bergvliet high

continuing education

TERM 1 2021

February - March

educator enrichment | adult education | learner enrichment | corporate training

Term 1 – 2021

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 4 **sections**:

1. **ADULT ENRICHMENT**
2. **EDUCATOR ENRICHMENT**
3. **CORPORATE TRAINING**
4. **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. In the event of a second lockdown situation in Cape Town, some of these courses might be offered online. You will be given the option to convert to this platform.
4. Term 1 courses begin on **15 February.** Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays. The programme ends on **25 March 2021.**
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.
13. **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.**
13. **Please note: Full Covid protocols are in place and will be strictly adhered to. You will be required to complete a questionnaire on arrival, sanitise your hands and wear a mask at all times.**

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 & CRAFTS

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: 23 Feb – 16 March Tuesdays 18:30 – 20:30 Sessions: 4

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

Watercolour Inspiration – Explore & Enjoy the Magic of Watercolours

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

Explore this magical medium using simple techniques which you will be shown if you are a beginner or, be challenged to experiment and fine tune if you are more experienced.
The aim of the workshop is to have fun, create and be inspired. Colour vibration, detail, abstract shapes, movement etc. will be explored.
Visual material will be provided to inspire creativity. Finish off the Workshop with a lively discussion about the work. Mid-morning tea 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 inexpensive size 6 round 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 300 gram paper along to the workshop.
- A note book for colour notes and a pencil is required by all participants.

Date: 6 March Saturday 09:00 – 13:30 4.5 hours

Cost: R470 (to be paid on registration) + R85 for beginner's kit (if required) to be paid directly to Jessie on the day

Painting in Acrylics with Derric van Rensburg

Derric Van Rensburg ***Acclaimed S.A. Artist & Art Teacher***

Let 2021 be the year that you learn how to create your own artistic masterpieces, and who better than an internationally acclaimed artist like Derric van Rensburg to inspire you! Whether you're a beginner, or a more experienced artist wishing to improve your technique, Derric's passion for passing on tips and techniques which he has learnt over the years, will add a new dimension to your art. Derric has an infectious sense of humour, and he creates a safe space for you to express yourself. This course is very popular, so register early to avoid disappointment. Mid-morning tea and snacks will be provided.

Date: 13 March Saturday 09:00 – 13:30 4.5 Hours Cost: R590

Crocheted Tab Necklace for Beginners

Ivy Nhlapo ***Artist & Business Owner: Ivy Grace***

Create your own unique jewellery in this one-of-a-kind workshop! You will create a funky necklace made from crochet cotton or wool, and can tabs, and learn how to duplicate your creation as gifts for your friends and family. Have a look at the Continuing Education Facebook Page for images of the necklaces. This workshop is for those who have little or no crocheting skills. All materials will be provided, but please bring your own 2mm crochet needle along. If you have a pair of long-nosed pliers and cutters at home, then please bring these along as well, if not, some will be available for use at the workshop.

Date: 13 March Saturday 09:00 – 11:00 2 Hours
Cost: R 250 (Includes the cost of materials)

Crocheted Tab Necklace for the More Advanced

Ivy Nhlapo ***Artist & Business Owner: Ivy Grace***

If you know how to crochet and want to create a unique piece of jewellery that will be a talking point, then you'll love this workshop! You will create a beautiful necklace and a pair of earrings, made from crochet cotton or wool, and can tabs, and learn how to duplicate your creation as gifts for your friends and family. Have a look at the Continuing Education Facebook Page for images of the necklaces. All materials will be provided, but please bring your own 2mm crochet needle along. If you have a pair of long-nosed pliers and cutters at home, then please bring these along as well, if not, some will be available for use at the workshop.

Date: 13 March Saturday 12:00 – 14:00 2 Hours
Cost: R 250 (Includes the cost of materials)

Suncolour Dyed T'shirt

Wendy Hitchcock ***Crafter***

Tie dyed t'shirts are in fashion at the moment, but this technique takes tie dying to the next level! You will be able to create your own trendy t'shirt and experiment with all your other boring clothes at home. Please wear old clothes, or bring an art apron along. You will also need to bring along a pre-washed 100% cotton white t'shirt, a large black bag, 2 kitchen sponges, rubber gloves, and pressed dried leaves (put them into an old book to dry) and any old keys that you have at home. The dye will be supplied.

Date: 13 March Saturday 12:00 – 14:00 2 Hours Cost: R220

Mosaic Workshop – Pot Plant with a Difference

Gina Florentino ***Mosaic Artist***

In this creative workshop you will learn how to decorate a plant pot with mosaics, and then you will plant a plant in the pot! It is perfect as a focal point in your home, or as a personalized gift for a friend. The course kit costs R120 and needs to be purchased from Gina at the workshop. Mid-morning tea and snacks will be provided.

Date: 13 March Saturday 09:00 – 13:00 4 Hours
Cost: R 220 (pay on registration) + Kit Price: R120 per item (pay to Gina at the workshop)

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: 18 Feb – 4 March Thurs & Tues 18:30 – 20:30 Sessions: 5 Cost: R 650

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: 9 - 18 March Tues & Thurs 18:30 – 20:30 Sessions: 4 Cost: R560

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 is 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: 16 & 18 February 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 you need to understand this relationship known as the "triple constraint". In part one of this course you 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: 23 Feb – 23 March Tuesdays 18:30 – 20:30 Sessions: 5 Cost: R 650

Turn your Passion into a Business

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

Do you have something that you're passionate about that could be monetised? 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: 22 February Monday 18:30 – 20:30 Sessions: 1 Cost: R160

Starting a Side Hustle

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

There are few people whose lives have not been impacted by the Covid Crisis and lockdown. For many, their income has been impacted, reduced or even completely lost. This short inspiring course will "open the door" to ideas and options in generating an income through a side hustle. The realities of the Covid crisis also inform just what practically can be done.

Date: 17 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R160

Finding Remote & Freelance Work

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

The job market is in a bad way all around the world, and we have all been touched by retrenchments and salary cuts. On top of it all, we need to stay at home as much as possible. This is, however, where remote and freelance work comes into its own! Find out where and how to find this type of work and you will have the best of both worlds.

Dates: 9 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R280

IMPROVING YOUR JOB PROSPECTS – RECRUITMENT & CAREERS

English in the Workplace – when English isn't Your Mother Tongue

Elaine Bester ***B.A. B. Ed (Hons) English Teacher***

Are you struggling to communicate effectively in English in the workplace because English isn't your mother tongue? Do you feel that your promotion in the company is being hampered by this? This course will focus on the Business English vocabulary and written skills that you will need in order to be effective at work. It will assist you to engage more easily in the following scenarios:

- Writing emails
- Giving a written overview of what you accomplished for the week
- Speaking with clients
- Discussing projects
- Writing your CV
- Vocabulary to use in job interviews

Date: 25 Feb – 18 March Thursdays 18:30 – 20:30 Sessions: 4 Cost: R590

Personal Assistant Skills

Emmerentia Jansen ***B. A. H.D.E. Computer Trainer***

This comprehensive course was developed to equip office workers and Personal Assistants in the workplace. You will learn everything that is required to do the job well! So, if you're thinking of going back to work after being at home bringing up children, or you want to move up the ranks, then you'll love this course. Certificates will be issued on completion of the course will cover:

- Workplace etiquette
- Effective Telephone skills with a practical telephone test
- Planning and organizing to get the job done by listing your plans in order of importance, action lists and writing your Action plan
- Time Management and optimizing your resources and planners using schedules, action plans and planners for goal setting
- Stress Management tips
- Good customer service versus bad customer service
- Dealing with difficult customers
- How to take messages by filling in the message forms
- Basic MS Word skills in order to type Business documents.

Date: 23 & 25 March Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

Dealing with Retrenchment

Jennifer Ritchie ***Recruitment Specialist/Career Coach, Trainer & Consultant***

A Retrenchment Re-invention Specialist and author of a Coaching Handbook on Dealing with Retrenchment, Jennifer takes you through structured steps to reassess your career and move forward. These include Coping with the Psychological Effects, Dealing with Legal, Financial and Practical Issues, Getting to Grips with Technical Career Basics, Preparing Professional Documentation, Job Search and Networking and Sustaining the Impetus. Included in the course fee, is a copy of the Coaching Handbook (R100).

Date: 18 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R240 + R100 = R340

Career Transitions & Professional Interview Techniques

Jennifer Ritchie ***Recruitment Specialist/Career Coach, Trainer & Consultant***

We graduate, we realise that what we are doing is not what we love, we get bored, we are retrenched, we emigrate, and we retire. Career transitions are a constant and we all need to be proactive. This course covers the eight process steps and application thereof with specific focus on ensuring interview success. For anyone serious about career success, it will give you practical insight not gained in research, on how to ensure successful career progression and fulfilling work choices based on thorough groundwork which is adapted to shifting market trends.

Date: 25 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R240

LinkedIn – Getting your Professional Profile Online

Octavia Chidyiwa ***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: 11 March Thursday 18:30 - 20:30 Sessions: 1 Cost: R280

LEADERSHIP/MANAGEMENT SKILLS

Accessing the Essence of Leadership

Milena Gevers ***M. Social Science / Integral, Leadership & Confidence Coach***

There are many differing perspectives on what good leadership should look like. And when we look at the world, we can see that just because someone might be appointed in a leadership position, it does not automatically make them a good leader. It's the actions they take as a leader to carry a vision forward and not only inspire the group they are leading to bring it into effect, but possibly have a ripple effect into the industry or even society at large. In this 2-part workshop series, you will unpack leadership and use reflection as a tool to understand the responsibility of it. Using coaching type activities, you will explore the process of defining a vision and what that vision means to you as leader - whether current or potential and explore some somatic leadership embodiment practices to work with. Whether its leadership in school, in community or business contexts, all are welcome.

Date: 18 & 25 February Thursdays 18:30 – 20:30 Sessions: 2 Cost: R280

Effective Collaboration in the Workplace

Milena Gevers ***M. Social Science / Integral, Leadership & Confidence Coach***

Managers are often caught in a tricky dynamic of being pressured to achieve work outcomes on deadlines but needing a team of people to give you a required level of performance in order do so. What easily happens is that managers feel without a choice but to prioritise the former for business purposes, which often makes the latter a continuous struggle around productivity, often leading to micro-management. This workshop looks at effective collaboration and ways to build a work culture that is based on more connection, empathy, trust and accountability, therefore supporting performance improvements, increased productivity and longer staff retention rates.

Date: 4 March Thursday 18:30 – 20:30 Sessions: 1 Cost: R140

Being an Effective Team Member & Managing Effective Teams

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 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: 15 March Monday 18:30 – 20:30 Sessions: 1 Cost: R140

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 and those aspiring to be. 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.

Date: 18 & 23 March Thurs & Tues 18:30 – 20:30 Sessions: 2 Cost: R280

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: 15 & 17 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R290

"SOFT SKILLS" IN THE WORKPLACE

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: 17 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

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 effect positive change.

Date: 2 & 4 March 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: 23 & 25 February Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R280

How to Build Stronger Relationships by Listening & Communicating Better

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

Effective communication is more than what you say. Learn how to overcome anxiety, improve your listening ability, enhance your message and deliver it better. Get simple communication tools, strategies and tips to help you to communicate with confidence. Employees are looking to build stronger relationships with their colleagues and turn more of their ideas into realities by communicating better. You will cover:

- Non-verbal communication skills
- Effective listening
- How to kick-start conversations
- Telling attention-grabbing stories
- Asking the right questions to engage others, and
- Understanding the other person's viewpoint

Date: 8 & 10 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R280

ESSENTIAL IT SKILLS FOR THE WORKPLACE

Using Outlook to Manage your Emails, Tasks & Priorities in the Workplace

Cedric Goliath ***Network Administrator and IT Trainer***

Find out how to become a more efficient and productive administrator by learning to manage your daily tasks on Outlook. In this course, you will learn how to:

- Organising and managing your emails using message rules
- Creating an efficient folder system
- Using categories to filter your emails, contacts and calendar
- Creating multiple signatures including with images or logos
- Creating, enabling and customizing the out of office notice
- Creating reminders and organizing your tags to help you find emails
- Organising follow up action via tags
- Keeping track of your tasks via email and calendar, as well as Microsoft To Do
- Sharing Calendars
- Creating recurring appointments
- Using mail merge with your Word and your Outlook contacts.

Date: 18 March Thursday 18:30 – 20:30 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 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: 16 & 18 February Tues & Thurs 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: 23 & 25 February Tues & Thurs 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: 2 & 4 March Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

Creating an Excel Dashboard & Pivot Tables

Cedric Goliath ***Network Administrator and IT Trainer***

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

Date: 9 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

Using Excel to Manage Projects

Christopher Swart ***B.Sc. M. En. Programme in Project Management***

There are a number of specialised software programmes available for managing projects. However, it is also possible to use the features of programmes such as Microsoft Excel and OpenOffice Calc for the very same purpose. You will use a specifically designed template to construct Gantt Charts and WBS to break down projects into activities and deliverables, and then link that to time management, both during planning and implementation. Furthermore you will use the template to construct a budget, and manage the budget.

Date: 11 & 16 March Thurs & Tues 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: 18 March Thursday 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

Given the current situation where many people are working from home, having a free "storage facility in the cloud", which everyone can access, is essential. Find out how to make Google Drive work for you! Course details can be found on page 22.

Date: 3 March Wednesday 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: 8 March 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: 17 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

Presentation using MS PowerPoint

Emmerentia Jansen ***B. A. H.D.E. Computer Trainer***
Earn CPDT points

Presentations can be a crutch that presenters hang onto so that they don't forget what they have to say, or they can be powerful tools that support memorable presentations. We all want to create presentations that inspire others and this Introduction to PowerPoint will help you to do that! See page 24 for course details.

Date: 17 & 22 March Wed & Mon 18:30 – 20:30 Sessions: 2 Cost: R490

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: 15 March Monday 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 mid-morning tea & snacks.

Date: 6 March Saturday 09:00 -13:30 4.5 hours Cost: R490

Social Media Marketing 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 mid-morning tea/coffee and snacks.

Date: 13 March Saturday 09:00 – 13:30 Sessions: 2 Cost: R490

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. Please note, this is a lecture, NOT a computer course.

Date: 10 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R160

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 devises 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: 6 & 13 March Saturdays 09:00 – 13:00 8 Hours Cost: R760

Tidying up your Desktop - Managing the Files & Folders on your Computer

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, 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: 24 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

Facebook for Beginners

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, 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: 23 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

Mastering your Android Smartphone!

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

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, which 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: 15 February Monday 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: 8 March Monday 18:00 – 20:00 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***

Teachers earn SACE CPDT points for this course

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 devises 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.

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Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

Educators Earn CPDT Points

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

Dates: 24 March Wednesday 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.

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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
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- Cell comments
- Freezing columns and rows
- Working with multiple worksheets/Workbooks
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Dates: 23 & 25 February Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Applying Advanced Formulae & Functions

Cedric Goliath ***Network Administrator and IT Trainer***

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Dates: 2 & 4 March Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

Creating an Excel Dashboard & Pivot Tables

Cedric Goliath ***Network Administrator and IT Trainer***

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

Date: 9 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

Using Excel to Manage Projects

Christopher Swart ***B.Sc. M. En. Programme in Project Management***

There are a number of specialised software programmes available for managing projects. However, it is also possible to use the features of programmes such as Microsoft Excel and OpenOffice Calc for the very same purpose. You will use a specifically designed template to construct Gantt Charts and WBS to break down projects into activities and deliverables, and then link that to time management, both during planning and implementation. Furthermore you will use the template to construct a budget, and manage the budget.

Date: 11 & 16 March Thurs & Tues 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: 10 March 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: 18 March Thursday 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: 3 March Wednesday 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.

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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: 17 February Wednesday 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: 17 March Wednesday 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: 15 March Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Presentation using MS PowerPoint

Emmerentia Jansen ***B. A. H.D.E. Computer Trainer***
Earn CPDT points

Presentations can be a crutch that presenters hang onto so that they don't forget what they have to say, or it can be powerful tool that supports memorable presentations. We all want to create presentations that inspire others and this Introduction to PowerPoint will help you to do that! You will cover the following aspects:

- The difference between a slide and a presentation
- Making changes to existing slides
- PowerPoint Toolbars & Drawing Toolbars
- Creating slides in PowerPoint
- Formatting the background of slides
- Adding new slides to the presentation
- Inserting textboxes
- Formatting the slide background using fill effects
- Inserting symbols, clip art and pictures onto slides
- Copying slides from one presentation to another
- Applying transition and animation schemes to a slide
- Setting up a slide show

Date: 17 & 22 February Wed & Mon 18:30 – 20:30 Sessions: 2 Cost: R490

Introduction to YouTube

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, 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: 4 March Thursday 19:00 – 21:00 Sessions: 1 Cost: R270

Facebook for Beginners

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, 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. It's the perfect way to keep contact with friends and find old friends. See page 19 for course details.

Date: 23 March 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**

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! See page 28 for course details.

Date: 3 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

Finding Remote & Freelance Work

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

The job market is in a bad way all around the world, and we have all been touched by retrenchments and salary cuts. On top of it all, we need to stay at home as much as possible. This is, however, where remote and freelance work comes into its own! Find out where and how to find this type of work and you will have the best of both worlds.

Dates: 9 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

LinkedIn – Getting your Professional Profile Online

Octavia Chidyiwa ***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: 11 March 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 17.

Date: 6 March Saturday 09:00 -13:30 4.5 hours Cost: R490

Social Media Marketing 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 18.

Date: 13 March Saturday 09:00 – 13:30 4.5 hours Cost: R490

CODING COURSES

Coding with Python for High School Students & CAT Teachers

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***
Level Up Geek Up Academy

This course aims to prepare students 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 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: 8 – 17 March Mon & Wed 18:30 – 20:30 Sessions: 4 Cost: R790

Coding for Those from a Programming Background

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, 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 you career ends up taking you. With Python you can build simple scripts to complex applications. You can do it quickly, safely and with fewer lines of code than you might think possible. Python is fun, expressive, its readable style, quick editing, run development cycle meaning you can sit down writing code, rather than fighting compilers and complex syntax. Python will grow with you as your experiments become prototypes, your prototypes become products. Python makes the experience of writing software easier and enjoyable. At the end of this course you should have a good foundation and background for further learning if you want to become an expert.

Date: 16 – 25 Feb Tues & Thurs 18:30 – 20:30 Sessions: 4 Cost: R840

TECHNOLOGY & ELECTRONIC DEVICES

Mastering your Android Smartphone!

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

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 19.

Date: 15 February Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Building a PC from Scratch

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

Have you always wanted to build your own computer but don't know where to begin? In this hands-on workshop, you will familiarise yourself with the components in your computer and find out how they all fit together – from the motherboard to the heat sync that keeps the CPU cool. You will learn the correct way to assemble a computer and some cable management as well to allow for maximum airflow through the case. No prior knowledge is required.

Dates: 22 February Monday 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: 8 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: 6 March Saturday 09:00 – 13:00 4 hours Cost: R480

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 mid-morning tea and snacks, as well as four useful Photography eBooks. Please bring your camera along, as well as a flash drive to download the eBooks.

Date: 13 March Saturday 09:00 – 13:00 4 hours Cost: R480

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: 3 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

HOME, GARDENING & THE OUTDOORS

Tips for Re-Doing your Kitchen Successfully

Megan Grauso ***IndigoFusion – Interior Designer***

Redoing your kitchen can be expensive, unless you have done your research! Megan is full of good ideas to help you to create the kitchen of your dreams, and save money at the same time! In this three-part course you will find out about project timing and the various project stages involved, including:

- Design, Manufacture, Gutting the existing kitchen, Installation (Including: Plumbing & Electrical, Painting, Floor Finishes, Joinery, Counter Tops, Wall Finishes and Soft Furnishings), Snagging and being without a working kitchen!
- In the second session, you will look at the many possible design styles for your kitchen, from Modern to Classic and Beach House to French Country, as well as what extra features you can include in your kitchen, from Display Units and Islands to Butcher Blocks and Seating!
- Your final session will deal with Colours, Cupboard Finishes, Counter top finishes, Floor finishes, Wall Finishes, Appliances, Fittings and Gadgets! Not to be missed if you want a kitchen that looks great and works well!

Dates: 4, 11 & 18 March Thursdays 18:30 – 20:30 Sessions: 3 Cost: R340

Watts Up with Electricity

Kim Kruyshaar ***M.A. Environmental Science Energy Auditor***

We survived the Day Zero drought and it taught us resilience. Now is the time to understand how to reduce the impact of ESKOM outages and increasing electricity costs by growing our household energy resilience. Do you know which activities and appliances use the most Watts? Do you understand the electricity tariff system, what the trends are and how to input into the tariff process? What are the technology alternatives to reduce the impact of load shedding and energy efficiency measures to reduce our electricity consumption?

Date: 17 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

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: 3 March 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: 15 March Monday 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: 10 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R130

Gardening for Birds, Bees & Butterflies

Dalton Gibbs ***Westlake Nature Reserve/Area Manager South***

Do you want to attract birds, bees and butterflies to your garden? An indigenous fynbos garden is the perfect low-maintenance, water wise garden that birds, bees and butterflies love! 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: 8 March Monday 19:00 – 21:00 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 27 February from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 6 March from 09:00 – 12:00). 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: 22 February	Monday	18:30 - 20:30	Sessions: 1	
27 Feb & 6 March	Saturdays	09:00 – 12:00	2 Field Trips	Cost: R320

LANGUAGES, WRITING, EDITING & PUBLISHING

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: 23 Feb – 16 March Tuesdays 18:30 – 20:00 Sessions: 4 Cost: R690

English in the Workplace – when English isn't Your Mother Tongue

Elaine Bester ***B.A. H.D.E English Teacher***

Are you struggling to communicate effectively in English in the workplace because English isn't your mother tongue? Do you feel that your promotion in the company is being hampered by this? This course will focus on the Business English vocabulary and written skills that you will need in order to be effective at work. It will assist you to engage more easily in the following scenarios:

- Writing emails
- Giving a written overview of what you accomplished for the week
- Speaking with clients
- Discussing projects
- Writing your CV
- Vocabulary to use in job interviews

Date: 25 Feb – 18 March Thursdays 18:30 – 20:30 Sessions: 4 Cost: R590

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: 16 Feb – 23 March Tuesdays 18:30 – 20:30 Sessions: 6 Cost: R730

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: 16 Feb – 23 March Tuesdays 18:30 – 20:30 Sessions: 6 Cost: R730

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. Please note, this is a lecture, NOT a computer course.

Date: 10 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R160

Editing your Own Writing

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

You've written a story, a novel or a blog post. You can't afford an editor, so you have to do it yourself. But how? Freelance editor and proof-reader Renee Moodie (who has 30 years of experience garnered at the Cape Times, Cape Argus and IOL) will tell you how to unleash your inner red pen.

Date: 17 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R150

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: 6 March Saturday 09:00 – 13:00 4 Hours Cost: R380

FAMILY HISTORY SERIES

Researching your Family History

David Slingsby ***Chairman: Family History Society***

Ever wondered where you family originated from? Genealogy is a fast-growing hobby and this course is designed to get you started. You will learn how to:

- Research Family History in South Africa and the United Kingdom
- Find pertinent information on the internet and local facilities
- Look at how to preserve and file historical documents.

Dates: 16 Feb & 2 March Tuesdays 19:00 – 21:00 Sessions: 2 Cost: R240

Writing your Family History

Gillian Leggat ***B.A. (Hons) M.A. (English) UED Author***

This course is for anyone wishing to turn research about their family's history into an engaging story. You will look at:

- How to transform factual history into intriguing narrative.
- How to create believable people and colourful places using dialogue, narrative techniques and descriptions,
- How to shape your story into a form best suited to family histories.

No previous writing experience is needed.

Dates: 9 – 23 March Tuesdays 18:30 – 20:30 Sessions: 3 Cost: R460

LIFESTYLE, NUTRITION, HEALTH & WELLNESS

Introduction to Pilates

Zinta Stokes ***Master Mat Instructor Body Control Pilates/ Breathe Pilates Studio***

Restore your body's natural movement and overall strength (core) and flexibility! Pilates is designed to give you suppleness, natural grace, and skill that will be unmistakably reflected in the way you walk, in the way you play, and in the way you work. Pilates exercises are gentle, progressive, and performed slowly with good postural alignment at all times. Regular Pilates practice typically leads to a stronger, leaner body while developing body awareness and having an overall de-stressing effect on most people. Over the four week period you will explore the basic principles of Pilates. The class will gradually progress at a pace that is suitable to the individual. The use of Pilates props such as the Theraband, small ball or light weights will be used. Please wear comfortable clothing for this practical course, and bring your own exercise mat along.

Dates: 3 – 24 March Wednesdays 18:30 – 20:30 Sessions: 4 Cost: R250

Eating for a Happy Gut

Margaret Ellis ***Health Practitioner - Clinical Nutritionist - Therapeutic Reflexologist***

Your gut is also known as your second brain and most of your 'happy hormone', serotonin, is manufactured in the gut! The food you eat will impact hugely on your health, mood, energy and weight and the key is to keep your good bugs fed and happy and starve the bad bugs which make you sick and miserable. Is stomach acid good or bad?

- IBS and causes?
- Diabetes, fungus, fermentation and gas!
- What harm can taking antacids do?
- Gluten and auto-immune disorders.
- What is "Leaky Gut"?
- How to heal the gut lining.
- Paleo, Banting, Fasting or Vegan diet.
- Does your immune depend on your gut health?

Date: 25 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R160

Blood Type Diet for Disease and Weight Management

Margaret Ellis ***Health Practitioner - Clinical Nutritionist - Therapeutic Reflexologist***

One size does not fit all!

Blood type A will gain weight eating meat whereas blood type O will lose weight eating meat. Some blood types have a greater risk of developing colon cancer while others have a greater risk of developing arthritis, Lupus, Hypothyroidism, chronic fatigue, Diabetes or stroke. Who is more likely to suffer from depression or other mood disorders and can we prevent this?

Your blood type and choice of foods matter!

- Disease risks for each blood type and how to avoid them.
- Best exercise for stress management for your blood type.
- Best foods for weight management for your blood type.
- Most important supplements for your blood type.
- Shopping list of your best and worst foods.

A user-friendly introduction to Dr D'Adamo's Eat Right4YourType.

Date: 4 March Thursday 18:30 – 20:30 Sessions: 1 Cost: R160

How to Boost your Immune System

Margaret Ellis ***Health Practitioner - Clinical Nutritionist - Therapeutic Reflexologist***

The virus is here to stay for a while, and we need a strong immune system to fight off any bugs that come our way. Find out how to strengthen your immune system in this informative session. You will look at the following topics:

- Do vitamins help or do they just produce expensive urine?
- Why supplement if I eat a healthy diet?
- Does stress or inflammation play a role, and how do I manage this?
- Mind, mood and motivation.

Date: 11 March Thursday 18:30 – 20:30 Sessions: 1 Cost: R160

Clear Vision for Life!

Christopher Lane ***Vision Educator***

If your eyes are deteriorating and you want to do something practical to reverse your eyesight problems, then you will find this course very useful! You will learn practical focusing skills and simple recovery habits for improving your vision which can be applied at your computer workstation, when you're enjoying the outdoors, or in your car!

Dates: 18 Feb – 18 March Thursdays 18:30 – 20:30 Sessions: 5 Cost: R460

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: 13 March Saturday 09:00 – 13:30 4.5 hours Cost: R380

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: 6 & 13 March 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: 13 March Saturday 09:00 – 16:00 7 hours Cost: R790

PERSONAL DEVELOPMENT, PSYCHOLOGY & NEUROSCIENCE

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: 17 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

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 is often misunderstood and misused. This course aims to equip you with some of the facts about intelligence and will discuss (a) the history of the concepts of intelligence and IQ, (b) some of the more popular theories of intelligence, (c) alternative theories of intelligence, (d) how intelligence is measured, and (e) factors that may affect intelligence.

Date: 22 February Monday 18:30 – 20:30 Sessions: 1 Cost: R140

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: 17 February Wednesday 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 Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

Managing Yourself in Crisis

Steve Reid ***B. Comm. Personal & Business Coach,***
Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

This short course will look at 3-4 tools and hacks in better managing yourself in the crisis. You will look at decision making; time management; managing fears and growing in confidence.

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

Conflict Management & Dealing with Difficult People

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

These participatory workshops will provide you with the tools to proactively engage others to resolve conflicts and affect positive change. See page 13 for more course details.

Date: 2 & 4 March Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R280

Negotiation Skills

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

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. Page 13 has a detailed course summary.

Date: 23 & 25 February Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R280

How to Build Stronger Relationships by Listening & Communicating Better

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

Effective communication is more than what you say. Learn how to overcome anxiety, improve your listening ability, enhance your message and deliver it better. Get simple communication tools, strategies and tips to help you to communicate with confidence. You will cover:

- Non-verbal communication skills
- Effective listening
- How to kick-start conversations
- Telling attention-grabbing stories
- Asking the right questions to engage others, and
- Understanding the other person's viewpoint

Date: 8 & 10 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R280

Sleep, Sleep Disorders & Dreaming – Understanding this Essential Part of Life

Robyn Jansen van Vuuren ***M.A. Psychological Research***

We spend approximately a third of our lives asleep, but what is actually happening to our bodies when we are in this state? What is the evolutionary advantage of sleep? What happens to our ability to function when our sleep cycles get disrupted? How does dreaming work and what do our dreams mean? And what are some of the disorders associated with sleep? This course aims to answer all these questions, and more, about one of the most important aspects of our existence.

Date: 8 March Monday 19:00 – 21:00 Sessions: 1 Cost: R140

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: 15 & 17 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R290

Accessing the Essence of Leadership

Milena Gevers ***M. Social Science / Integral, Leadership & Confidence Coach***

There are many differing perspectives on what good leadership should look like. And when we look at the world, we can see that just because someone might be appointed in a leadership position, it does not automatically make them a good leader. It's the actions they take as a leader to carry a vision forward and not only inspire the group they are leading to bring it into effect, but possibly have a ripple effect into the industry or even society at large. In this 2-part workshop series, you will unpack leadership and use reflection as a tool to understand the responsibility of it. Using coaching type activities, you will explore the process of defining a vision and what that vision means to you as leader - whether current or potential, and explore some somatic leadership embodiment practices to work with. Whether its leadership in school, in community or business contexts, all are welcome.

Date: 18 & 25 February Thursdays 18:30 – 20:30 Sessions: 2 Cost: R280

MISCELLANEOUS

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: 8 March Monday 18:30 – 20:30 Sessions: 1 Cost: R160

CORPORATE TRAINING

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

Strategic Management – Sowing Vision and Hope

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. Are you struggling to get your middle management to "buy into" your vision for the company? This course will give everyone a new perspective on the benefits of strategic planning and will set your business on the road to success. Course details can be found on page 9.

Dates: 16 & 18 February 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***

There is a reason why Project Management is becoming so popular – because by using project management principles and processes, you get the job done sooner, more efficiently, on time, and on budget. Why not find out how to apply these processes to the projects at work – you won't look back! A detailed course summary can be found on page 9.

Dates: 23 Feb – 23 March Tuesdays 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 focus 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: 15 March Monday 18:30 – 20:30 Sessions: 1 Cost: R140

Mastering the Art of Public Speaking

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

Whether you need to do a presentation to the board, or a sales pitch to a client, public speaking skills are essential if you want to be successful in the business world! 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: 15 & 17 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R290

Managing Diversity in the Workplace

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

Educators earn CPDT points for this course

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: 17 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

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: 2 & 4 March 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: 23 & 25 February Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R280

How to Build Stronger Relationships by Listening & Communicating Better

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

Effective communication is more than what you say. Learn how to overcome anxiety, improve your listening ability, enhance your message and deliver it better. Get simple communication tools, strategies and tips to help you to communicate with confidence. Employees are looking to build stronger relationships with their colleagues and turn more of their ideas into realities by communicating better. You will cover:

- Non-verbal communication skills
- Effective listening
- How to kick-start conversations
- Telling attention-grabbing stories
- Asking the right questions to engage others, and
- Understanding the other person's viewpoint

Date: 8 & 10 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R280

EDUCATOR ENRICHMENT COMPONENT

PERSONAL & PROFESSIONAL GROWTH

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

Managing Diversity in the Workplace

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

Teachers earn SACE CPDT points for this course

We all want our schools to be safe environments where learners are treated equally and with respect. We live in a rainbow nation, with many diverse language, religious, ethnic and cultural elements coming into play. How does one manage this diversity effectively in a school environment? 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: 17 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

Conflict Management & Dealing with Difficult People

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

Teachers earn SACE CPDT points for this course

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 effect positive change.

Date: 2 & 4 March 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: 23 & 25 February Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R280

MANAGEMENT & LEADERSHIP TRAINING

Mastering the Art of Public Speaking

Steve Reid ***B. Comm. Business Coach,***
Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE
Teachers earn SACE CPDT points for this course

Being a good teacher doesn't necessarily mean that you have the confidence to run a school assembly, speak at prize giving, or address the parents at a Grade meeting. With a little practice, however, you can learn these skills! This course will help you to prepare off-stage so that you can be well prepared on-stage. A more detailed course summary can be found on page 13.

Date: 15 & 17 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R290

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 9.

Dates: 16 & 18 February 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: 23 Feb – 23 March Tuesdays 18:30 – 20:30 Sessions: 5 Cost: R 650

Accessing the Essence of Leadership

Milena Gevers ***M. Social Science / Integral, Leadership & Confidence Coach***
Teachers earn SACE CPDT points for this course

There are many differing perspectives on what good leadership should look like. And when we look at the world, we can see that just because someone might be appointed in a leadership position, it does not automatically make them a good leader. It's the actions they take as a leader to carry a vision forward and not only inspire the group they are leading to bring it into effect, but possibly have a ripple effect into education or even society at large. In this 2-part workshop series, you will unpack leadership and use reflection as a tool to understand the responsibility of it. Using coaching type activities, you will explore the process of defining a vision and what that vision means to you as leader - whether current or potential, and explore some somatic leadership embodiment practices to work with. Whether its leadership in school, in community or business contexts, all are welcome.

Date: 18 & 25 February Thursdays 18:30 – 20:30 Sessions: 2 Cost: R280

Effective Collaboration in the Workplace

Milena Gevers ***M. Social Science / Integral, Leadership & Confidence Coach***

Collaboration is essential within Grade groups, and subject groups, but this harmonious way of working is often difficult to achieve. Find out how to work well together and pool your knowledge and resources in this empowering course. A detailed course summary can be found on page 12.

Date: 4 March Thursday 18:30 – 20:30 Sessions: 1 Cost: R140

How to Communicate More Effectively with Learners and Colleagues

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

Teachers earn SACE CPDT points for this course

Teaching is all about communication, and not only what you say…. Learners are often more aware of non-verbal communication than teachers give them credit for, and this can sometimes cause conflict between teachers and learners. Find out how to communicate effectively so that your classroom is a haven that allows all who enter it to feel safe, and free to express their thoughts and questions!
See page 14 for course details.

Date: 8 & 10 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R280

Being an Effective Team Member & Managing Effective Teams

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: 15 March Monday 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: 3 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R180

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 is often misunderstood and misused. This course aims to equip you with some of the facts about intelligence and will discuss (a) the history of the concepts of intelligence and IQ, (b) some of the more popular theories of intelligence, (c) alternative theories of intelligence, (d) how intelligence is measured, and (e) factors that may affect intelligence.

Date: 22 February Monday 18:30 – 20:30 Sessions: 1 Cost: R140

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: 17 March 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 34.

Date: 13 March Saturday 09:00 – 13:30 4.5 hours Cost: R380

INTERACTIVE TECHNOLOGY, COMPUTERS & PHOTOGRAPHY

The full array of **Computer & Photography courses** can be found on pages 14 - 28.

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 mid-morning coffee/tea and snacks.

Date: 6 March Saturday 09:00 – 13:00 4 hours Cost: R630

How to Create Online Interactive Activities for Learners

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

Create amazing lessons that will engage your classes!!! In this course you will learn how to make YouTube videos interactive by embedding questions that the students will have to complete. You will also learn how to make interactive slide shows and hyperdocs. You will be creating a Bitmoji Escape Room.

Date: 24 March Wednesday 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 March 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***

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, understand what the learners in your classes are talking about! A detailed course description can be found on page 27.

Date: 8 March Monday 18:00 – 20:00 Sessions: 1 Cost: R270

Presentation using MS PowerPoint

Emmerentia Jansen ***B. A. H.D.E. Computer Trainer***
Teachers earn SACE CPDT points for this course

Find out how to create exciting presentations that will amaze your classes in this course. Details can be found on page 24.

Date: 17 & 22 February Wed & Mon 18:30 – 20:30 Sessions: 2 Cost: R490

How to Create Powerful Interactive Presentations using Google Slides

Susan Stein ***B. Ed Hons. (Technology) Computer Trainer***
Teachers earn SACE CPDT points for this course

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: 15 March Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Using Outlook to Manage your Emails, Tasks & Priorities in the Workplace

Cedric Goliath ***Network Administrator and IT Trainer***
Teachers earn SACE CPDT points for this course

There is always so much to remember in a school environment and you need to put checks and balances in place so that you don't drop the ball. In this session, you will find out how to become a more efficient and productive by learning to manage your daily tasks on Outlook. Full course details can be found on page 14.

Date: 18 March Thursday 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

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 22. You will need a Gmail account. Please don't forget to bring your password along.

Date: 3 March Wednesday 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 23.

Date: 8 March 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 22.

Date: 18 March Thursday 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 23.

Date: 17 February Wednesday 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: 17 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

Using YouTube to Enhance your Lessons

Octavia Chidyiwa ***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 24.

Date: 4 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: 16 & 18 February Tues & Thurs 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: 23 & 25 February Tues & Thurs 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. Details can be found on page 15.

Dates: 2 & 4 March Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

Creating an Excel Dashboard & Pivot Tables

Cedric Goliath ***Network Administrator and IT Trainer***

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. 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: 9 March 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
Educators 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: 3 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

MARKETING YOUR SCHOOL

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 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 school can use online marketing. The course fee includes mid-morning tea/snacks.

Date: 6 March Saturday 09:00 -13:30 4.5 hours Cost: R490

Social Media Marketing for 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. Course details can be found on page 18.

Date: 13 March Saturday 09:00 – 13:30 4.5 hours 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 35.

Dates: 6 & 13 March 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. Mid-morning tea/coffee and snacks will be provided.

Dates: 13 March Saturday 09:00 – 16:00 7 hours Cost: R790

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 31.

Date: 23 Feb – 16 March Tuesdays 18:30 – 20:00 Sessions: 4 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: 6 March Saturday 09:00 – 13:00 4 Hours Cost: R380

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: 8 March Monday 18:30 – 20:30 Sessions: 1 Cost: R160

LEARNER ENRICHMENT COMPONENT

Coding with Python for High School Students & CAT Teachers

Octavia Chidyiwa ***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***
Level Up Geek Up Academy

This course aims to prepare students 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 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: 8 – 17 March | Mon & Wed | 18:30 – 20:30 | Sessions: 4 | Cost: R790

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 35.

Dates: 6 & 13 March | 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: 13 March | Saturday | 09:00 – 16:00 | 7 hours | Cost: R790

bergvliet high continuing education

FIRST TERM 2021: 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.**	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.