



Term 1

GENERAL INFORMATION

Continuing Education Office – Telephone: 033-3429376

E-Mail: outreach@mcollege.co.za Website: www.maritzburgcollege.co.za

This prospectus is divided into 3 sections:

1. **ADULT ENRICHMENT** 2. **EDUCATOR ENRICHMENT** and 3. **LEARNER ENRICHMENT**
2. Admission will be on a first-come, first-served basis. **Adult enrichment** courses are only available to over 16's unless by special arrangement.
3. All the courses will be held at **Maritzburg College** unless otherwise stated.
Please note: For your convenience, we are available to present most of the course advertised in this prospectus at your place of work to groups of 10 or more. Please contact us if you would like to discuss this option.
4. Term 1 courses begin on **24 February**. Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays. The programme ends on **12 March 2020**.
5. Additional Programmes and Registration forms are available from the foyer of the School, local libraries, or on our website: www.maritzburgcollege.co.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 Maritzburg College, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses.
9. Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded.
10. **NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING.**
11. Please note the dates and starting times carefully. Parking is available in the School grounds on a first-come, first-served basis and although precautions will be taken to ensure the safety of your vehicle, the School and the Continuing Education Programme will not be held responsible for any loss or damage to vehicles parked in or around the school grounds.
12. **Gift vouchers are available for all courses.**

REGISTRATION

1. Registration at the Finance office of the School is on an **ONGOING BASIS during the school term**, Mondays – Fridays from 08:30 – 15:30 (excluding Public Holidays).
2. **DIRECT DEPOSITS** – All Electronic Banking details can be found on the Registration Forms at the back of the Prospectus. **Electronic Payments should** be made payable to **MARITZBURG COLLEGE. 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: **033 342 9376**,
Thobeka Shata: 0718986020 or e-mail: outreach@mcollege.co.za

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ADULT ENRICHMENT COMPONENT

ART COURSES

Getting Started with Acrylics

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

Painting in Acrylics

Looking for some artistic inspiration? Learning how to work with Acrylics under the guidance of an experienced teacher is a unique and inspiring experience. The tips and techniques which you will learn in the "hands on" course will enable you to take your art to a new level! This course caters for all levels of artistic ability. Course requirements will be advised on registration. Tea and lunch will be provided.

SEWING & PATTERN MAKING

Starting to Sew

This hands-on course will teach you all that you need to know to start sewing. You will learn:

- how to work with your sewing machine;
- basic sewing techniques;
- how to follow bought pattern codes and instructions;
- about fabrics and their limitations;
- tracing and cutting out a pattern onto fabric
- sewing a garment



Basic Clothing Pattern Making

If you've had some sewing experience and you want to try your hand at creating your own patterns, then you will love this hands-on course! Course content will include:

- How to take measurements
- Learn how sizes are defined
- Construct a basic skirt block, one size for all
- Trace and add seams onto another piece of paper
- Cut and sew up in calico

Course requirements will be advised on registration.

BUSINESS & ENTREPRENEURSHIP SKILLS

Online Marketing for Business

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.

Developing your Own Effective One Page Business Plan

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



Business Opportunity Analysis

Are you an aspiring or an active entrepreneur? This course assists you in developing great ideas into great companies. Global economies present various opportunities for new venture creation, and challenging economic times present the necessity for many to make their own job. The need to develop the skills to develop and act on innovative business opportunities is increasingly vital. Using proven content, methods, and models for new venture opportunity assessment and analysis, you will learn how to Identify and analyze entrepreneurial opportunities Thinking Entrepreneurially, Seeing Entrepreneurially, and Acting Entrepreneurially. The goal of the course is to demystify the start-up process, and to help you build the skills to identify and act on innovative opportunities now, and in the future.

Skills You'll Learn: Opportunity Identification, Management, Innovation, Entrepreneurship

RECRUITMENT & CAREERS

How to Search the Internet and Find your Next Job

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

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

Get the Job you Want!

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



Professional Interview Techniques

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

“SOFT SKILLS” IN THE WORKPLACE

Managing Diversity in the Workplace

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.

Mastering the Art of Public Speaking

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)



COMPUTER COURSES

MS Excel – Getting Started with Spreadsheets

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.

MS Excel – Intermediate

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

MS Excel – Applying Advanced Formulae & Functions

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



Interactive Whiteboard Training Course

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

FIRST AID COURSES

First Aid: Level 1

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,

Paediatric First Aid

If you're a mom, do babysitting, work with babies or young children, or run a day care centre, then you will certainly benefit from this practical course. The course content includes:

- Legislation of the First Aider
- Occupation, Health and Safety pertaining to First Aid
- Emergency numbers and emergency call
- Vital signs
- Cardiopulmonary Resuscitation (C.P.R.P)
- Recovery position
- Choking
- Acute illnesses
- Wounds/Bleeding
- Burns
- Fractures
- Poisoning



FIRST TERM 2020: REGISTRATION FORM

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

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

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

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

Course Title: Course Fee (see Prospectus)			
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Course Title: Course Fee (see Prospectus)			
Total enclosed:	R		
Please indicate whether you would like to be placed on our free electronic mailing list. Only select this option if you have NOT been receiving the prospectus via e-mail.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table>	Yes	No
Yes	No		

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

EFT, Debit or Credit card payments are acceptable. EFT payments/Direct Deposits should be made payable to **MARITZBURG COLLEGESCHOOL.**

DIRECT BANKING DETAILS: First National Bank, Account Name: Maritz burg College

Current Account No: 50903550951039 Branch Code: 257355 Reference: KH888Z + YOUR FULL NAME.

N.B. Please e-mail this registration form along with proof of payment to: outreach@mcollege.co.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 Khanyisa Office: 033 342 9376 or Thobeka Shata: 071 89 86 020