Administrator and IT Trainer

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

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

Dates: 10 & 12 February Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Applying Advanced Formulae & Functions

Cedric Goliath

Network Administrator and IT Trainer

If you need to be able to work with Advanced features of Excel, then you will benefit from this course which will cover the following:

- Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate
- Filtering Data in a list including Advanced filtering and Custom sorting;
- What-if Analysis: Goal seeking; Scenario Manager;
- Adding Subtotals to a list;
- Using Pivot Tables including Pivot chart and Slicers;
- Recording and using Macros

Dates: 17 & 19 February Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Creating an Excel Dashboard

Cedric Goliath

Network Administrator and IT Trainer

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

Date: 24 February Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Cloud Computing

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

“The Cloud” is one of the hottest buzzwords in the computing world, but what exactly does “The Cloud” mean to you as a person in the street? Do names like Microsoft OneDrive, Google Drive, Dropbox, Azure, Xero and more sound vaguely familiar? In this course, we will look at the different facets of what the Cloud actually is, how useful it can be to you, as well as some pitfalls that can diminish and degrade your experience. After this course, your eyes will be opened to all sorts of possibilities. It is recommended that you have access to an internet connection so that you can explore the “Cloud” at your own pace once the course is complete.

Date: 26 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

OneDrive – Cloud Storage for All Devices!

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

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

Date: 4 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

An Introduction to Google Drive – Store, Share, Create & Collaborate Any Document from Any Device, Anywhere

Susan Stein

***B. Ed Hons. (Technology) Computer Trainer
Educators Earn 5 CPDT points***

Google Drive is a versatile programme that allows you to create folders and share them with business colleagues, friends and family. Photos can be backed up to a folder shared with family and friends. Documents can be created that more than one person can work on at a time and they can be accessed from any smart device. It even has a voice to text function. Whether at work or play – Google Drive will make your life easier and on top of it all – it’s free! Please note – this course is aimed at beginners and you will be required to have a Gmail account. Please don’t forget to bring your password along.

Date: 6 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Google Drive – Exploring Advanced Features

Susan Stein

B. Ed Hons. (Technology) Computer Trainer

Find out all about:

- Advanced search options in Google Drive: searching by owner; type; name
- Using extensions and add-ons: Doc tools; speech recognition; table of contents; g(Math)
- Using Google Keep to transfer data between devices: Images and text stored on phones or iPads can be transferred directly to Google Docs; drag & drop text and images; make notes in Keep and transfer to Google Docs
- Downloading & converting Google Docs files
- Text editing with Google Docs: bullets, fine tuning images and searching (by colour); find and replace, hyperlinks; voice typing; automatically substituting text; reverting to earlier versions of a document & flagging and starring files.

Date: 10 February

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

Microsoft Forms

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a hidden gem, part of some Office 365 subscriptions but also available to anyone with a Hotmail/Live/Outlook.com account. Build detailed surveys that you can send out to people and/or customers that range from simple and straightforward to highly in depth and detailed. Best of all, Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms.

Date: 11 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

Google Forms

Susan Stein

B. Ed Hons. (Technology) Computer Trainer

Google Forms can be used to create online surveys and quizzes and send them to other people. Manage event registrations; create a quick opinion poll, and much more. With Google Forms, you can create and analyse surveys right in your mobile or web browser—no special software required. You get instant results as they come in. And, you can summarize survey results at a glance with charts and graphs. For those in education, Google Forms can be used to set, fill in and auto mark tests using a Plug in. Once the test is done Google Forms will generate a spreadsheet that can be self-marked. Please make sure you have a Gmail account set up prior to this course.

Date: 2 March

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

How to Create Powerful Interactive Presentations using Google Slides

Susan Stein

B. Ed Hons. (Technology) Computer Trainer

Earn CPDT points

Google Slides is a programme used for creating online presentations, which can be used in any field of work. In this course you will learn how to create a presentation that is non-linear, interactive and creative. You will find out how to create: Multiple choice quizzes; Guided information presentations, and Triggers that will allow people to get information or answer question by clicking on a picture, shape or word. Please ensure that you have a Google or Gmail account set up prior to attending the course.

Date: 27 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

Downloading from the Internet – Books, Music, Videos, Tools, Software

Octavia Chidiya

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

The internet is filled with so much material, be it video or mp3 or pdf. How would you like to have a collection of your best books, best music? Where does one start? This course will assist you to find and download for free online:

- How to download You tube videos
- How to find and download music
- How to find and download books
- How to download movies
- How to find scholarly articles
- Useful download tools and software

Date: 4 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

Facebook for Beginners

Octavia Chidiya

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

This course aims to help you to build a Facebook account **from scratch**, fill out your timeline, and personalize your profile with a cover photo. You'll learn the lingo—friends, groups, chats, like, comments, and more—and find out how to build your network. You'll also discover how to post status updates, tag friends, sort your news feed, and hide unwanted updates. Plus, find out how to upload photos and videos to Facebook, and get instructions for adjusting your privacy settings. You'll have hours of fun from Facebook, and you might even find a long-lost friend! You will need to have a Google account to work with Facebook. Please remember to bring your Google Password along, and if you're not sure what this all means, then please come at least 15 minutes early to the course and we will help you to create a Google account.

Date: 25 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

An Introduction to Google Photos

Susan Stein

B. Ed Hons. (Technology) Computer Trainer

In this useful course, you will find out how to use Google Photos to store the photos from all your devices – cell phones, tablets, laptops etc. You will also learn how to manipulate photos, create albums and animations, share photos and sync your photos from different devices. You will need a Gmail account to do this course. If you don't have a Gmail account, Susan will be in the venue 15 minutes early to help you to set one up.

Date: 3 February

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

Editing your Photos and Images using Paint.Net

Ross Cohen

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

If you're looking for a photo or image editor that is more powerful than Microsoft Paint, but not as complex as Photoshop, then Paint.Net is what you're looking for! Paint.Net is a free, easy-to-use photo and image editor, with support for layers. Its user interface, while innovative, is simple and very user-friendly, with unlimited undo, special effects and a wide variety of useful and powerful tools that will enable you to spend many enjoyable hours creating amazing images!

Date: 5 March

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

Introduction to YouTube

Octavia Chidiya

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

Did you know that YouTube is good for a whole lot more than funny Cat Videos? YouTube is in fact the world's second biggest search engine and a store of almost infinite knowledge. If you want to begin to dig beneath the surface and learn how to use it effectively, this is the course for you! Some of the things you will be exposed to are:

- Signing in to YouTube
- How to subscribe to other YouTube channels
- How to create your own playlists and share them
- How to upload your own content and control the sharing settings
- Amazing tricks and tips

Please note: This is an **entry-level** course for those starting out on YouTube! You will need a Google or Gmail account to do this course.

Date: 5 March Thursday 19:00 – 21:00 Sessions: 1 Cost: R270

Having Fun on the Internet: The Audio Experience

Octavia Chidiya

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

Are you a music lover? The internet is a fantastic repository of all types of music, much of which is freely available for download. You will look at how to access your favourite songs, as well as how to set up free accounts, where you can stream your music collection whenever you are online. There will be time to explore other audio options, such as podcasts and audio books. You will also take a brief look at how best to use your audio downloads with iTunes and Windows Media Player.

Date: 2 March Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Shopping Online – Getting the Best Buys

Octavia Chidiya

B.Sc. Computer Science, Technical Support Manager, Computer Trainer

Part of the fun of having an internet connection is finding out where to get great bargains and best buys. This workshop takes you on an exciting journey through the web as we explore discount sites, online catalogues and word of mouth recommendations. You are guaranteed to save money and trouble by first exploring your buying options on the web.

Date: 6 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Online Marketing for Business

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

During this course, you'll learn all the elements of online marketing for your small business. Course details can be found on page 19.

Date: 15 February Saturday 09:00 -15:00 6 hours Cost: R640

Social Media for Business

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

This course will give you the foundation to create an impressive social media strategy for your business and brand. Course details can be found on page 19.

Date: 22 February Saturday 09:00 – 15:00 Sessions: 2 Cost: R490

CODING COURSES

Coding for Students

Octavia Chidiyiwa

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer
Level Up Geek Up Academy***

This course aims to prepare students (under 18"s) for the Fourth Industrial Revolution with the creative, collaborative, design thinking, and computational thinking skills of the future. Learning computer science and programming encourages creativity, problem-solving, ethics and collaboration. You will have fun learning Python as a programming language and challenging yourselves to think like computer programmers. How nice and cool is it to create something from the ground up? Python is used across diverse fields from web and game development to machine learning, AI, scientific computing and academic research. It is easy to learn as a first language and a valuable skill-set to have in any programmer's stack because of its diverse usage. Once you learn it, you can find opportunities in web development, data science, machine learning, AI, web scrapping, game development, scientific and numeric computing.... the list goes on, making it the versatile language to learn. At the end of this course a student should be able to write a basic program using Python.

Date: 5 Feb – 18 March
(excluding 12 Feb)

Wednesdays

16:30 – 18:00

Sessions: 6

Cost: R400

Coding for Those with a Programming Background

Octavia Chidiyiwa

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer
Level Up Geek Up Academy***

If you are looking to add a new programming language to your stack, then this Python crash course is for you! Python language is expressive and productive, so you can create solutions quickly and others can understand it easily. One of the fundamental ideas behind Python is to facilitate an easily readable code. The syntax of Python is simple, clean and easy to understand. Unlike many other programming languages, its code is relatively easy to read as it resembles a part of everyday English that we speak. Python is a great addition to your skillset no matter where your career ends up taking you. With Python you can build simple scripts to complex applications. You can do it quickly, safely and with fewer lines of code than you might think possible. Python is fun, expressive, it's readable style, quick editing, run development cycle meaning you can sit down writing code, rather than fighting compilers and complex syntax. Python will grow with you as your experiments become prototypes, your prototypes become products. Python makes the experience of writing software easier and enjoyable. At the end of this course you should have a good foundation and background for further learning if you want to become an expert.

Date: 17 – 26 February

Mon & Wed

18:30 – 20:30

Sessions: 4

Cost: R850

TECHNOLOGY & ELECTRONIC DEVICES

Mastering your Android Smartphone!

Octavia Chidiyiwa

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer
Earn CPDT points***

If you're holding your shiny new Android smartphone and wondering how to get the most from it, then you've come to the right place. A detailed course description can be found on page 22.

Date: 27 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

Being Tech-Savvy! Demystifying the Jargon around Technology

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Do you get confused when your children, grandchildren, friends or family rattle off technology jargon and automatically expect you to understand what they mean? Looking to buy a new TV or a computer only to be absolutely bombarded with jargon and smooth sales talk that leaves you with less clarity than before you entered the shop? Have no idea what type of internet connection you'll need at home and don't know what on earth LTE or fibre is? If you answered yes to any of these questions, then this course is for you. Over the course of the evening, this course will demystify things such as internet connection types, smart TV vs a normal TV, tablet vs iPad and help you choose a streaming service that is worth your money amongst other modern marvels. In this relaxed environment, you can ask questions to your heart's content and get answers that won't leave you feeling like you need a PhD in jargon.

The pace of technology is only going to keep accelerating. This is your chance to get clued up, be armed with better information to make the best purchase possible for your money and best of all, show the young whippersnappers that technology is there to benefit everyone!

Date: 9 March Monday 18:00 – 20:00 Sessions: 1 Cost: R270

PHOTOGRAPHY & MEDIA

Introduction to Photography – Getting to Know your Camera

Craig Murray

Photographer/ Photography Lecturer

Do you have a digital camera but feel confused by all the options on offer? A Christmas or birthday present that you haven't made good use of yet because the camera seems intimidating? Come along to this course where the basics and foundation of good photography will be presented. Technical terms such as aperture, shutter speed and ISO will be covered, but so will subjects such as good light, framing and composition, as well as getting to grips with your sometimes-confusing camera controls. Camera accessories will also be discussed, for those who want to and are ready to take the next small step forwards on this incredible journey.

Please bring your cameras along to the course, with the camera battery fully charged – you will be taking pictures on the day. You can also bring your camera manual along if you've read something you don't understand and would like some clarity. The course fee includes mid-morning tea and snacks.

Date: 15 February Saturday 09:00 – 13:00 4 hours Cost: R470

Creative Photography - Taking your Photos to the Next Level

Wayne Turner

Photography Lecturer, Author

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

Date: 22 February Saturday 09:00 – 15:00 6 hours Cost: R620

Uploading & Storing your Photographs

Craig Murray

Photographer/ Head: IT Infrastructure & Network Administration

This course is aimed at those starting out who would like to find out how to download photographs and image files from your camera to your computer and to the cloud or other online storage. You will find out not only how to connect your camera, download pictures and set up folders for storing your images, but also how to manage online storage and identify good photos. The fun has begun! Afternoon tea and snacks will be provided.

Date: 15 February Saturday 13:30 – 16:00 2.5 hours Cost: R310

An Introduction to Google Photos

Susan Stein

B. Ed Hons. (Technology) Computer Trainer

In this useful course, you will find out how to use Google Photos to store the photos from all your devices – cell phones, tablets, laptops etc. You will also learn how to manipulate photos, create albums and animations, share photos and sync your photos from different devices. You will need a Gmail account to do this course. If you don't have a Gmail account, Susan will be in the venue 15 minutes early to help you to set one up.

Date: 3 February Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Audio Podcasting

Wayne Turner

Radio Broadcaster, Podcaster, Lecturer

Video has its place online, but podcasting is taking the internet by storm! Take your message or your organisation's message online, give your business an online voice, or create your own on-demand radio show and become the DJ or talk show host you've always wanted to be!

In this workshop, you will learn how to create a simple online podcast show under the experienced guidance of Wayne Turner who has been in radio broadcasting and audio production for 21 years. He hosts his own local radio show and a community podcast at www.hellopodcast.co.za.

You will explore the following aspects of podcasting in this course:

- The equipment which you will need (you won't need much);
- How to create the content – chat shows, interviews or discussions;
- How to record and do an interview;
- How to add intros, outros and transitions and give your podcast a unique sound;
- How to format your podcast;
- Where to host and upload your podcast;
- How podcasting can kick-start a radio career and finally,
- How to create an internal radio show for your school, business or organisation.

What to bring along: USB flash drive, notebook, smartphone, headphones, and if possible, a laptop with Audacity software (free) or Adobe Audition (paid). The course fee includes tea and lunch.

Date: 15 February Saturday 09:00 – 15:00 6 Hours Cost: R620

COOKING & BAKING

Teddy Bear's Picnic

Stacy Edwards

Silwood Diploma, Confectioner, Owner: Sugar Mommeez Confectionery

Make a cute Teddy Bear's Picnic cake, and in the process, learn all the tips and tricks that you need to know in order to make your own 3D cake creation. You will learn all about how to build the cake, prepare the cake for the plastic icing, how to colour and cover the cake with plastic icing so that it has a professional finish, and lastly, how to add all the trims for the desired 3D effect. The kit, which costs R180, needs to be bought from Stacy at the workshop. Bring your own rolling pin and palette knife along, as well as a container to transport the cake home in.

Date: 15 February Saturday 09:00 – 12:00 3 hours
Cost: R 160 per person (pay on registration) + Kit Price: R180 (pay to Stacy at the workshop)

Vegan Cooking for Beginners

Nikki Botha

Vegan Chef and Consultant/ Cooking Presenter

Following a vegan diet can have its challenges, especially when you're starting out and aren't sure which vegan products can replace conventional ingredients in recipes etc. This exciting course, run by a chef who has cooked for local and international celebrities, and has her own vegan cheffing consultancy, will provide participants with the basic knowledge of speciality vegan ingredients used to make replacements products and will include practicals in which participants can apply their newfound knowledge – and get to enjoy the meal afterwards! The kit for the full course costs R185 and needs to be paid on registration.

Date: 22 February Saturday 09:00 – 12:00 3 hours
Cost: R270 (tuition fee) + Kit Price: R185 = R455 to be paid on registration

Vegan Cheese Making

Nikki Botha

Vegan Chef and Consultant/ Cooking Presenter

Learn the principles making vegan cheese and in the process, you will learn how to make:

- Cottage cheese
- Feta
- Cream cheese, and
- Grateable and melting cheese

Date: 22 February Saturday 13:00 – 14:30 1.5 hours
Cost: R350 (the course fee includes all ingredients)

THE OUTDOORS, HOME, GARDEN & DIY SKILLS

Basic Plumbing

Charlie Flanagan

Engineer / Master Builder / Consultant / Flanagan Construction/Training

We all know how irritating a dripping tap can be, apart from the waste of water! Find out how to take care of all the DIY plumbing tasks in your home: the tools and materials required, isolating the mains, fixing a dripping tap, what to look for when you find a leak, connecting your washing machine and dishwasher, know your geyser, water and energy saving tips, selecting taps and toilets baths and showers.

Date: 26 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R160

Home Composting**Melanie Ludwig****Owner: Zero to Landfill Organics**

Why not find out how to stop wasting valuable nutrients in the landfill and rather how to put them into your soil! Learn how to recycle organic waste generated in your home back into your garden to create your own compost. This course will cover what and how to compost, and tips on how to make it hygienic and easy.

Date: 5 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R95

Introduction to Worm Farming with Composting Worms (Vermiculture)**David Robin****Vermiculture by Robin's Nest**

In this informative talk on Vermiculture, you will get to grips with the humble composting worm and learn how to get them to turn the organic waste which you will generate into the best compost in the world! Find out how to run your own worm farm, the hassle-free way. David will help you to understand how to care for your wormies, from setting up a new worm bin, keeping the correct conditions, how to get that "Black Gold" (worm castings) separated from the farm when it is ready to harvest, and how best to use it. Using your organic waste means creating less landfill, and you should no longer need to use chemicals and fertilizers in your soil which will result in healthier, stronger, more pest resistant and higher yielding soil and plants. All this while saving money and doing your bit to "heal the world – one worm at a time!"

Date: 19 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R95

All About Bees & Beekeeping**Melissa Harris****Beekeeper & Teacher**

In this fascinating session you will learn all about beekeeping, including:

- How to recognise the difference between honey bees, solitary bees and wasps.
- Learning about the amazing activities of honey bees.
- Recognising the sexes and castes of honey bees.
- Parts of the hive, choices of some of the different hives with their pros and cons.
- How bees function and how the beekeeper manages them – tools of the trade.
- Identifying and managing major pests and diseases.
- Details of insurance and local associations.
- Swarm collection and swarm control.
- Harvesting, storage, processing, labelling and selling the honey.

Date: 12 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R110

Birds & Birding – An Introduction to Birding in Cape Town**Dalton Gibbs****Westlake Nature Reserve/Area Manager South**

Birdwatching is such an exciting world to explore and you needn't go further than your backyard to encounter the most amazing birds! Dalton, who is not only very knowledgeable about all aspects of birds and bird life, but is also passionate about the subject, will introduce you to the birds that can be found in the South Western Cape and what you need to do to keep them in your garden! In addition to the lecture, you will be given the opportunity to see the birds in their natural environment by going on field trips to Strandfontein (Saturday 7 March from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 14 March from 11:30 – 14:30), where you might even get to ring birds! These field trips will be arranged at the first session advertised below. No age restriction applies to this course, so bring the whole family along! The course fee includes the in-house session, as well as the field trips. Please note, however, that you will need to cover the gate fee at Rondevlei.

Date: 2 March Monday 18:30 - 20:30 Sessions: 1
 7 & 14 March Saturdays 2 Field Trips Cost: R290

Tree ID: Newlands Forest, Table Mountain National Park**Mark Hawthorne****Nature Conservation Specialist & Eco Tour Guide**

Enjoy an easy-going hike through the forest and up the Contour Path – and along the way you will learn how to identify indigenous/Afro-montane forest tree species and alien vegetation, as well as Hard Pear and Stinkwood trees.

- **Grade:** Easy to Moderate – All ages welcome
- **Meeting Time:** 09:00
- **Meeting Place:** Helipad – Newlands Forest Station/Volunteer Wildfire Services base
- **What to bring along:** Refreshments and rain gear (if necessary)

Date: 7 March

Saturday

09:00 – 12:00

3 hours

Cost: R80

LANGUAGES, LEARNING & WRITING***Xhosa for Beginners*****Dr Tessa Dowling****Ph.D. Senior Lecturer in African Languages****Educators earn 10 CPDT points**

You've always wanted to learn Xhosa – if only to understand what people are saying about you! But eish, the **time**, those clicks, people speak **so fast!** *Suwara!* (Don't worry!) This course is designed just for you! You will learn how to click – not just with your tongue, but with Xhosa speakers – by using simple vocabulary, phrases and grammar to great advantage. You will also be taught how to **listen** to Xhosa by being exposed to some jokes and songs, and even rugby commentary and make-up tutorials.

We are very fortunate to have Tessa presenting this course. She has been described by a leading language academic as 'both erudite and hilarious'. She holds a PhD in African languages from the University of Cape Town, where she currently lectures. She has received a provincial award for promoting multilingualism and has taught all kinds of adults in fields including politics, business and NGOs, how to speak Xhosa. She has written textbooks for the learning of African languages, as well as English, and is frequently called upon by the media to comment on issues relating to African languages. She writes serious (prize-winning) academic articles and lighter humorous pieces on African languages and is a popular speaker at conferences.

Having begun her study of Xhosa at the age of twenty-five, Tessa is living proof that an English-speaking South African adult can master an African language.

Date: 5 Feb – 11 March

Wednesdays

18:30 – 20:30

Sessions: 6

Cost: R690

Introduction to French**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.

Dates: 3 Feb – 9 March

Mondays

18:30 – 20:30

Sessions: 6

Cost: R690

Introduction to German**Regina Bailey****German Teacher & Translator**

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

Dates: 6 Feb – 12 March Thursdays 18:30 – 20:30 Sessions: 6 Cost: R690

Introduction to Italian**Dr Mara Mazzora-Poffo****Juris Doctor (Italy) MA (Harvard Law School)**

Did you know that apart from being a beautiful and romantic language, Italian is one of the easiest foreign languages to read, write and pronounce? Knowledge of Italian is useful for anyone planning a career in fashion and design, architecture, fine arts, art history, music, hospitality, education or linguistics. Learn the basics of this fascinating language in a relaxed and fun environment.

Dates: 6 Feb – 12 March Thursdays 18:30 – 20:30 Sessions: 6 Cost: R690

The Psychology of Language Development**Robyn Jansen van Vuuren****M.A. Psychological Research**

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

Date: 17 February Monday 18:30 – 20:30 Sessions: 1 Cost: R140

Writing for University**Robyn Jansen van Vuuren****M.A. Psychological Research**

“There is nothing to writing. All you do is sit down at a typewriter and bleed.” Ernest Hemingway... This is how many undergraduate, and high school, students feel about having to engage with academic writing. This workshop aims to make explicit the necessary steps for writing a strong academic essay including (a) a brief discussion of what academic writing expects, (b) analysing the given task (what are you being asked to do), (c) introducing the essay, (d) structuring paragraphs, and (e) concluding the essay. It also provides a brief guideline to referencing, as well as some tips and tricks for making writing a little less painful.

Date: 5 March Thursday 18:30 – 20:30 Sessions: 1 Cost: R140

How to Write Honestly: Avoiding Plagiarism in Academic Writing**Robyn Jansen van Vuuren****M.A. Psychological Research**

One of the aspects of academic writing that university students most often struggle with is how to collate information from multiple resources and (re)express it using their own words. This interactive workshop aims to equip students with the necessary information and tools to avoid falling into this common trap. It specifically looks at: exactly what plagiarism is; why students may plagiarise; the role of the internet in plagiarism; how to identify plagiarism; some of the possible consequences of plagiarism; some basic citation and referencing techniques, and some tips for how to avoid plagiarising work.

Date: 10 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R140

Basic Business Writing Skills**Jennifer Ritchie****B.A. (English), Teacher/Trainer/Consultant/Author**

An English teacher, Trainer and Consultant, Jennifer takes you through the basic elements and techniques to build your competence in professional written communication in a business context. The course is a participative and practical one which will build your knowledge and confidence. It addresses tone, register, purpose and context and covers basic office writing including memos, emails, formal letters and minutes. You will emerge with a practical toolkit to write more professionally.

Jennifer Ritchie has a BA degree majoring in English and is a teacher, trainer and a published author.

Date: 13 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R240

The Story of My Life – An Introduction to Writing Memoirs & Autobiographies**Gillian Leggat****B.A. (Hons) M.A. (English) UED Author**

Although writing your memoirs or autobiography is a very personal and emotional journey because it involves giving of yourself, sharing your feelings about events, people and places, it is also a very rewarding journey and with a little guidance you will be able to fit together all the pieces of the jigsaw puzzle, select pertinent events and key memories, and create an important heirloom that will endure for generations to come!

Dates: 10 Feb – 2 March Mondays 18:30 – 20:30 Sessions: 4 Cost: R520

How to Self-Publish your Own Book**Katherine Graham****B.A. PGCE Writer**

Do you have a book that's bursting inside you that you'd love to see in print? It could be a children's book, a memoir, a novel or your family history. Don't worry if traditional publishers won't accept it, there is still a way to get your book published and this course will help you find out how. Learn how to upload your book on Amazon, get it print ready on CreateSpace, source designers and illustrators to breathe life into your front cover, find the right printer to suit your needs and market yourself on social media platforms. This course will give you a wealth of practical tips to kickstart your writing career and enable you to publish your own books. The course fee includes tea/coffee and snacks.

Dates: 22 February Saturday 09:00 – 13:00 4 Hours Cost: R390

LIFESTYLE, HEALTH & WELLNESS & PERSONAL SAFETY**Choosing to Live Extra-Ordinarily****Steve Reid****Business & Life Coach**

You are designed to choose...and defined by choice. You are a product of your choices, not your conditions. This course will help you to reach beyond the mediocrity of “dead people” working and grab hold of something new. There is a revolution under way: It's a revolution of men and women who refuse to be victims and who choose to take charge of their lives at work. Become a positive force for change and live with fewer regrets. Be an engaged, purposeful individual who adds value at work and at home!

Date: 3 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R180

Mindfulness – A Stress & Anxiety Management Technique

Marleen Curtis

B.A. Organisational Psychology

Internationally Certified Personal, Professional & Team Coach

We live in an ever-changing world of constant interruption, information overload and instant gratification. To cope, our minds are constantly busy evaluating the past and worrying about the future. All these factors cause anxiety and stress and affect our physical and mental health, our relationships and ultimately our happiness. Mindfulness is a simple and practical method of attending to the present in an open and accepting manner. Mindfulness incorporates not only our thinking and mental state but affects and is affected by our physical state. This talk will explain what mindfulness is, how it assists with anxiety and stress management and includes simple and practical everyday mindfulness exercises.

Date: 24 February Monday 18:30 – 20:30 Sessions: 1 Cost: R140

Procrastination – The Thief of Time

Marleen Curtis

B.A. Organisational Psychology

Internationally Certified Personal, Professional & Team Coach

Procrastination is one of the most identified negative habits - we all procrastinate to some extent. Often, the habit of procrastination creates a lot of stress and unhappiness in our lives and relationships. This talk helps to identify some of the most common reasons for procrastination with action steps to tackle it. And once the first positive step is made, the world is your oyster!

Date: 3 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R140

Healthy Brain, Healthy Mind

Marleen Curtis

B.A. Organisational Psychology

Internationally Certified Personal, Professional & Team Coach

Since the 80's, we have been bombarded with how important it is to keep a healthy body. Aerobics, gym, running, cycling - all aimed at keeping our bodies fit and healthy as we age. Now that we are learning so much more about our brains (and minds) - what are the things we need to do to keep our minds healthy? Come and find out some practical tips, based on research, on how we can rock it into our 80's!

Date: 19 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

Training your Memory

Eileen Meilech

President & CEO of Memory Excellence

Educators Earn CPDT points

This memory training and study techniques course is geared at all ages, starting at High School level. This practical course will empower you to: study more easily; access your memory; remember things faster; retain information; and remember names. It could be a life-changing experience! So, whether you're struggling to remember things, or wanting to train your brain to remember facts – you'll be empowered by this course. Tea and snacks will be provided.

Date: 15 February Saturday 09:00 – 13:30 4.5 hours Cost: R360

Retirement: Living a Fulfilled Life

Paul Britton

B.Sc. (Forestry) M. Landscape Arch ~ Retired Consultant

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

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

Mid-morning tea and snacks will be provided.

Date: 15 February

Saturday

09:00 – 12:30

3.5 Hours

Cost: R 280 per individual or R540 per couple

If you Can't Trust Yourself, then Who can you Trust? A Psychology Student's Experiences of Living with OCD

Robyn Jansen van Vuuren

M.A. Psychological Research

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

Date: 26 February

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R140

Tension & Trauma Release Exercises (TRE)

Amanda Leigh Foster

TRE Coach

TRE exercises are a set of 6 safe and simple exercises designed to switch on the tremor or shaking reaction, from the psoas muscle located deep in the pelvis. This shaking or tremor allows the body to return to a state of balance naturally and promotes self-healing. It is recommended for stress, all trauma, sports injuries, after surgery, many chronic conditions like fibromyalgia, rheumatoid arthritis, endocrine dysfunction, as well as poor cognitive function, especially in traumatised children. It is not recommended for pregnant women, if you have had surgery or an injury in the past 3 months, or if you have a serious psychiatric condition. Some reported benefits are: less worry and anxiety, reduced symptoms of PTSD, more energy and endurance, better sleep and reduced muscle and back pain.

Attend this introductory session to learn more about how TRE can help you!

Date: 11 Feb

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R110

First Aid: Level 1**First Aid Trainer****Medical Education Centre**

Get your Level 1 First Aid certificate. The fee includes:

- Department of Labour accredited certificate (valid for 2 years),
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,
- Tea/Coffee and midmorning snacks. Please bring your own lunch.

Dates: 15 & 22 February Saturdays 09:00 – 16:00 14 hours Cost: R910

First Aid: Sports Injuries**First Aid Trainer**

Medical Education Centre
Educators Earn 10 CPDT points

If you are a sports coach, or teacher, then you will find this course very useful because it focusses specifically on sports injuries such as sprains, strains, concussion, spinal injuries, muscular cramps & knots, hamstring and groin pulls. You will learn all about:

- Understand sports-related injuries
- Correctly identify and treating sports-related injuries
- Strapping methods
- Massaging Techniques, and
- Preventing Sports injuries

Course participants will receive a certificate (valid for 2 years - on successful completion of the course), as well as a detailed sports injuries handbook. Tea/Coffee and midmorning snacks are included in the fee. Please bring your own lunch.

Dates: 22 February Saturday 09:00 – 16:00 7 hours Cost: R780

The Gift of Fear – How to Recognise Early Warning Signs of Violence**Dr Stephanie Sieberhagen****Clinical Psychologist PhD Psychology**

We all live with a certain level of fear. Some of us fear strangers and others fear intimate others, while some of us seem to be suspicious of just about everybody. The question is: is a certain level of fear not a “gift” because it warns us in advance when we put ourselves into danger? Gavin De Becker wrote his book, the Gift of Fear, to teach you how to use your intuition; understand predatory behaviour and stay safe, without being paralysed by unnecessary fear. Join this class to learn how to detect early warning signals and pre-incident indicators that will keep you from harm.

Date: 20 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R140

Self-Defence: Learning How to Protect Yourself**Ian Arendse****Martial Arts, Self-Defence & Fitness Trainer**

This hands-on crime awareness workshop focuses on empowering you against being a victim of crime, by teaching you self-defence skills. You will find out:

- How and where to react.
- How to be aware of your physical ability, defining the body target areas and using your body weapons.
- How to use everyday items as self-defence weapons and how to apply your newfound skills to defending yourself.

Please wear comfortable clothes to the workshop.

Date: 22 February Saturday 13:00 – 16:00 3 Hours Cost: R240

PARENTING

Understanding Autism

Fazeelah Khan

B. Soc. Sci. BA Hon. PGCE M.Ed. (Psychology) Educational Psychologist

This enlightening session will focus on the Autism Spectrum Disorder within a high school context. It will cover the definition of ASD, signs of ASD, how it presents in learners at different developmental stages and how it may present in the classroom environment at a high school level. It will also touch on interventions for parents and teachers.

Date: 25 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R 140
Couples may attend for R260

Mathematics in the Foundation Phase: How to Support your Child

Jenni McMinn

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

Maths **IS** fun! Develop and reinforce a strong foundation for success in Mathematics by understanding more about the skills and concepts taught in the Foundation Phase (Grade R – 3) CAPS curriculum. Explore and discuss practical ways to support your child at home and in the course of daily activities.

Date: 12 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R120
Couples may attend for R220

Parenting: Authority & Discipline

Gabrielle Lubowski

B.A. H.O.D Hons Educator/Author/Parent Coach

Parenting is mostly a managing job (manage from day to day or moment to moment) contaminated with guilt and doubt. This 2-hour presentation empowers the parent to take up their rightful position/job of authority and to successfully carry out his/her responsibility with the confident quality of someone who knows a lot about their rights and is respected as someone who gives orders, directs, guides, teaches, makes decisions and enforces obedience. The parent learns about the 12 building blocks of authority and which actions and behaviours make one lose authority.

Once the foundation of authority has been laid, the parent will learn that discipline is NOT punishment, but is the method and technique of making the child a student of respectful and considerate behaviour.

Date: 13 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R120
Couples may attend for R220

Parenting: The 4 Temperaments

Gabrielle Lubowski

B.A. H.O.D Hons Educator/Author/Parent Coach

It is widely acknowledged that each person is born with specific innate qualities or tendencies, e.g. temperament, aptitude and interests, which can be greatly influenced by the environment into which the child is born. The fact remains that somewhere between what we do and how the child responds seems unpredictable and we do not always get the results we expect. This explains why parenting can be frustrating and confusing and good relationships become almost impossible. This happens because we cannot figure out what makes the other person tick. Therefore, it makes sense, that as a parent, I need to know about the 4 temperaments. Temperament is the innate tendency to develop in a certain way. It determines the person's likely focus on being a leader or a follower, a warrior or peacemaker, a team player or a lone ranger, a pessimist or an optimist, a thinker or a conversationalist, a spectator or a participant, an agent of change or upholding the status quo.

This 2-hour presentation gives the parent an insight into how their child is put together on the inside and how to raise the child in light of this.

Date: 20 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R120
Couples may attend for R220

The 4 Parenting Styles & the Developmental Stages of the Child

Gabrielle Lubowski

B.A. H.O.D Hons Educator/Author/Parent Coach

In this fascinating journey through life, each person passes through different stages. The needs of the child and the tasks he/she can perform differs from stage to stage. As there are four identified parenting styles, it is of great value to the parent to know and be aware of them and to understand that a certain style works better at a specific stage. In other words, it is important and essential to be able to apply a tool for the right place or the appropriate time, instead of rigidly making use of the same tools, even if the age and stage does not call for them. In addition, it also serves the parent to make shifts in their parenting style when required and when a certain outcome is desired. This 2-hour presentation gives the parent an insight into the four Parenting Styles and when to apply them for the best results.

Date: 27 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R120

Couples may attend for R220

PERSONAL DEVELOPMENT

Practicing Self-Care

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Self-care is a personal matter. Everyone's approach will be different. Self-care can help you enhance your health and wellbeing, manage daily stressors, and maintain professionalism as a worker or student, as well as your sanity and well-being in your private space. Learn to identify activities and practices that support your wellbeing as a professional and on a personal level and help you to sustain positive self-care in the long-term. It relates to what you do at work and outside of work to look after your holistic wellbeing so that you can meet your personal and professional commitments. The course serves as an important professional development activity that will help you to bounce back cognitively, physically and emotionally each day over the long term.

Date: 9 & 11 March

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R280

Conflict Management & Dealing with Difficult People

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

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

Date: 11 & 13 February

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R280

Negotiation Skills

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

For most of us, negotiation is an everyday occurrence. For some this skill comes easily, others struggle with it! We negotiate when asking the boss for a raise, discussing the terms of a contract, bargaining with a seller at a market for the best price, encouraging our children to eat their vegetables, working out a conflict with your loved ones, asking the boss to leave early, etc. This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small.

Date: 25 & 27 February

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R280

Leading from Within: Becoming an Emotionally Intelligent Leader

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Emotionally intelligent leadership is critical to motivating, engaging and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 4 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R180

Communicating Assertively – Through Voice & Body Language

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Do you feel your opinion is not heard and that people with louder voices or bigger personalities cut through what you have to say? Learn and develop assertive, confident speaking in business or social situations. A detailed course summary can be found on page 15.

Date: 5 & 12 March Thursdays 18:30 – 20:30 Sessions: 2 Cost: R360

Powerful Conversations

Charles & Jules Flanagan

Trainers/ Life Coaches/ Business owners

Whether communicating professionally, or with family or friends, how we communicate can drive the conversation in a positive way or a negative way. The skills of powerful communication will help you in any situation - you may not always get the response or reaction you would like; however, you will leave an impression, and will lead by example. You will be amazed at how using the skills of powerful communication will have a positive impact on not only your confidence but also on those you are communicating with.

Date: 11 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

MISCELLANEOUS COURSES

Local History

Dr Helen Robinson

PhD (History) Author Historian

Join the historian and author, Helen Robinson as she presents a series of fascinating lectures on the history of the following local areas. You will look at the history, people and events that made the areas what they are today.

Constantia & its Neighbours:

Date: 25 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R95

Green & Sea Point Getaway

Date: 3 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R95
Discounted price for attending both lecturers: R180

Contemporary Dance - Beginner

Tania Vosgatter

Honours in Dance Studies/ Dance Teacher

These classes focus on the foundational techniques and principles of contemporary dance. This is an introductory course geared for adults, young and old. By focusing on the principles of contemporary dance you will gain a deeper and more connected sense of your body and experience the pleasure of moving one's body freely through space. Stretch your brain and body in new ways by challenging yourself to learn something new and exciting.

Date: 3 Feb – 9 March Mondays 18:30 – 20:00 Sessions: 6 Cost: R420

Contemporary Dance - Intermediate

Tania Vosgatter

Honours in Dance Studies/ Dance Teacher

These rigorous contemporary dance classes are geared for dancers who have had dance training and would like to strengthen their dance practice by deepening their understanding of contemporary dance techniques and principles. These classes are a mixture of various contemporary dance techniques with a central focus on the principles of contemporary dance.

Date: 5 Feb – 11 March Wednesdays 18:30 – 20:00 Sessions: 6 Cost: R460

Interstellar Visitation Awareness

Professor Tim Murithi

PhD in International Relations, Keele University, England

Between 2007 and 2012, the United States Department of Defence (DoD) ran the Advanced Aerospace Threat Identification Programme (AATIP), funded by former US Senator Harry Reid to the tune of US 22 million dollars per year. The objective of AATIP was to identify the advanced aerial aircraft that appeared to be “defying the laws of gravity” as we understand them. This phenomenon was consistently being witnessed by Air Force pilots, but there was no official effort to identify who the “advanced aerial aviators” were and how they appeared and disappeared from our planets’ stratosphere. The former Director of ATTIP, Luis Elizondo concluded that “*the phenomenon is real*”. Join us for an unusual, interactive, and eye-opening course on this interstellar visitation phenomenon. Is this something that we should take seriously? If these “advanced aerial aviators” are “real” what should humanity be doing to prepare itself for further engagement? What are the social, political and economic implications of Earth contact with other extra-terrestrial civilizations? Join us for an eye-opening session where Professor Murithi will look at this phenomenon.

Date: 10 March Tuesday 18:30 – 20:00 Sessions: 1 Cost: R95

Introduction to Astronomy

Workshop Facilitator: Eddy Nijeboer: Chairman Cape Centre of the Astronomical Society of SA

This fascinating series of illustrated lectures is open to all ages and will be presented by various members of the Cape Centre of ASSA. You will explore the following topics:

- **Our Solar System:** All Planets and particularly Earth’s Moon, Ocean tides, The Solar and Lunar Eclipses, and Satellites in our Solar System.
- **The Universe:** Distances and time, Nebulae, Galaxies, Constellations, Star Clusters, and Life of stars.
- **Astronomy in South Africa:** History of astronomy, Observatories, Observing Aids: Eyes, Binoculars, Telescopes, Types of telescopes, Meerkat, SKA, SALT, Amateur telescopes etc.
- **Physical Observation:** This could take place on the school ground weather permitting or inside the classroom via the digital Stellarium Planetarium program.

Your course fee will include a 6-month membership to the Cape Centre of the Astronomical Society.

Dates: 6 – 27 February Thursdays 18:30 – 20:30 Sessions: 4 Cost: R290

Event Management

Sian Gibbs

Diploma: Events & Project Management

Earn CPDT points

Take the stress out of planning an event, by finding out how to plan and manage the process successfully. You will look at:

What event management entails; Basic guidelines for event management; Event planning process: Organisation and timing. An essential event management resource booklet will be provided.

Date: 12 February

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R160



CORPORATE TRAINING

All courses below can be adapted to suit the needs of your workforce. Course training prices for larger groups will be negotiated.

Employ for Attitude, Train for Skill

Stephen Price

B.Sc. H.D.E. B.Ed. School Principal & Past Business Manager

Over the years high-impact organizations that are changing the game in their fields all agree on one core “people” proposition: They hire for attitude and train for skill. They believe that one of the biggest challenges they face is to fill their ranks with executives and front-line employees whose personal values are in sync with the values that make the organization tick. As a result, they believe that character counts for more than credentials. When people have the right attitude, they are both motivated and adaptable which makes them more open to learning new skills. With the right attitude and enough effort most new skills can be mastered quickly. Whereas improving attitude is often about changing behaviours which is always much more difficult to do as people need to want to change, and without the right attitude, this is unlikely to happen

Stephen has over 30 years of management experience in both the private sector, as well as in education, and it therefore the ideal person to explore this concept.

Date: 25 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R170

Customer Service Essentials

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Excellent customer service is the lifeblood of any successful business and in the DNA of every successful employee: it is a non-negotiable element in business today, yet it is often assumed rather than trained, evaluated and rewarded. This two-hour workshop covers the basics from customer needs, to moments of truth, the circle of service, how to deal with angry customers and how to retain customers.

For companies requiring group training, separate courses exist for delivery crew and drivers, managers and credit staff. These contain post course assessments and monitoring measures.

Jennifer Ritchie is a Trainer and Coach with specialist expertise in developing, training and measuring Customer Service in staff teams.

Date: 19 February

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R450

Strategic Management – Pointing your Business in the Right Direction

Christopher Swart

B.Sc. M. En. Programme in Project Management

Is your business floundering because of a lack of long-term strategic planning – a lack of “vision”? Strategy is the direction and scope of an organisation over the long-term.

In other words, strategy is about:

- Direction: Where the business trying to get to in the long term.
- Markets/Scope: Which markets should a business compete in and what kinds of activities are involved in such markets?
- Advantage: How can the business perform better than the competition in those markets?
- Resources: What resources (skill, assets, finance, relationships, technical competence, and facilities) are required in order to be able to compete?
- Environment: What external, environmental factors affect the businesses’ ability to compete?
- Stakeholders: What are the values and expectations of those who have power in and around the business?

Strategic management gives a business and the people that work in it, direction, hope and vision and is therefore a recipe for success! Send your managers along to this course and watch your business flourish!

Dates: 10 & 12 March

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R 290

Project Management – Planning for Success!

Christopher Swart

B.Sc. M. En. Programme in Project Management

- Part One: The Triple Constraint

The essence of Project Management is the ability to manage the relationship between the tasks / activities / work of a project to be completed on time and within budget. To do this we need to understand this relationship known as the “triple constraint”. In part one of this course we will explore the notion that success in a project is none other than to follow a set of instructions similar to that of a recipe. However, this recipe needs to be reliable and accurate.

- Part Two: Scope Management

Scope Management is the process to complete a “to do” list within the project plan, or the “project recipe”. Why is this the cornerstone to project success? We explore the typical pitfalls in defining the tasks to be completed, and how this is related to what needs to be delivered, and why so many projects fail at this level.

- Part Three: Time Management

In Project Management we plan to start each task identified on time, and to finish it within the estimated timeframe planned. Inevitably this will not happen, but we need to adjust our planning continuously to still finish the project as close as possible to the initial estimate for completion. We explore the tools that Project Managers use to do this, such as the Gantt Chart.

- Part Four: Cost Management

When we need to estimate the budget for a project, that estimate need to be as accurate as possible. For this we use the ABC of Cost Management, i.e. Activity Based Costing. Together with the cost of equipment and materials, this will constitute our budget, but we then have to control this budget. We explore the tools for doing this.

- Finally: Variance at Completion

What are the classical mistakes for not finishing a project within the estimated time? And why do projects inevitably run over budget? We look at ways to avoid this and the tools readily available to manage this process.

Dates: 6 Feb – 5 March

Thursdays

18:30 – 20:30

Sessions: 5

Cost: R 650

Being an Effective Team Member

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Managers often overlook team development. This can lead to low morale, low performance and high staff turnover. This participatory workshop will practice on key skills needed to address the inevitable challenges that arise in teams, notably, appreciating individual differences, communicating collaboratively, and managing conflict. The course will explore:

- Characteristics of effective teams,
- The four stages of team development,
- Individual differences and roles within the team,
- Building and maintaining teams.

Date: 3 March

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R140

Communicating Assertively – Through Voice & Body Language

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

There are always those in an organisation who have good ideas but are overshadowed by people with louder voices or bigger personalities. Empower everyone in your organisation to find their “voice” and reap the benefits of a motivated workforce who have the confidence to share ideas and expertise.

The course will cover:

- Vocal technique.
- Strategies for communication.
- Being seen and heard.

By the end of this course you should be able to:

- Recognise the techniques for improving vocal communication.
- Identify the importance of body language in vocal intention.
- Begin to apply what you have learnt in everyday life

Date: 5 & 12 March

Thursdays

18:30 – 20:30

Sessions: 2

Cost: R360

Train the Trainer

Jennifer Ritchie

Training Management Diploma , Career Coach & Consultant,

Over a morning you will learn and apply all the principles and techniques of professional facilitation. These include:

- differentiating between different types of learning and development,
- understanding adult learning principles and the elements of training,
- learning to apply the components of training process and present training.
- You will work through the technical elements of voice and of effective formal communication and learn to handle typical challenges and problems.

The course is interactive and involves skills practice and an assessment. Companies are encouraged to send supervisors and line managers who handle workplace teams.

Jennifer Ritchie has a Training Management Diploma and worked for over a decade as a National Trainer in retail and as a Training Manager in FMCG. Mid-morning tea and snacks will be served.

Date: 15 February

Saturday

09:00 – 12:00

3 hours

Cost: R450

Grow in Confidence with Networking – in Business & for Finding Work

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Networking is predicted to be a major growth area over the next few years. This course is for people who don't really like networking but recognise the value that improving their networking skills would bring to their working lives. Discover how networking can help you in the job hunting and career change process, and how it can help you grow your business. Learn easy and effective networking techniques which will save you time and energy yet move you seamlessly towards achieving your work and business goals.

By the end of this course you should be able to:

- Recognise how networking can help in the job hunting and career change process and in growing your business.
- Clarify your work or business goals
- Identify ways in which networking can help you achieve your work or business goals.
- Start using a clear and effective networking messages to realise your potential.
- Start using your network to identify people who can help you.
- Obtain confidence about networking, through increased knowledge of effective networking techniques and through practical exercises.

Date: 25 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R180

Basic Business Writing Skills

Jennifer Ritchie

B.A. (English), Teacher/ Trainer/Consultant/Author

The importance of good business writing skills is often underestimated, but this communication is part of what enhances the creditability of your business both internally and with clients.

An English teacher, Trainer and Consultant, Jennifer takes you through the basic elements and techniques to build your competence in professional written communication in a business context. The course is a participative and practical one which will build your knowledge and confidence. It addresses tone, register, purpose and context and covers basic office writing including memos, emails, formal letters and minutes. You will emerge with a practical toolkit to write more professionally.

Jennifer Ritchie has a BA degree majoring in English and is a teacher, trainer and a published author.

Date: 13 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R240



EDUCATOR ENRICHMENT COMPONENT

PERSONAL & PROFESSIONAL GROWTH

Our full list of **Personal Development, Lifestyle, Health & Wellness courses** can be found on pages 36 - 42.

Conflict Management & Dealing with Difficult People

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

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

Date: 11 & 13 February

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R280

Negotiation Skills – Making your Classroom a Win-Win Environment

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Teachers are involved in negotiation with learners and colleagues all day! From encouraging learners to focus in class, dress correctly and do their homework, to making correct choices in life. There is no more room for the old fashion "because I said so" attitude – it is all about all parties "buying in" to the idea for it to work. This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small.

Date: 25 & 27 February

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R280

MANAGEMENT TRAINING

Leading from Within - Becoming an Emotionally Intelligent Leader

Steve Reid

B. Comm. Business Coach,

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Teachers are leaders in their classrooms. The way you conduct yourself on a daily basis influences the lives of the many learners in your classes. At stressful times of the term, one sometimes resorts to a reactive engagement with learners, but emotionally intelligent leadership is critical to motivating, engaging and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work and teacher/learner relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 4 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R180

Strategic Management – Taking your School in the Right Direction

Christopher Swart

B.Sc. M. En. Programme in Project Management

Does your school have a stated “vision” that inspires the staff and students? Will your strategic policies benefit the school in the long term? Are you using the resources at your disposal responsibly and intelligently? What gives your school the “edge” over the other schools in the area? Which external factors will affect your ability to “perform”?

School management teams, as well as Governing Body members will benefit from this course which will certainly get you thinking in the right direction! A more detailed course summary can be found on page 45.

Dates: 10 & 12 March Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R 290

Project Management – Planning for Success!

Christopher Swart

B.Sc. M. En. Programme in Project Management

School managers – Principals, Deputies, HOD’s, Business, and Estate Managers – are constantly required to manage “projects” – but because they are unaware of project management principles, the projects often falter or run over time and budget. This short course will change the way things are done at your school, and ensure that projects are completed professionally, and within the given time and budget constraints.

Dates: 6 Feb – 5 March Thursdays 18:30 – 20:30 Sessions: 5 Cost: R 650

Employ for Attitude, Train for Skill

Stephen Price

B.Sc. H.D.E. B.Ed. School Principal & Past Business Manager

Over the years high-impact organizations and schools that are changing the game in their fields all agree on one core “people” proposition: They hire for attitude and train for skill. They believe that one of the biggest challenges they face is to fill their ranks with teachers and management personnel whose personal values are in sync with the values that make the school tick. As a result, they believe that character counts for more than credentials. When people have the right attitude, they are both motivated and adaptable which makes them more open to learning new skills. With the right attitude and enough effort most new skills can be mastered quickly. Whereas improving attitude is often about changing behaviours which is always much more difficult to do, as people need to want to change and without the right attitude this is unlikely to happen.

Stephen has over 30 years of management experience in both the private sector, as well as in education, and it therefore the ideal person to explore this concept.

Date: 25 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R170

Being an Effective Team Member

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Managers often overlook team development. This can lead to low morale, low performance and high staff turnover. This participatory workshop will enable course participants to practice some key skills needed to address the inevitable challenges that arise in teams, notably, appreciating individual differences, communicating collaboratively, and managing conflict. The course will explore:

- Characteristics of effective teams,
- The four stages of team development,
- Individual differences and roles within the team,
- Building and maintaining teams.

Date: 3 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R140

CLASSROOM MANAGEMENT & LEARNER-RELATED COURSES

Changing Behaviour through Progressive Discipline

Stephen Price

***B.Sc. H.D.E. B.Ed. Principal
Educators Earn 5 CPDT points***

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

Date: 5 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R160

Understanding Autism

Fazeelah Khan

B. Soc. Sci. BA Hon. PGCE M.Ed. (Psychology) Educational Psychologist

This enlightening workshop will focus on the Autism Spectrum Disorder within a high school context. It will cover the definition of ASD, signs of ASD, how it presents in learners at different developmental stages and how it may present in the classroom environment at a high school level. It will also touch on interventions for parents and teachers.

Date: 25 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R 140

Improve Lesson Retention by Understanding Learning Styles

Fazeelah Khan

***B. Soc. Sci. BA Hon. PGCE M.Ed. (Psychology) Educational Psychologist
CPDT points accrue for this course!***

As teachers, we all know that people learn in different ways, and that we all innately, or because of our history, have a preferred learning style. But do you know how your own learning style impacts the way you teach and your expectations and therefore your effectiveness in the classroom? Understanding the various learning styles will enable you to understand how others learn, which will assist you to prepare lessons that “work” for all the learners in your classrooms. As a result, your classroom will be transformed into a positive, vibrant, safe environment which is conducive to learning.

Date: 4 & 11 February Tuesdays 18:00 – 20:00 Sessions: 2 Cost: R 280

Understanding OCD and recognising it in the Children you Teach

Robyn Jansen van Vuuren

M.A. Psychological Research

In December 2009, just as Robyn was trying to finish her Master’s thesis, she was diagnosed with Obsessive Compulsive Disorder (OCD). The truth, however, is that she had been living with this disorder since at least 1996 (when she was just 10 years old). Getting help was both the scariest and most freeing thing that she has ever done. There are many children who sit in your classes every day, who are in the exact situation she was in from age 10 until she finished school. Understanding OCD could equip you to help one of those children to get help earlier rather than later!

Date: 26 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

Memory Training Techniques

Eileen Meilech

President & CEO of Memory Excellence

5 CPDT points accrue for this course!

Find out how you can help the children in your classes to absorb facts more easily, remember things faster, retain information and study more easily. Course details can be found on page 37.

Date: 15 February Saturday 09:00 – 13:30 4.5 hours Cost: R360

The Psychology of Language Development

Robyn Jansen van Vuuren

M.A. Psychological Research

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

Date: 17 February Monday 18:30 – 20:30 Sessions: 1 Cost: R130

How to Help your Learners Avoid Plagiarism in Academic Writing

Robyn Jansen van Vuuren

M.A. Psychological Research

One of the aspects of academic writing that learners most often struggle with is how to collate information from multiple resources and (re)express it using their own words. This interactive workshop aims to equip teachers with the necessary information and tools to help learners avoid falling into this common trap. It specifically looks at: exactly what plagiarism is; why learners may plagiarise; the role of the internet in plagiarism; how to identify plagiarism; some of the possible consequences of plagiarism; some basic citation and referencing techniques, and some tips for how to avoid plagiarising work.

Date: 10 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R130

Writing for High School or University – Making sure your Learners are up to Speed

Robyn Jansen van Vuuren

M.A. Psychological Research

“There is nothing to writing. All you do is sit down at a typewriter and bleed.” Ernest Hemingway... This is how many undergraduate, and high school, students feel about having to engage with academic writing. This workshop aims to make explicit the necessary steps for writing a strong academic essay including (a) a brief discussion of what academic writing expects, (b) analysing the given task (what are you being asked to do), (c) introducing the essay, (d) structuring paragraphs, and (e) concluding the essay. It also provides a brief guideline to referencing, as well as some tips and tricks for making writing a little less painful.

Date: 5 March Thursday 18:30 – 20:30 Sessions: 1 Cost: R130

INTERACTIVE TECHNOLOGY, COMPUTERS & PHOTOGRAPHY

The full array of **Computer & Photography courses** can be found on pages 20 - 31.

Interactive Whiteboard Training Course

Stephen Price

***B.Sc. H.D.E. B.Ed. Principal
Educators Earn CPDT points***

In this popular course, you will look at how to integrate the IWB into your lessons, how to use the IWB, the advanced use of gallery items, and more specifically, you will be shown how to access valuable interactive resources from the Internet, which will save you hours of preparation time and will add a whole new dimension to your lessons. Certificates will be issued on completion of the course. The course includes tea and lunch.

Date: 22 February Saturday 09:00 – 15:00 6 hours Cost: R740

Finding Teaching Resources on the Internet

Susan Stein

***B. Ed Hons. (Technology) Computer Trainer
5 CPDT points accrue for this course!***

This course could make 2020 an inspiring year for yourself and the students you teach! The Internet is a mine of useful information, but unless you know where to dig, you won't find the gold! Susan will amaze you with useful links and sites which will save your hours of work and will rejuvenate your lessons. This course is not just for educators using Interactive Whiteboards, but for anyone who has access to a computer and would like to download worksheets etc.

Date: 12 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

Being Tech-Savvy! Demystifying the Jargon around Technology

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Tired of being "in the dark" with regard to technology and not able to make informed decisions when buying equipment? The pace of technology is only going to keep accelerating. This is your chance to get clued up, be armed with better information to make the best purchase possible for your money and best of all, show the young whippersnappers that technology is there to benefit everyone! A detailed course description can be found on page 22.

Date: 9 March Monday 18:00 – 20:00 Sessions: 1 Cost: R270

Working with MS Word – Making Formatting Tests and Exam Papers so much easier!

Octavia Chidiywa

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer
Educators Earn CPDT points for this course***

Do you struggle to format your tests and exam papers on the computer? You try your best, but they just don't look professional. Help is at hand! Learn all the tips and tricks which will enable you to find your way around MS Word with confidence and produce professional-looking exam papers and worksheets.

Dates: 10 & 12 March Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

An Introduction to Google Drive – Store, Share, Create & Collaborate Any Document from Any Device, Anywhere

Susan Stein

***B. Ed Hons. (Technology) Computer Trainer
Educators Earn 5 CPDT points***

Imagine being able to set an exam paper and then being able to have your whole department moderate it online without having to send the hard copy around to everyone and run the risk of someone compromising the exam by forgetting it in a classroom? Imagine being able to collaborate on a sports fixture list, or a timetable, or a document - instantly, on any device and from anywhere? Imagine the time you could save? Google Drive can do all that – course details can be found on page 25. You will need a Gmail account. Please don't forget to bring your password along.

Date: 6 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Google Drive – Exploring Advanced Features

Susan Stein

***B. Ed Hons. (Technology) Computer Trainer
Educators Earn 5 CPDT points***

Find out how the Advanced features of Google Drive can benefit you as an educator. Course details can be found on page 26.

Date: 10 February Monday 18:30 – 20:30 Sessions: 1 Cost: R270

OneDrive – Cloud Storage for All Devices!

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft OneDrive is one of the best kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! So, if you prefer Microsoft to Google, then this one's for you! Course details can be found on page 25.

Date: 4 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

Microsoft Forms

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

MS Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms. More course details can be found on page 26.

Date: 11 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

Google Forms

Susan Stein

***B. Ed Hons. (Technology) Computer Trainer
5 CPDT points accrue for this course!***

For those in education, Google Forms can be used to set, fill in and auto mark tests using a Plug in. Once the test is done Google Forms will generate a spreadsheet that can be self-marked. Please make sure you have a Gmail account set up prior to this course.

Date: 2 March Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Using YouTube to Enhance your Lessons

Octavia Chidiya

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer
Educators Earn CPDT points***

Find out how YouTube can make your lessons relevant to learners and can save you hours in preparation time. Course details can be found on page 28.

Date: 5 March Thursday 19:00 – 21:00 Sessions: 1 Cost: R270

MS Excel – Getting Started with Spreadsheets

Cedric Goliath

***Network Administrator and IT Trainer
Educators Earn CPDT points***

A basic knowledge of Excel is essential in education. It's ideal for mark sheets and keeping track of results. Computer literacy is a pre-requisite for attending this course.

Dates: 3 & 5 February Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Intermediate

Cedric Goliath

***Network Administrator and IT Trainer
Educators Earn CPDT points***

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

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

Dates: 10 & 12 February Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Applying Advanced Formulae & Functions

Cedric Goliath

***Network Administrator and IT Trainer
Educators Earn CPDT points***

If you need to be able to work with Advanced features of Excel, then you will benefit from this course which will cover the following:

- Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate
- Filtering Data in a list including Advanced filtering and Custom sorting;
- What-if Analysis: Goal seeking; Scenario Manager;
- Adding Subtotals to a list;
- Using Pivot Tables including Pivot chart and Slicers;
- Recording and using Macros

Dates: 17 & 19 February Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Creating an Excel Dashboard

Cedric Goliath

Network Administrator and IT Trainer

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. On this course you will learn how to create Dashboards using the existing tools in Excel. It is perfect for Principals, Deputies and Heads of Grades/Subjects who need to analyse and compare large amounts of data!

Date: 24 February

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

Google Classroom

Susan Stein

B. Ed Hons. (Technology) Computer Trainer
5 CPDT points accrue for this course!

Google Classroom is a free web service that aims to simplify creating, distributing and grading assignments in a paperless way. In this course we will cover the following content:

- Creating and customizing classes
- Adding class details/materials
- Adding students
- Setting up the workflow
- Comment settings
- Creating, submitting and marking assignments
- Making announcements
- Managing and grading assignments
- Giving assignment feedback

Please make sure you have a Gmail account and you remember the password as we will need this to log into Google Classroom.

Date: 25 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

Editing your Photos and Images using Paint.Net

Ross Cohen

B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming
Advanced Web Development, Delphi Programming for Teachers
Earn 5 CPDT points

If you're looking for a photo or image editor that is more powerful than Microsoft Paint, but not as complex as Photoshop, then Paint.Net is what you're looking for! Paint.Net is a free, easy-to-use photo and image editor, with support for layers. It is perfect for teachers who need to add images to worksheets or exam/test papers. You won't look back!

Date: 5 March

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

How to Create Powerful Interactive Presentations using Google Slides

Susan Stein

B. Ed Hons. (Technology) Computer Trainer
Earn CPDT points

Google Slides is ideal for teachers who need to prepare lessons and presentations. In this course you will learn how to create a presentation that is non-linear, interactive and creative. You will find out how to create: Multiple choice quizzes; Guided information presentations, and Triggers that will allow people to get information or answer question by clicking on a picture, shape or word. Please ensure that you have a Google or Gmail account set up prior to attending the course.

Date: 27 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

Do you want to find out how to **Market your School Online** more effectively?
The courses below will bring you up to speed with how to go about that!

Online Marketing for Business/Schools

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

During this course, you'll learn all the elements of online marketing for your school. You will cover:

- Introduction to Online Marketing
- Website design and development
- Web analytics
- Search Engine Optimisation (SEO)
- Online copywriting and content creation
- Online advertising and Pay Per Click
- Social media
- Email marketing
- Digital marketing strategy

This is an introductory course and suitable for those who have little or no previous experience of the subject. You should be computer literate and be interested in how a business can use online marketing. The course fee includes tea/snacks and a full lunch.

Date: 15 February

Saturday

09:00 -15:00

6 hours

Cost: R640

Social Media for Business/Schools

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

This course will give you the foundation to create an impressive social media strategy for your school and brand. You will cover:

- Building and managing a Facebook Page
- Introduction to Instagram, LinkedIn, Pinterest
- Writing a Social Media Business Strategy
- Learn to use third-party applications that can help you execute your social media strategy - Hootsuite, Bitly, Phonto, Cinegraphic and more
- Content Strategy and Planning
- E-commerce on Social Media
- Running ads on Social Media
- Latest Social Media Trends
- Time-saving tips and tricks for using social media
- Hashtag management

This is an introductory course and suitable for those who have little or no previous experience of the subject. You need to have a personal Facebook account. The course fee includes tea/snacks and a full lunch.

Date: 22 February

Saturday

09:00 – 15:00

Sessions: 2

Cost: R490

MISCELLANEOUS

First Aid: Level 1

First Aid Trainer

Medical Education Centre

Earn 10 CPDT points

If you are required to have a First Aid certificate because you are a sports coach, or head of First Aid at your school, then you will find this course useful. Course details can be found on page 39.

Dates: 15 & 22 February Saturdays 09:00 – 16:00 14 hours Cost: R910

First Aid: Sports Injuries

First Aid Trainer

Medical Education Centre

Educators Earn 10 CPDT points

If you are a sports coach, or teacher, then you will find this course very useful because it focusses specifically on sports injuries such as sprains, strains, concussion, spinal injuries, muscular cramps & knots, hamstring and groin pulls. You will learn all about:

- Understand sports-related injuries
- Correctly identify and treating sports-related injuries
- Strapping methods
- Massaging Techniques, and
- Preventing Sports injuries

Course participants will receive a certificate (valid for 2 years - on successful completion of the course), as well as a detailed sports injuries handbook.

Dates: 22 February Saturday 09:00 – 16:00 7 hours Cost: R780

Xhosa for Beginners

Dr Tessa Dowling

Ph.D. Senior Lecturer in African Languages

Educators earn 10 CPDT points

You've always wanted to learn Xhosa – if only to understand what people are saying about you! But eish, the **time**, those clicks, people speak **so fast!** *Suwara!* (Don't worry!) This course is designed just for you. You will learn how to click – not just with your tongue, but with Xhosa speakers – by using simple vocabulary, phrases and grammar to great advantage. You will also be taught how to **listen** to Xhosa by being exposed to some jokes and songs, and even rugby commentary and make-up tutorials. A more detailed course summary can be found on page 34.

Date: 5 Feb – 11 March Wednesdays 18:30 – 20:30 Sessions: 6 Cost: R690

How to Self-Publish your Own Text Book

Katherine Graham

B.A. PGCE Writer

Unhappy with the current selection of text books on offer for your subject area? Do you think you could do a better job? You can! After attending this course, you'll have all the tools you need to self-publish your own text book. You'll learn how to develop an overall plan for your text book, how to tackle research, writing and editing, and find out where to source illustrators and how much they'll cost. Finally, you'll look at printing your text books - which printers to go to and how much money you'll need, as well as a pricing and marketing strategy. This course will empower you to create the text books you've always dreamed of to bring your subject to life.

Dates: 22 February Saturday 09:00 – 13:00 4 Hours Cost: R390

Event Management**Sian Gibbs****Diploma: Events & Project Management**

Whether you've been assigned the task of planning the matric dance, or the school's centenary, why not take the stress out of planning an event, by finding out how to plan and manage the process successfully. You will look at: What event management entails; Basic guidelines for event management; Event planning process, and organisation and timing.

Date: 12 February

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R160

**LEARNER ENRICHMENT COMPONENT****Coding for Students****Octavia Chidiya****B.Sc. Computer Science, Technical Support Manager, Computer Trainer
Level Up Geek Up Academy**

This course aims to prepare students (under 18's) for the Fourth Industrial Revolution with the creative, collaborative, design thinking, and computational thinking skills of the future. Learning computer science and programming encourages creativity, problem-solving, ethics and collaboration. You will have fun learning Python as a programming language and challenging yourselves to think like computer programmers. How nice and cool is it to create something from the ground up? Python is used across diverse fields from web and game development to machine learning, AI, scientific computing and academic research. It is easy to learn as a first language and a valuable skill-set to have in any programmer's stack because of its diverse usage. Once you learn it you can find opportunities in web development, data science, machine learning, AI, web scrapping, game development, scientific and numeric computing.... the list goes on, making it the versatile language to learn. At the end of this course a student should be able to write a basic program using Python.

Date: 5 Feb – 18 March (ex 12 Feb)

Wednesdays

16:30 – 18:00

Sessions: 6

Cost: R400

Writing for High School or University**Robyn Jansen van Vuuren****M.A. Psychological Research**

This workshop aims to make explicit the necessary steps for writing a strong academic essay for school or university. Course details can be found on page 35.

Date: 5 March

Thursday

18:30 – 20:30

Sessions: 1

Cost: R140

How to Write Honestly: Avoiding Plagiarism in Academic Writing**Robyn Jansen van Vuuren****M.A. Psychological Research**

One of the aspects of academic writing that high school students most often struggle with is how to collate information from multiple resources and (re)express it using their own words. This interactive workshop aims to equip students with the necessary information and tools to avoid falling into this common trap. It is a useful course not only for High School learners, but also for those in University.

Date: 10 March

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R140

Make Studying Easy by Improving your Memory**Eileen Meilech****President & CEO of Memory Excellence**

Find out how to listen better in class, retain more information and study with ease.

Date: 15 February

Saturday

09:00 – 13:30

4.5 hours

Cost: R360

First Aid: Level 1**First Aid Trainer****Medical Education Centre**

This course is ideal for those who want to be part of the school's first aid team, or who intend pursuing medicine in the future. Course details can be found on page 39.

Dates: 15 & 22 February Saturdays 09:00 – 16:00 14 hours Cost: R910

First Aid: Sports Injuries**First Aid Trainer**

Medical Education Centre
Educators Earn 10 CPDT points

If you are on the first aid team at school, then you will find this course very useful because it focusses specifically on sports injuries such as sprains, strains, concussion, spinal injuries, muscular cramps & knots, hamstring and groin pulls. You will learn all about:

- Understand sports-related injuries
- Correctly identify and treating sports-related injuries
- Strapping methods
- Massaging Techniques, and
- Preventing Sports injuries

Course participants will receive a certificate (valid for 2 years - on successful completion of the course), as well as a detailed sports injuries handbook.

Dates: 22 February Saturday 09:00 – 16:00 7 hours Cost: R780

Audio Podcasting**Wayne Turner****Radio Broadcaster, Podcaster, Lecturer**

Want to start a radio station at your school? Join Wayne and find out exactly how to go about creating audio podcasts and presenting live. See page 31 for course details.

Date: 15 February Saturday 09:00 – 15:00 6 Hours Cost: R620

Contemporary Dance - Beginner**Tania Vosgatter****Honours in Dance Studies/ Dance Teacher**

These classes focus on the foundational techniques and principles of contemporary dance. This is an introductory course geared for adults, young and old. By focusing on the principles of contemporary dance you will gain a deeper and more connected sense of your body and experience the pleasure of moving one's body freely through space. Stretch your brain and body in new ways by challenging yourself to learn something new and exciting.

Date: 3 Feb – 9 March Mondays 18:30 – 20:00 Sessions: 6 Cost: R420

Contemporary Dance - Intermediate**Tania Vosgatter****Honours in Dance Studies/ Dance Teacher**

These rigorous contemporary dance classes are geared for dancers who have had dance training and would like to strengthen their dance practice by deepening their understanding of contemporary dance techniques and principles. These classes are a mixture of various contemporary dance techniques with a central focus on the principles of contemporary dance.

Date: 5 Feb – 11 March Wednesdays 18:30 – 20:00 Sessions: 6 Cost: R460



FIRST TERM 2020: REGISTRATION FORM

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

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

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

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

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

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

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

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

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

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

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

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: 021 713 7999 or Katharine Miles: 082 409 2195.