



Term 2 – 2019

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 2 courses begin on **29 April**. Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays. The programme ends on **30 May**.
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

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ADULT ENRICHMENT COMPONENT

ART

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: 6 & 13 May Mondays 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: 18 May Saturday 09:00 – 15:00 6 Hours Cost: R720

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: 20 May Monday 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: 27 May Monday 18:30 – 21:00 2.5 Hours Cost: R340

BUSINESS, FINANCE & ENTREPRENEURSHIP SKILLS

All you Want to Know about Starting your Own Business

Steve Reid

B. Comm. Business Coach,

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

Leaving a stable job, with a guaranteed salary can be a daunting concept, and not for the fainthearted, but it can also be the most rewarding decision you will ever make, and this course will empower you to make an educated decision. You will explore:

- What kind of business has good growth potential?
- The 7 key questions to answer before starting a business.
- Understanding the compliance requirements in starting a business.
- Building a strong business model (horse) and a resilient entrepreneur (jockey).
- Putting it together with a business model canvas.

Finally, you will have the opportunity to have your questions answered by a business coach and an entrepreneurial guest who is “out in the field”. Tea and mid-morning snacks will be provided.

Date: 13 & 15 May

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R360

Developing your Own Effective One Page Business Plan

Steve Reid

Business Coach,

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

Start-Up business and entrepreneurs are normally high on passion, yet low on process and structure. In addition, the thought of going from “zero” to a full-blown business plan can be intimidating. This course introduces attendees to the business model canvas, a one-page document which captures the key inputs to a business plan, on one page! It is ideal for pitching your business idea to investors or those you approach for funding.

Date: 22 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R160

The A – Z of Completing Your Tax Form

Ulrik Strandvik

M. Tax Law Director: Gunstons Attorneys

Take the stress of out completing your tax form! This informative session will give you pointers on:

- How to register for Tax
- Who needs to register for Tax
- How to register for e-filing
- How to manage your e-filing profile
- Who needs to do property tax
- Information on how to complete your tax return

Date: 29 April

Monday

18:30 – 20:30

Sessions: 1

Cost: R95

Rental of Property – What all Landlords and Tenants Should Know

Muwanwa Ramanyimi

Associate: Gunstons Attorneys

This course is aimed at both landlords and tenants alike and explains the differences between commercial and private leases; important considerations when entering into a lease agreement; the role of the Rental Housing Tribunal with regard to private leases; cancellation of your lease agreement; deductions from and return of deposits; what to do when one party breaches the lease agreement and an explanation of both commercial and private eviction procedures.

Date: 20 May

Monday

19:00 – 21:00

Sessions: 1

Cost: R95

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 shortlist 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: 29 May Wednesday 18:30 – 20:30 Sessions: 1 Cost: R220

How to Search the Internet and Find your Next Job

Octavia Chidiywa

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

You can search for anything online – if you know how and where to search! The internet is the world's biggest library, newspaper, notice board and network all rolled into one, so as you can imagine it's a great place to start looking for your next job and at the same time you will learn basic and advanced search tips that will help you to find almost anything online! In this session, you will look at the following:

- 13 steps to help you find your next job online
- What **not** to do when job hunting online
- Top 10 job search sites and platforms

Date: 14 May Tuesday 19:00 - 21:00 Sessions: 1 Cost: R240

LinkedIn – Getting your Professional Profile Online

Octavia Chidiywa

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

Why have a boring CV when you can have a live resume feed on LinkedIn! LinkedIn is a social media application that allows you to create an online resume, connect with colleagues and network with like-minded individuals worldwide. It is an ideal platform for job seekers, employers, or those looking to expand their business visibility. Learn how to create a LinkedIn profile that will attract employers and invite networking and job opportunities. Bring along your CV detail and a digital photograph of yourself to upload to the LinkedIn account that you create.

Date: 16 May Thursday 19:00 - 21:00 Sessions: 1 Cost: R250

“SOFT SKILLS” @ WORK

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: 29 April Monday 18:30 – 20:30 Sessions: 1 Cost: R120

Women in Leadership

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

This workshop will skill, encourage, motivate, revitalise and above all support women in leadership positions with their unique set of challenges that women face in their everyday lives. You will look at:

- What women bring to the workplace;
- Understanding gender differences;
- Communication styles;
- Assertive behaviour and verbal skills;
- Women specific Management Issues;
- Successful negotiation;
- Maintaining your femininity;
- Work/life balance to improve stress, relationships and productivity;
- What can we learn from inspiring women in business

Tea & snacks, as well as a full lunch is included in the cost of the course.

Date: 11 May Saturday 09:00 – 15:00 6 hours Cost: R380

Transformative Leadership Skills – Impacting Your Organisation

Gill Faris

M. Phil (Adult Education) Organisational Development

The premise of this empowering course is that leadership skills are for everyone, and not reserved for senior– to middle-management only! Today creativity and flexibility are essential to manage dynamic, ever-changing work environments. Find out how an understanding of the following leadership concepts can help you to create a work environment that is inclusive and transformative:

- values-based leadership,
- identifying and working with your strengths and those of your team,
- managing conflict,
- learning how to listen deeply,
- understanding the necessity for change management and
- creating a purposeful leadership plan

The course fee includes tea/snacks and a full lunch.

Dates: 18 May Saturday 09:00 – 15:00 6 Hours Cost: R690

Managing Diversity in the Workplace

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can sometime be a challenge but one that can easily be overcome. This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 15 May Wednesday 18:30 – 20:30 Sessions: 1 Cost: R120

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: 6 May Monday 18:30 – 20:30 Sessions: 1 Cost: R180

Mastering the Art of Public Speaking

Steve Reid

B. Comm. Business Coach,

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

The fear of public speaking is listed as one of the most intimidating of all fears! This course will help you to prepare off-stage so that you can be well prepared on-stage. You will cover:

- A method to be exceptionally clear (Fog cutting arrow)
- Tools to increase your confidence and impact
- Ways to overcome fear and lack of confidence
- Tools to build a compelling talk
- A “pop up” opportunity to apply your learning. (Pitch your idea)

Short videos and exercises make this two-night session a practical, yet positive experience.

Date: 27 & 29 May Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R280

ESSENTIAL IT SKILLS FOR THE WORKPLACE

Office 365 – Is it a Viable Option for your Business?

Craig Murray

Head: IT Infrastructure & Network Administration

Looking to move your school or business to the mystical cloud? Confused by all the options out there? Requirements puzzling your brain? Come and find out about Microsoft’s Office 365 product (free for all schools and educational institutions) and what the benefits are for your business. You will be given an overview of the free and paid plans, as well as challenges when it comes to moving your existing emails into Office 365 as well as how to educate your users before and during the switch over. You will see a live and working Office 365 instance so that you can get a feel for how the system works. Ideal for Network Administrators, IT managers, teachers in charge of IT or anyone interested in getting into the productivity cloud.

Date: 28 May Tuesday 18:30 – 20:30 Sessions: 1 Cost: R150

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: 21 & 23 May Tues & Thurs 19:00 – 21:00 Sessions: 2 Cost: R470

MS Excel – Getting Started with Spreadsheets**Sharon Ferreira****Computer Trainer HCTRN DMS. ICDL Advanced**

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: 30 April & 2 May Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R470

MS Excel – Intermediate**Sharon Ferreira****Computer Trainer HCTRN DMS. ICDL Advanced**

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: 7 & 9 May Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R470

MS Excel - Using 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: 14 & 16 May Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R470

Creating an Excel Dashboard**Cedric Goliath****Network Administrator and IT Trainer**

An Excel dashboard enables you to display multiple charts/pivot tables and other relevant information on one computer screen so that it can be monitored at a glance. You will be able to display a comparison of costs, profits, sales etc. on one screen as an overview of the detailed information. In this course you will be learn how to create, modify and customise your dashboards.

Date: 20 May Monday 18:30 – 20:30 Sessions: 1 Cost: R250

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! See page 20 for more information.

Date: 2 May Thursday 18:30 – 20:30 Sessions: 1 Cost: R250

Using Outlook Calendar Effectively**Cedric Goliath****Network Administrator and IT Trainer**

An efficient use of Outlook Calendar will change your life! Course details can be found on page 17.

Date: 27 May Monday 18:30 – 20:30 Sessions: 1 Cost: R250

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 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.

Date: 29 April Monday 18:30 – 20:30 Sessions: 1 Cost: R250

Google Drive – Exploring Advanced Features**Susan Stein****B. Ed Hons. (Technology) Computer Trainer**

Once you've used Google Drive you will want to know how to use all the advanced features! Course details can be found on page 20.

Date: 6 May Monday 18:30 – 20:30 Sessions: 1 Cost: R250

MARKETING YOUR BUSINESS/SCHOOL ONLINE**Writing Engaging Content for the Web****Renee Moodie****B.A. (Hons) H.D.E. Journalism Coach/Trainer**

If you run a small business website, maintain a blog, or manage a Facebook Page, you'll know that panic that sets in when you need to write something and publish it. In this two-hour workshop, Veteran Cape Times, Cape Argus and IOL journalist, Renee Moodie will share tips and tricks for generating writing ideas, finding pictures and making your content interesting.

Date: 13 May Monday 18:30 – 20:30 Sessions: 1 Cost: R150

How to Market your Business Online

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

Moving beyond a world of print media means that creating a website and social presence will need to be your number one priority. By creating an online identity, a website will be the home of your brand. An efficient website will increase the brand image and awareness and enable you to reach a wider audience. In this course, you will learn how to:

- Build a website,
- Establish your social media foundation and use online tools to speak to your audience,
- Optimise your site for Search Engine Optimisation (SEO) as well as
- How to boost your posts and adverts on Google using AdWords.

Date: 6 & 8 May

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R470

Facebook Page for Business/Schools

Octavia Chidiwa

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

People come to Facebook to discover what's happening in the world right now, to share information instantly, and to connect with people and businesses around the globe. With hundreds of millions of users and over 500 million Facebook messages being sent each day, this platform offers a great opportunity for businesses to reach a global audience of new and existing customers. No matter what type of business you are — from a large retailer to a freelance designer— you can use Facebook to build meaningful connections with a relevant and engaged audience. These connections can lead to actions across a network of loyal customers for your business. In this workshop you will learn how to:

- Create a Facebook business profile/page
- Create compelling content
- Advertise your business on Facebook
- Measure and adjust using Facebook Page insights.

Date: 13 May

Monday

19:00 – 21:00

Sessions: 1

Cost: R250

How to Build your Facebook Page Audience & Boost your Business

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

In the world of social media, there are a number of platforms being created or improved on daily. We are at a point where online marketing has never been as easy. This course follows on from the "How to Market Your Business Online" and "Facebook for Business" course and focuses on best practice for branding yourself and your business on Social Media. You will need to have a Facebook page to complete the training, as you will go into more detail about:

- How to create newsworthy content
- Attracting the right audience
- How to purchase Facebook adverts to build your audience or promote your content, and how much you should be paying
- What to DO and NOT DO on social media marketing

Date: 15 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R250

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

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: 11 & 18 May Saturdays 09:00 – 13:00 8 Hours Cost: R740

Office 365 – Is it a Viable Option for your Business or School?

Craig Murray

Head: IT Infrastructure & Network Administration

Looking to move your school or business to the mystical cloud? Confused by all the options out there? Requirements puzzling your brain? Come and find out about Microsoft’s Office 365 product (free for all schools and educational institutions) and what the benefits are for your school/business. You will be given an overview of the free and paid plans, as well as challenges when it comes to moving your existing emails into Office 365 as well as how to educate your users before and during the switch over. You will see a live and working Office 365 instance so that you can get a feel for how the system works. Ideal for Network Administrators, IT managers, teachers in charge of IT or anyone interested in getting into the productivity cloud.

Date: 28 May Tuesday 18:30 – 20:30 Sessions: 1 Cost: R150

Tips & Tricks for Getting your Computer to Operate at its Optimum

Kevin Stein

Nexus IT & Computer Repairs/ IT Business Owner

Tired of your computer being slow and sluggish? Don’t know how to fix the problem? This practical session will give you a step-by-step troubleshooting and information guide that will help you to improve the speed and performance of your computer and will give both you and your computer a “new lease on life”. You will learn how to:

- Check system resources & Power Settings
- Improve the speed of your computer by turning off some Windows settings and functions, as well as some programmes at start up
- Remove “bloat ware” which slows your computer down
- Install AdBlock Plus
- Test your Internet line speed
- Use SSD’s
- Use aftermarket programs to improve your experience

Dates: 29 April Monday 18:30 – 20:30 Sessions: 1 Cost: R250

Finding your Way Around Windows 10

Octavia Chidiwa

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: 7 May Tuesday 18:30 – 20:30 Sessions: 1 Cost: R250

Working with MS Word – What Everyone Should Know

Octavia Chidiwa

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: 21 & 23 May Tues & Thurs 19:00 – 21:00 Sessions: 2 Cost: R470

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: 22 May Wednesday 18:30 – 20:30 Sessions: 1 Cost: R250

Using Outlook Calendar to Plan your Day

Cedric Goliath

Network Administrator and IT Trainer

Educators Earn 5 CPDT points

Outlook Calendar is simple to use, can be designed to suit your needs and is as useful for the individual as it is for the business person! You can throw away your manual diary and schedule all your appointments and important dates electronically on Outlook, set reminders for yourself, and you can even share your calendar with your other role players such as your secretary, business associates, or family members to avoid schedule clashes. You can book appointments with others, send meeting requests, and even send business cards, invitations, meeting agendas or pictures via Outlook Calendar. Join this workshop and simplify your life!

Date: 27 May Monday 18:30 – 20:30 Sessions: 1 Cost: R250

Writing Emails that Impress

Renee Moodie

B.A. (Hons) H.D.E. Journalism Coach/Trainer

Even though we are all exposed to emails on a daily basis, so many emails give a bad impression of the individual or business because they are so poorly written and presented. Find out how to make your emails stand out in any inbox in this practical course.

Date: 27 May Monday 18:30 – 20:30 Sessions: 1 Cost: R150

MS Excel – Getting Started with Spreadsheets**Sharon Ferreira****Computer Trainer HCTRN DMS. ICDL Advanced
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: 30 April & 2 May Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R470

MS Excel – Intermediate**Sharon Ferreira****Computer Trainer HCTRN DMS. ICDL Advanced
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: 7 & 9 May Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R470

MS Excel - Using 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: 14 & 16 May Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R470

Creating an Excel Dashboard**Cedric Goliath****Network Administrator and IT Trainer**

An Excel dashboard enables you to display multiple charts/pivot tables and other relevant information on one computer screen so that it can be monitored at a glance. You will be able to display a comparison of costs, profits, sales etc. on one screen as an overview of the detailed information. In this course you will be learn how to create, modify and customise your dashboards.

Date: 20 May Monday 18:30 – 20:30 Sessions: 1 Cost: R250

Organising your Computer

Sharon Ferreira

**Computer Trainer HCTRN DMS. ICDL Advanced
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: 22 May Wednesday 18:30 – 20:30 Sessions: 1 Cost: R250

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

Octavia Chidiwa

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: 9 May Thursday 19:00 – 21:00 Sessions: 1 Cost: R250

Creating Presentations with MS PowerPoint

Sharon Ferreira

**Computer Trainer HCTRN DMS. ICDL Advanced
Educators Earn CPDT Points for this course**

PowerPoint is a package designed to help you to produce high quality, professional looking presentations. In this course you will be taught how to use some of the package's features, such as diagrams, organisational charts, action buttons, hyperlinks, photo album and many more. Your presentations will have everyone sitting on the edge of their seats!

Dates: 27 & 29 May Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R470

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: 8 May Wednesday 18:30 – 20:30 Sessions: 1 Cost: R250

How to Search the Internet and Find your Next Job

Octavia Chidiwa

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

You can search for anything online – if you know how and where to search! The internet is the world's biggest library, newspaper, notice board and network all rolled into one, so as you can imagine it's a great place to start looking for your next job and at the same time you will learn basic and advanced search tips that will help you to find almost anything online! In this session, you will look at the following:

- 13 steps to help you find your next job online
- What **not** to do when job hunting online
- Top 10 job search sites and platforms

Date: 14 May

Tuesday

19:00 - 21:00

Sessions: 1

Cost: R250

LinkedIn – Getting your Professional Profile Online

Octavia Chidiwa

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

Why have a boring CV when you can have a live resume feed on LinkedIn! LinkedIn is a social media application that allows you to create an online resume, connect with colleagues and network with like-minded individuals worldwide. It is an ideal platform for job seekers, employers, or those looking to expand their business visibility. Learn how to create a LinkedIn profile that will attract employers and invite networking and job opportunities. Bring along your CV detail and a digital photograph of yourself to upload to the LinkedIn account that you create.

Date: 16 May

Thursday

19:00 - 21:00

Sessions: 1

Cost: R250

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: 21 May

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R250

How to Market your Business Online

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

Moving beyond a world of print media means that creating a website and social presence will need to be your number one priority. By creating an online identity, a website will be the home of your brand. An efficient website will increase the brand image and awareness and enable you to reach a wider audience. In this course, you will learn how to:

- Build a website;
- Establish your social media foundation and use online tools to speak to your audience,
- Optimise your site for Search Engine Optimisation (SEO) as well as
- How to boost your posts and adverts on Google using AdWords.

Date: 6 & 8 May

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R470

Facebook Page for Business/Schools

Octavia Chidiywa

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

People come to Facebook to discover what's happening in the world right now, to share information instantly, and to connect with people and businesses around the globe. With hundreds of millions of users and over 500 million Facebook messages being sent each day, this platform offers a great opportunity for businesses to reach a global audience of new and existing customers. No matter what type of business you are — from a large retailer to a freelance designer— you can use Facebook to build meaningful connections with a relevant and engaged audience. These connections can lead to actions across a network of loyal customers for your business. In this workshop you will learn how to:

- Create a Facebook business profile/page
- Create compelling content
- Advertise your business on Facebook
- Measure and adjust using Facebook Page insights.

Date: 13 May

Monday

19:00 – 21:00

Sessions: 1

Cost: R250

How to Build your Facebook Page Audience & Boost your Business

Lee Bergman

Graphic Designer, Marketing & Communications, Trainer

In the world of social media, there are several platforms being created or improved on daily. We are at a point where online marketing has never been as easy. This course follows on from the "How to Market Your Business Online" and "Facebook for Business" course and focuses on best practice for branding yourself and your business on Social Media. You will need to have a Facebook page to complete the training, as you will go into more detail about:

- How to create newsworthy content
- Attracting the right audience
- How to purchase Facebook adverts to build your audience or promote your content, and how much you should be paying
- What to DO and NOT DO on social media marketing

Date: 15 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R250

Introduction to YouTube

Octavia Chidiywa

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

Earn CPDT points

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: 28 May

Tuesday

19:00 – 21:00

Sessions: 1

Cost: R250

iPad for Beginners***Susan Stein******B. Ed Hons. (Technology) Computer Trainer***

In this course you will learn the basic functions of the iPad. You will look at:

The Home Screen and the Dock; Settings: Mail, Security, Wi-Fi, Control Centre, Backgrounds; Gestures; The App Store; Downloading, Moving & Docking Apps; Creating folders for Apps; Bookmarking website & Talking to Siri. Please bring your iPad along to the course.

Date: 23 May

Thursday

18:30 – 20:30

Sessions: 1

Cost: R250

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: 11 May

Saturday

09:00 – 13:00

4 hours

Cost: R450

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 (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: 18 May

Saturday

09:00 – 15:00

6 hours

Cost: R650

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: 11 May

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: 15 May Wednesday 18:30 – 20:30 Sessions: 1 Cost: R250

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! Course details can be found on page 20.

Date: 29 May Wednesday 18:30 – 20:30 Sessions: 1 Cost: R250

COOKING & BAKING

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: 20 & 27 May Mondays 18:30 – 20:30 Sessions: 2
Cost: R290 (tuition fee) + Kit Price: R185 = R475 to be paid on registration

Making Pastries & Croissants

Stacy Edwards

Silwood Diploma, Confectioner, Owner: Sugar Mommeez Confectionery

There is nothing like a home-made pastry or croissant! In this popular, hands-on workshop, you will find out all about:

- the principles of pastry making including puff pastry and croissants;
- Principles of working with yeast including proofing of the pastry (specific to croissants)
- skills required for a successful layered puff pastry
- rolling and cutting of croissants

Please bring along a mixing bowl, rolling pin, and a container to take your baking home with you.

Date: 18 May Saturday 09:00 – 11:30 2.5 hours
Cost: R 170 (pay on registration) + Kit Price: R100 (pay to Stacy at the workshop)

MISCELLANEOUS COURSES

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, as well as the Astronomical Handbook called "Sky Guide for South Africa".

Dates: 7, 14, 21 & 28 May Tuesdays 18:30 – 20:30 Sessions: 4 Cost: R290

Gardening with Fynbos

Dalton Gibbs

Westlake Nature Reserve/Area Manager South

Wanting to convert your garden into a low-maintenance, water wise, wind-resistant, indigenous garden? In this course, Dalton will look at some of the practical considerations when starting an indigenous fynbos garden as well as the varieties of plants available to you.

Date: 29 April Monday 18:30 – 20:30 Sessions: 1 Cost: R95

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 25 May from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 1 June from 11:30 – 14:30). 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: 20 May Monday 18:30 - 20:30 Sessions: 1
25 May & 1 June Saturdays 2 Field Trips Cost: R280

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: 25 May Saturday 09:00 – 12:00 3 hours Cost: R80

Waitron Training**Kate Raw****B. Tech Hospitality PGCE**

Being a waitron can provide a good source of income while you're still studying, but there are only so many jobs available, and the certificate which you will receive on completion of this course, will make you a lot more marketable and ensure that you get the job you want! You will learn what is required to be a waitron in casual restaurants and bars, as well as fine dining establishments.

Date: 2 & 9 May Thursdays 18:30 – 20:30 Sessions: 2 Cost: R190

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: 29 May Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

Learning How to Play the Guitar**Jonathan Walters****Guitar Teacher**

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

Dates: 29 April – 27 May Mondays 18:30 – 19:30 Sessions: 5 Cost: R490

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

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

Dates: 7 – 28 May Tuesdays 18:30 – 20:30 Sessions: 4 Cost: R395

PARENTING, PERSONAL DEVELOPMENT & PSYCHOLOGY COURSES**Surviving Single Parenthood****Loretta Erasmus****M. Phil. Management Coaching / Business Coach**

Whether you're a single parent by choice, widowed, divorced or separated, raising your children on your own comes with many challenges. This workshop will enable you to navigate a do-able work-life balance, managing those unique challenges, helping you to stay focused on the special relationship between you and your child, happiness, health and retaining your sanity. You will look at:

- Your Social Network; Self-Care; Solo decision making; Stress and Anxiety about money; Self-doubt; The Ex-files and lastly, Dating Again .

Date: 6 May Monday 18:30 – 20:30 Sessions: 1 Cost: R120

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: 29 April Monday 18:30 – 20:30 Sessions: 1 Cost: R120

The Biology of Memory

Robyn Jansen van Vuuren

M.A. Psychological Research

Our ability to function effectively in the world is heavily dependent on our ability to remember information. However, memory is a complex construct, consisting of many processes and reliant on the interplay of multiple neurological structures, and it is very easy for it to fail us. This course will discuss:

- some of the common models of memory functioning,
- the key processes of encoding, consolidation, and retrieval,
- what happens when we forget information, and
- the neuroscience of memory.

Date: 9 May Thursday 18:30 – 20:30 Sessions: 1 Cost: R120

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.

Date: 18 May Saturday 09:00 – 13:30 4.5 hours Cost: R340

Intelligence & IQ: The Truth

Robyn Jansen van Vuuren

M.A. Psychological Research

The term "IQ Score" is often used as an indication of how successful society believes an individual will be in his or her life. However, 'intelligence' is a multifaceted construct that is difficult to define and often misunderstood and misused. This course aims to equip you with some of the "facts" about intelligence, and will discuss:

- the history of the concepts of intelligence and IQ,
- some of the more popular theories of intellectual intelligence,
- alternative theories of intelligence,
- how intelligence is measured, and
- factors that may affect intelligence.

Date: 2 May Thursday 18:30 – 20:30 Sessions: 1 Cost: R120

Mastering the Art of Public Speaking**Steve Reid****B. Comm. Business Coach,****Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE**

The fear of public speaking is listed as one of the most intimidating of all fears! This course will help you to prepare off-stage so that you can be well prepared on-stage. You will cover:

- A method to be exceptionally clear (Fog cutting arrow)
- Tools to increase your confidence and impact
- Ways to overcome fear and lack of confidence
- Tools to build a compelling talk
- A “pop up” opportunity to apply your learning. (Pitch your idea)

Short videos and exercises make this two-night session a practical, yet positive experience.

Date: 27 & 29 May

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R280

Managing Diversity in Schools

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

5 CPDT points accrue for this course!

One only has to read the news to understand the issues with managing diversity in the school environment. Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity can sometime be a challenge but one that can easily be overcome. This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 15 May Wednesday 18:30 – 20:30 Sessions: 1 Cost: R120

Commenting Constructively on Student Assignments

Robyn Jansen van Vuuren

M.A. Psychological Research

5 CPDT points accrue for this course!

All too often, especially when the pile of marking seems never ending, it is far easier to focus on the negative aspects of student's writing rather than on the positive aspects. However, constantly receiving negative feedback on their assignments is unlikely to result in improved academic writing, and more likely to demoralise students. This course will provide some tips for how to identify the positive aspects of written assignments, and how to provide constructive, rather than negative, feedback to your students. Attendees should bring with them an example of a student assignment that they have recently provided feedback on.

Date: 14 May Tuesday 18:30 – 20:30 Sessions: 1 Cost: R120

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: 23 May Thursday 18:30 – 20:30 Sessions: 1 Cost: R120

Intelligence & IQ: The Truth

Robyn Jansen van Vuuren

M.A. Psychological Research

The term "IQ Score" is often used as an indication of how successful society believes an individual will be in his or her life. However, 'intelligence' is a multifaceted construct that is difficult to define and often misunderstood and misused. This course aims to equip you with some of the "facts" about intelligence, and will discuss:

- the history of the concepts of intelligence and IQ,
- some of the more popular theories of intellectual intelligence,
- alternative theories of intelligence,
- how intelligence is measured, and
- factors that may affect intelligence.

Date: 2 May Thursday 18:30 – 20:30 Sessions: 1 Cost: R120

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 29.

Date: 18 May Saturday 09:00 – 13:30 4.5 hours Cost: R340

INTERACTIVE TECHNOLOGY, ELECTRONIC DEVICES & MEDIA**Interactive Whiteboard Training Course****Stephen Price****B.Sc. H.D.E. B.Ed. Principal****Educators Earn 7 CPDT points**

Is your Interactive Whiteboard just a glorified screen because you don't know how to use it effectively? Are you and your students bored with your lessons? This course, run by someone who is one of the leading IWB trainers in South Africa, will help you to put that "spark" back into your lessons. 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. The course is SACE accredited so you will also earn 7 CPDT points, and certificates of attendance will be issued on completion of the course. The course includes tea and lunch.

Date: 11 May Saturday 09:00 – 15:00 6 hours Cost: R690

iPad for Beginners**Susan Stein****B. Ed Hons. (Technology) Computer Trainer**

In this course you will learn the basic functions of the iPad. You will look at:

- The Home Screen and the Dock; Settings: Mail, Security, Wi-Fi, Control Centre, Backgrounds; Gestures; The App Store; Downloading, Moving & Docking Apps; Creating folders for Apps; Bookmarking website & Talking to Siri.

Date: 23 May Thursday 18:30 – 20:30 Sessions: 1 Cost: R250

COMPUTERS & PHOTOGRAPHY

The full array of Computer & Photography courses can be found on pages 16 – 25.
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Office 365 – Is it a Viable Option for your School?**Craig Murray****Head: IT Infrastructure & Network Administration**

Looking to move your school to the mystical cloud? Confused by all the options out there? Requirements puzzling your brain? Come and find out about Microsoft's Office 365 product (free for all schools and educational institutions) and what the benefits are for your school. Course details can be found on page 16.

Date: 28 May Tuesday 18:30 – 20:30 Sessions: 1 Cost: R150



SECOND TERM 2019: REGISTRATION FORM

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

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

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

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

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

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

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

N.B. Please fax or e-mail this registration form along with proof of payment to either 021 7150631 or email: kmiles@bhs.org.za

Alternatively, you may **register in person** at the School on **weekdays from 08:30 – 15:30, during the school term, 2 April – 14 June 2019.**

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.