



# YMCA of Hong Kong

NOT FOR SALE

## Overseas Domestic Workers Programme

### Jul - Sept 2010

## INVEST IN YOUR FUTURE

Silahkan buka halaman 8 dan pelajari lebih lanjut Untuk Kursus dalam Bahasa Indonesia program!

### Enrollment Opens 6 Jun 2010



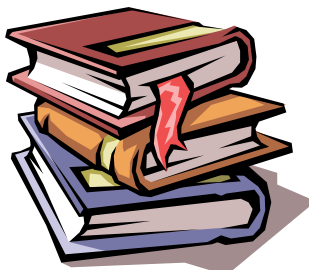
**Computer**  
**Office & Business Skills**

**Beauty & Massage**

**Music & Dance**

**Fitness**

**Healthcare...**



You can enroll anytime from 8am to 10pm, Monday to Sunday (*Special opening hours for Public Holidays*). Please refer to page 8 for enrollment details. Enrollment is on a first come first served basis! Enroll NOW to be sure of a space.

Enquiry: 2268 7736

**YMCA of Hong Kong, Member Services Counter, G/F,  
41 Salisbury Road, TST, Kowloon (MTR Exit E)**

<http://www.ymcahk.org.hk> (look under Current Events/Quarterly Programmes)

# COMPUTER

- \* PROFESSIONAL INSTRUCTORS
- \* CONVENIENT LOCATION
- \* GREAT COMPUTER ROOMS
- \* ONE COMPUTER EACH

## MICROSOFT OFFICE GROUP CERTIFICATE



This Group Certificate will be awarded for successful completion of the following courses at YMCA: **1. Basic Computer Operation & MS Word; 2. MS PowerPoint; 3. MS Excel; 4. MS Access and 5. two 6-week Computer Practice**, which should be taken at the same time as the other courses, not after you have finished them. When completed you can apply for this certificate by completing a Group Certificate application form and attaching all your certificates for the above courses. Give these in at the 6/F Counter on Sundays. A single Group Certificate will be issued. You must finish all the above courses **within 18 months** to be eligible for the Group Certificate. Application for Group Cert must be made within 6 months of finishing the last course. Students who complete the Group Cert. will receive special recognition at the annual Graduation.

You will need a USB (memory stick) for the computer course on 2nd lesson.



### Basic Computer Operation, Windows & MS Word

Learn about how a computer works, Windows and how to create, format and edit a document using MS Word. Flexible schedule - choose the time that suits you. Handouts are included in the fee. EDC30101 and EDC30201 have the same content. Students MUST complete EDC30101 & EDC30102 OR EDC30201 & EDC30202. Fee for EDC30102 & EDC30202 to be paid before class on 1/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC30101	Sun, 9:00 – 11:00 am, 11/7 – 1/8	4	350	370	Rm. 619
EDC30102	Sun, 9:00 – 11:00 am, 8/8 – 29/8	4	320	340	Rm. 619

**Note: On 11/7, 18/7 & 25/7, classes will be in Rm 607**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC30201	Sun, 1:30 – 3:30 pm, 11/7 – 1/8	4	350	370	Rm. 619
EDC30202	Sun, 1:30 – 3:30 pm, 8/8 – 29/8	4	320	340	Rm. 619

**Note: On 11/7, 18/7 & 25/7, classes will be in Rm 607**

After you have completed the Beginner's course we recommend that you then take PowerPoint, then Excel and then Access - one each quarter, NOT two, unless you have a computer at home.

### Microsoft PowerPoint

This software can combine clip art/ tables/ charts and words with special text effects to produce excellent overheads. Can be used to make presentations, posters, signage etc. Pre-requisite: must have completed Basic Computer & MS Word.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC30301	Sun, 9:00 – 11:00 am, 5/9 – 3/10	5	420	450	Rm. 619

### Microsoft Excel

This course covers spreadsheets, which can be used for home budgets and calculations. Pre-requisite: must have completed Basic Computer & MS Word. One week is for practice only. Students must complete EDC30401 and EDC30402. EDC30402 fee to be paid before class on 1/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC30401	Sun, 11:15am – 1:15pm, 11/7 – 1/8	4	350	370	Rm. 607
EDC30402	Sun, 11:15am – 1:15pm, 8/8 – 29/8	4	320	340	Rm. 607

### Internet Level 1

This hands-on course will teach you how to set up an email account, search the web and "chat" online. Pre-requisite: must know how to operate a computer.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC30501	Sun, 9:00 – 11:00am, 11/7 – 25/7	3	280	310	Rm. 619

### Internet Level 2 – Web Page Design

Would you like to learn how to create your own web page? You can put your photos and news on it so that your family and friends can read anywhere by using the Internet. Your business advertisement can be put as well. Pre-requisite: must have taken Internet Level 1. Students MUST complete EDC30601 & EDC30602. EDC30602 fee to be paid before class on 22/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC30601	Sun, 9:00 – 11:00 am, 1/8 – 22/8	4	495	510	Rm. 607
EDC30602	Sun, 9:00 – 11:00 am, 29/8 – 12/9	3	355	370	Rm. 607

Note: On 5/9 & 12/9, classes will be from 9:00am – 12:00nn

### MS Access

Microsoft Access is good for storing and sorting large amount of information such as names and addresses. Pre-requisite: must have completed Basic Computer Operation. Students MUST complete EDC30701 & EDC30702. EDC30702 fee to be paid before class on 29/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC30701	Sun, 11:15am – 1:15pm, 1/8 – 29/8	5	520	530	Rm. 619
EDC30702	Sun, 11:15am – 1:15pm, 5/9 – 3/10	5	390	400	Rm. 619

### Computer Practice

Come and practice what you learn in your computer class. Enroll on or before the start date of the course for EDC30801, EDC30901, EDC31001 and EDC31101 for \$150. **Otherwise it is \$34 for each week.** This time is for practice only – we do NOT teach so you must be enrolled in a computer or typing course or know how to use a computer. Choose which time suits your schedule.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC30801	Sun, 11:15am – 1:15pm, 18/7 – 22/8	6	150	150	Rm. 607
EDC30901	Sun, 1:30 – 3:30pm, 8/8 – 12/9	6	150	150	Rm. 607
EDC31001	Sun, 3:45 – 5:45pm, 18/7 – 22/8	6	150	150	Rm. 619
EDC31101	Sun, 3:45 – 5:45pm, 15/8 – 19/9	6	150	150	Rm. 619

Note: If you are going to enroll in *EDC 30701 MS Access* or *EDC 35601 Bahasa Indonesia Komputer Beginners*, **EDC 30901 Computer Practice** will suit your schedule. If you want to enroll in *EDC 35701 Bahasa Indonesia Excel*, you are recommended to join **EDC 31101 Computer Practice**.

### Introduction to Computerized Accounting (Level 1)

Do you know how to use computer software to do accounting? Let's learn the basics in computerized accounting! You can record sales, purchases, income and expenses in a systematic and professional way. Pre-requisite: must have completed Basic Computer Operation. What will be taught include:

- (1) Setting up ledger accounts
- (2) Enter transactions, record cash receipts and payments
- (3) Reports generation (Trial balance, balance sheet, P.L accounts)
- (4) Record purchases and payments
- (5) Prepare financial reports

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC31201	Sun, 3:45 – 5:45pm, 25/7 – 22/8	5	500	530	Rm. 619

### Practical Session for How to Build Your Own Computer

If you have completed the How to Build and Maintain Your Own Computer Course, you are encouraged to join the practical session for on-going practice.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC31301	Sun, 2:45 – 4:45pm, 18/7 – 22/8	6	230	230	Rm. 621

## SATURDAYS COMPUTER COURSES

### Basic Computer Operation, Windows & MS Word

See EDC30101 for content details. Student must complete EDC31401 & EDC31402. Fee for EDC31402 to be paid by 14/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC31401	Sat, 9:00 – 11:00 am, 24/7 – 14/8	4	350	370	Rm. 607
EDC31402	Sat, 9:00 – 11:00 am, 21/8 – 11/9	4	320	340	Rm. 607

### Microsoft Excel

See EDC30401 for course content details. Pre-requisite: must have completed Basic Computer Operation. Students must complete EDC31501 & EDC31502. Fee for EDC31502 to be paid by 14/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC31501	Sat, 11:15am – 1:15pm, 24/7 – 14/8	4	350	370	Rm. 607
EDC31502	Sat, 11:15am – 1:15pm, 21/8 – 11/9	4	320	340	Rm. 607

### Microsoft PowerPoint

See EDC30301 for course content details. Pre-requisite: must have completed Basic Computer Operation.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC31601	Sat, 1:30 – 3:30pm, 14/8 – 11/9	5	420	450	Rm. 607

## COMMUNICATION SKILLS

### Basic English Grammar

This course aims to help students to use grammatical structures correctly. Topics include parts of speech, basic punctuation, countable and uncountable nouns, question forms, tenses and basic sentence structure.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32001	Sun, 9:30 – 11:00am, 25/7 – 19/9	9	505	525	Rm. 603

### Learn to Read Level 1

Learning English can be fun! This is an interactive course for beginners to learn vocabulary for greeting people, telling time, going shopping, expressing feelings and emotions and much more. Simple sentence structures will also be taught.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32101	Sun, 9:30 – 11:00am, 25/7 – 19/9	9	505	525	Rm. 602

### Learn to Read and Write Level 2

A continuation of Learn to Read Level 1. In this course, more sentence structures and vocabulary will be introduced. From asking for directions to describing illnesses and health conditions, you will be able to learn vocabulary and expressions useful in your everyday life. You must have completed Lev.1 first (or we can test your level).

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32201	Sun, 11:15am – 12:45pm, 25/7 – 19/9	9	530	550	Rm. 602

### Cantonese

Learn sentences you can use in the market; for cooking, household chores, greetings, numbers and general simple communication. This will be a conversation course that will help you learn commonly used words. Enrollment deadline is 25/7. Please enroll early!

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32301	Sun, 1:30 – 3:30pm, 8/8 – 12/9	6	435	455	Rm. 308

## OFFICE & BUSINESS SKILLS



### Bookkeeping Level 1

Want to get some basic ideas of bookkeeping for your future career/ own business management? This course teaches you practical skills in recording transactions.

Topics include: double entry system, general ledger and balance sheet, etc. Must complete EDC31701 & EDC31702. EDC31702 fee to be paid before class on 15/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC31701	Sun, 1:30 – 3:30 pm, 25/7 – 15/8	4	370	390	Rm. 304
EDC31702	Sun, 1:30 – 3:30 pm, 22/8 – 5/9	3	250	260	Rm. 304

### Bookkeeping Level 3

**New** Still aiming to learn more about bookkeeping? Then this course is for you! In this course, you will identify the characteristics of different types of business formation, analyze and interpret financial statements and understand the preparation of final accounts. You will also become familiar with the question structures of the **LCCI Level 2 Book-keeping and Accounts Exam**. Pre-requisite: Bookkeeping Level 1 & 2. Must complete EDC31801 & EDC31802. EDC31802 fee to be paid before class on 15/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC31801	Sun, 11:15am – 1:15pm, 25/7 – 15/8	4	550	570	Rm. 304
EDC31802	Sun, 11:15am – 1:15pm, 22/8 – 5/9	3	315	325	Rm. 304

### Setting Up My Business

**New** Are you planning to open a business? This course is tailored made as a basic of entrepreneurship for you to explore what a business is. You will be able to grasp some ideas of businesses such as business plan writing, marketing strategies and book-keeping skills. It is ideal for participants who would like to set up a business but are not sure where to start!

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC31901	Sun, 12:30 – 4:30pm, 1/8 – 8/8	2	440	450	Rm. 603

## HEALTH & SAFETY

### Paediatric First Aid

**Hot** This course is designed for students who have to look after children from newborn to 8 years of age. It also includes CPR for adults. Topics covered: (1) First Aid; (2) CPR Infant, Child and Adult; (3) Choking Infant, Child and Adult, etc. Upon successful completion of the course, certificates will be issued by **First Aid International** (a leading provider in first aid training in the UK, N. Ireland and Europe), which are **recognized internationally** and valid for 3 years. Must complete EDC32401 & EDC 32402 OR EDC 32501 & EDC 32502 with 100% attendance. EDC 32402 and EDC 32502 fee must be paid before class on 22/8 & 5/9 respectively. More information about the organization: <http://www.firstaidinternational.co.uk/>

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32401	Sun, 10:00am – 1:30pm, 22/8	1	700	700	Rm. 604
EDC32402	Sun, 10:00am – 1:30pm, 29/8	1	650	650	Rm. 604

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32501	Sun, 10:00am – 1:30pm, 5/9	1	700	700	Rm. 604
EDC32502	Sun, 10:00am – 1:30pm, 12/9	1	650	650	Rm. 604



## Certificate in Baby Care

This course is suitable for students who involved in care of children between 0-3 years of age. It covers all aspects of baby care including: child development and play, effective communication, infant nutrition, weaning, bathing, feeding, nappy changing, crying child and more. Practical sessions are involved to give more hands-on practices. **Joint Organizer: Matilda International Hospital.** Upon satisfactory completion of the course the Matilda international Hospital will award a Certificate to students. **Notes are in English supplemented with Tagalog.** MUST complete EDC32601 & EDC 32602 with **100% attendance.** EDC32602 fee must be paid before class on 19/9.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32601	Sun, 10:00am – 2:00pm, 19/9	1	590	605	Rm. 604
EDC32602	Sun, 10:00am – 2:00pm, 26/9	1	580	595	Rm. 604



## Caring for the Elderly

Topics include: understanding ageing; personal hygiene skills – bathing, foot/hand care, clothing choice, toileting; safe handling, lifting, transferring, wheelchair/walking aids; feeding skills, skin care; and preventing pressure sores. Joint Organizer: Hong Kong Institute of Gerontology (HKIG). Upon satisfactory completion of the course, HKIG will award a Certificate of "Basic Course on Care of Older People at Home" Certificate application fee of \$10 will be collected on 15/8 by HKIG. **Note: on 15/8, the class will be from 1:30 - 5:30 pm, at HKIG, Kimberley Road, TST.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32701	Sun, 1:30 – 3:30pm, 18/7 – 15/8	5	500	510	Rm. 605



## Advanced Caring for the Elderly

Elderly people with chronic medical illnesses such as diabetes, & high blood pressure and neurological illnesses such as Parkinson's disease & dementia need special care. The goal of this advanced course is to equip you with more in-depth health care knowledge and practical skills to take care of the elderly with special care needs at home. Prevention of elderly abuse, medical skills such as measuring body temperature & blood pressure, and drug administration skills will also be taught. Joint Organizer: Hong Kong Institute of Gerontology. Pre-requisite: must have completed Caring for the Elderly course.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32801	Sun, 1:30 – 5:30pm, 22/8 – 29/8	2	430	430	Rm. 605

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32901	Sun, 1:30 – 5:30pm, 12/9 – 19/9	2	430	430	Rm. 605

## LIVELIHOOD

### Asian Cuisine

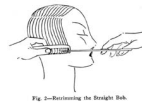
Learn how to cook more Asian cuisines, including Indian and Sri Lanka Food. Different appetizers, main courses and desserts of both styles will be demonstrated. Instructor will buy the ingredients but you will have to pay for some (approx. \$40 per week). Held at YMCA Cheung Sha Wan, 1/F Hang Ning Centre, 253-263 Shun Ning Road (MTR Station Exit A3). Bring food container & apron. **Please meet the instructor at Cheung Sha Wan MTR Station Exit A3 Road Level at 8:30 am on 29/8.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC33001	Sun, 9:00 – 10:30am, 29/8 – 12/9	3	370	380	CSW Ctr.

## BEAUTY

All of the diplomas below are divided into **different levels**. Students should first complete the elementary level, then intermediate, and finally higher level. Students are highly recommended to take courses in the right sequence. Courses can be done in any order for each diploma within the **same level** unless there is a pre-requisite and must be completed **within 9 months**. Students must do required assignments, pass all tests during FIRST time (no retakes allowed) & have fulfilled the attendance requirement (Courses 5 weeks and under = 100%; Others = 80%) in all courses. In order to get the qualification of Associate Diploma (higher level), students have to take and pass an Integrated Exam (written and practical) after doing the last course. Exam fee to be confirmed.

Diploma application must be made within 6 months of the completion of the last course. Fill in an application form and give your individual certificates in at 6/F counter on Sundays (Certificates of attendance will be issued to those who can fulfill attendance requirement but fail in exam. Holders of these certificates are not eligible for applying diploma). These are YMCA diplomas only, not accredited with any Universities. YMCA reserves the right to revise the diploma programmes.



## Hair and Make up Styling Associate Diploma

### Hair and Make up Styling Associate Diploma (Elementary Level)

Courses required: 1) Professional Hair Design; 2) Hair Straightening; 3) Master Hair Design; 4) Advanced Make-up; 5) Make up and Hair Styling Workshop; 6) Hair Fashion for Special Occasions; 7) 3 Hours Individual Practice.



### Hair and Make up Styling Associate Diploma (Intermediate Level)

Courses required: 1) All courses at elementary level; 2) Fashion & Photographic Make-up; 3) Advanced Hair Design; 4) Fashion Hair Design; 5) Professional Make-up & Hair Styling; 6) Aromatherapy Facial Massage; 7) Facial Reflexpoint Therapy; 8) 4 Hours Individual Practice



### Hair and Make up Styling Associate Diploma (Higher Level)

Courses required: 1) All courses at intermediate level; 2) Beauty Therapist; 3) Spa Hand Treatment; 4) Hand Reflexology; 5) Indian Head Massage; 6) 6 Hours Individual Practice; 7) Integrated Exam

## Beauty Studies; Hair & Body Therapies Associate Diploma

### Beauty Studies; Hair & Body Therapies Associate Diploma (Elementary Level)

Courses required: 1) Professional Hair Design; 2) Beauty Therapist; 3) Professional Body Massage; 4) 2 Hours Individual Practice



### Beauty Studies; Hair & Body Therapies Associate Diploma (Intermediate Level)

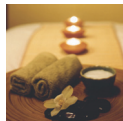
Courses required: 1) All courses at elementary level; 2) Advanced Hair Design; 3) Fashion & Photographic Make up; 4) Foot Reflexology; 5) Indian Head

Massage; 6) Ear Candling; 7) Spa Hand Treatment; 8) Spa Therapy Session; 9) 4 Hours Individual Practice



**Beauty Studies; Hair & Body Therapies Associate Diploma (Higher Level)**

Courses required: 1) All courses at intermediate level; 2) Aromatherapy Body Massage; 3) Master Hair Design; 4) Foot & Hand Treatment; 5) Shiatsu; 6) Aromatherapy Facial Massage; 7) Make up and Hair Styling Workshop; 8) 6 Hours Individual Practice; 9) Integrated Exam



*Spa & Body Therapies Associate Diploma*

**Spa & Body Therapies Associate Diploma (Elementary Level)**

Courses required: 1) Professional Body Massage; 2) Back & Shoulder Massage; 3) Foot Reflexology; 4) Aromatherapy Body Massage; 5) Hand Reflexology; 6) Shiatsu; 7) Aromatherapy Facial Massage; 8) Facial Reflex Point Therapy; 9) Lymphatic Drainage Massage; 10) Lymphatic Drainage Body Wrap; 11) Ear Candling; 12) 3 Hours Individual Practice



**Spa & Body Therapies Associate Diploma (Intermediate Level)**

Courses required: 1) All courses at elementary level; 2) Deep Tissue Massage; 3) Thai Massage; 4) Spa Therapy Session; 5) Swedish Massage; 6) Indian Head Massage; 7) Foot & Hand Treatment; 8) Spa Hand Treatment; 9) 4 Hours Individual Practice

Note: Students are NOT allowed to join the following courses without the complete set of face and eye-shadow make up equipment kit & professional make-up brushes (15 pieces). Please ask the course instructor for more info.

- Beauty Therapist
- Advanced Make-up
- Fashion and Photographic Make-up
- Professional Make-up and Hair Styling
- Make-up and Hair Styling Workshop

**Professional Hair Design** - M.A, HD, B&H Sp A. Dip

Offered every quarter. Learn how to cut hair – one length, basic layer, graduation; tinting, colouring and perming. Also covers hairstyling, finger waving and roller setting, correct use of waving iron, thinning scissors and electric clippers. Different haircuts – men’s, layers, tapering, clubbing, thinning, preparation for blow styling and blow waving methods. Equipment is not included but provided for you and will cost **\$420 for Part 1** to be paid on 11/7 and **\$470 for Part 2** be paid on 22/8, please bring exact money. Must complete EDC33101 & EDC33102 or EDC33201 & EDC33202. NOTE: If you have some equipment, you must inform the office (22687736) before 11/7, otherwise you will be charged for a complete set. Fee for EDC33102 & EDC33202 must be paid before class on 15/8. Students who fail the exam but meet attendance requirement will be issued a Certificate of Attendance.

**No class on 19/9.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC33101	Sun, 9:00am – 12:00pm, 11/7 – 15/8	6	655	665	Rm. 303
EDC33102	Sun, 9:00am – 12:00pm, 22/8 – 3/10	6	595	605	Rm. 303

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC33201	Sun, 12:05 – 3:05pm, 11/7 – 15/8	6	655	665	Rm. 303
EDC33202	Sun, 12:05 – 3:05pm, 22/8 – 3/10	6	595	605	Rm. 303

**Master Hair Design** – B&H Sp. Dip

Emphasis will be placed on the latest cutting skills and colour techniques. Pre-requisite: must have completed Professional Hair Design. The **materials fee is \$330**, to be paid on 22/8 in the class. Please bring your basic equipment.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC33301	Sun, 3:05 – 6:05pm, 22/8 – 5/9	3	475	485	Rm. 303

**Hair Fashion for Special Occasions**

Techniques for different hair perms, such as body perm and root perm. Learn to style hair using hairpieces and accessories for particular occasions. Turn everyday styles into glamorous party styles. Students must bring all the equipment used in Professional Hair Design and need to pay **\$300 for the material fee** on 12/9. If you are interested in this course, but have not joined any YMCA Hair Design courses before, you need to pay **\$620 for a set of equipment** in class. **No class on 19/9.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC33401	Sun, 12:05 – 3:05pm, 12/9 – 3/10	3	475	485	Rm. 303

**Beauty Therapist** - A. B&H Sp. A.Dip.

Topics covered: skin structure, type, function and characteristics; cleansing; types & preparations of masks, day & night make-up; hair removal, manicure; salon equipment & tools (functions, safety etc.), set up and management of a salon. Students need to bring: small plastic bowl, a free standing 5” diameter mirror, tissues, cotton wool Q tips, a towel at least 15” long, face towel and headband. You will need to pay **\$330 for material fee** for Part I on 11/7 and **\$350 for Part II** on 15/8. You must complete EDC33501 & EDC33502. Payment for EDC33502 due on 8/8. Students who fail the exam but meet attendance requirement will be issued a Certificate of Attendance.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC33501	Sun, 12:05 – 3:05pm, 11/7 – 8/8	5	620	630	Rm. 303
EDC33502	Sun, 12:05 – 3:05pm, 15/8 – 5/9	4	480	480	Rm. 303

Note: on 5/9, class will be held from 12:05 – 2:05pm

**Advanced Make Up** - B&H Sp. A. Dip

Professional make-up application such as **bridal make up**, beauty contest make up, photographic make-up, evening make up and safe application and removal of false eye lashes. You will need to pay **\$ 300 for material fee** on 12/9. Pre-requisite: Beauty Therapist Course or have knowledge of facial cleansing and basic make up application. **No class on 19/9.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC33601	Sun, 3:05 – 7:05pm, 12/9 – 3/10	3	610	620	Rm. 303

**Aromatherapy Body Massage**- Spa, Cos. & BM Dip

Topics: essential oils, how to apply them and their use in beauty treatments and body treatments. Please bring 2 large towels. You need to pay **\$150 for material fee** in class on 11/7.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC33701	Sun, 3:10 – 5:50pm, 11/7 – 25/7	3	450	460	Rm. 303

**Foot Reflexology**– HD, BM A. Dip.

This form of massage helps to improve circulation and balance the body – through pressure being applied to reflexpoints on the feet. You need to pay **\$150 for material fee** on 11/7.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC33801	Sun, 5:50 – 7:50pm, 11/7 – 1/8	4	450	460	Rm. 303

**Shiatsu Massage**- Spa Dip.

This is a Japanese form of massage that pinpoints any imbalances in the body and so helps prevent the onset of disease. Please bring a large towel. You need to pay **\$120 for material fee** on 1/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC33901	Sun, 3:10 – 5:50pm, 1/8 – 15/8	3	450	460	Rm. 303

**Back and Shoulder Massage**- BM. A.Dip

Massage that focuses on specific areas, concentrating on the common sites of tension, working much more deeply around the shoulder and back. You need to pay **\$100 for material fee** on 8/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC34001	Sun, 5:50 – 8:20pm, 8/8 – 15/8	2	325	345	Rm. 303

## Hand Reflexology – Spa & SS Dip.

Learn how to stimulate the reflexes on the hands, this can relieve pain and release tension. Please bring a large towel. You need to pay **\$150 for the material fee** on 22/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC34101	Sun, 6:05 – 8:05pm, 22/8 – 5/9	3	395	405	Rm. 303

## Individual Practice

A one-to-one course to practise your skills with your instructor.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC34201	Sun, 2:05 – 3:05pm, 5/9	1	315	315	Rm. 303

## BEAUTY COURSES - Saturdays

### Professional Hair Design – M.A, HD, B&H Sp A. Dip

See EDC 33101 for course content. Equipment is not included but provided for you and will cost **\$420 for Part 1** to be paid on 10/7 and **\$470 for Part 2** to be paid on 21/8. Must complete EDC34301 & EDC34302. If you have some equipment, you must inform the office (22687736) before 10/7, otherwise you will be charged for a complete set. EDC34302 fee must be paid before class on 14/8. **No class on 18/9.** Students who fail the exam but meet attendance requirement will be issued a Certificate of Attendance.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC34301	Sat, 5:30 – 8:30pm, 10/7 – 14/8	6	655	665	Rm. 303
EDC34302	Sat 5:30 – 8:30pm, 21/8 – 2/10	6	595	605	Rm. 303

### Professional Body Massage – BM, SPA A Dip.

The theory and practice of body massage will be covered. Please bring 2 large towels. Materials are not included but provided for you and will cost **\$160 for Part 1** to be paid on 10/7 and **\$160 for Part 2** to be paid on 31/7, please bring exact money. For a certificate you must complete EDC34401 & EDC34402. EDC34402 fee must be paid by 24/7.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC34401	Sat, 5:30 – 8:10pm, 10/7 – 24/7	3	475	485	Rm. 303
EDC34402	Sat, 5:30 – 8:10pm, 31/7 – 14/8	3	455	465	Rm. 303

### Make up and Hair Styling Workshop

Combines make-up and hair styling. Designed for students who are interested in beauty field. Students need to bring the make-up kit, 6 basic tools for hair cutting as well as cotton wool, a towel (at least 15" long), face towel, headband and beach towel. **Pay \$300 for material fee** on 31/7.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC34501	Sat, 5:30 – 7:30pm, 31/7 – 14/8	3	375	385	Rm. 303

### Advanced Make Up – B&H, Sp. A. Dip

Professional make-up application such as **bridal make up**, beauty contest make up, photographic make-up, evening make up and safe application and removal of false lashes. You will need to pay **\$300 for material fee** on 21/8. Pre-requisite: Beauty Therapist Course or have knowledge of facial cleansing and basic make up application. **No class on 18/9.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC34601	Sat, 5:30 – 7:30pm, 21/8 – 2/10	6	610	620	Rm. 303

## BEAUTY COURSES- Public Holidays

### Hair Straightening & Practice – BHS & SS Dip.

Come and learn how to straighten hair – producing a "flat" but beautiful effect. Pre-requisite: must have completed Professional Hair design. Students need to bring scissors, wig holder, head, brush, bowl, tail comb, spray bottle, clips and plastic gloves. You need to pay **\$220 for material fee** on 1/10, one wig is included.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC34701	Fri, 8:45am – 1:45pm, 1/10	1	290	310	Rm. 303

### Make up and Hair Styling Workshop

Combines make-up and hair styling. Designed for students who are interested in beauty field. Students need to bring the make-up kit, 6 basic tools for hair cutting as well as cotton wool, a towel (at least 15" long), face towel, headband and beach towel. **Pay \$300 for material fee** on 1/10.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC34801	Fri, 1:50 – 7:50pm, 1/10	1	375	385	Rm. 303

## CREATIVE CRAFTS



### Candle Making Level 1,2 & 3

Come & learn how to make candles – simple but beautiful! The types of candles include: ice, beer, bead, toy, shell, dry flower, floating, star and aroma candle. Please bring materials to wrap your candles and a pair of scissors. You will learn to decorate the candles you made at level 3; more styles will be shown than level 1 & 2. Candle materials are provided but you must pay for them in the class (approx. \$ 110 each week). You can sell your candles to get your \$ back!

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC34901	Sun, 2:00 – 4:00pm, 15/8 – 29/8	3	260	280	Rm. 305



### Plastic Bottle Carving

Let's be environmental friendly by making good use of plastic bottles! This course will teach you how to cut and turn a plastic bottle into beautiful flowers. Materials are provided & included in the fee. You have to bring a pair of scissors (5 – 6" long) and two Sprite or 7-Up plastic bottles (2L).

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC35001	Sun, 3:00 – 5:00pm, 12/9 – 19/9	2	190	200	Rm. 305

## MUSIC & DANCE

### Guitar Beginners

Have fun learning how to play an acoustic (not electric) guitar. You must bring a guitar to every class.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC35101	Sun 12:00 – 1:00pm, 18/7 – 19/9	10	380	395	Rm. 306

### Guitar Intermediate

Improve your strumming and learn bar chords. Pre-requisite: must have completed a YMCA Beginner's Guitar Course or know how to play well G, A, F, D, E, B chords, minor chords and sharps. A test will be given in the 1st class if you did not attend the YMCA Beginner's, and if you do not pass you will automatically be transferred to the Beginner's course with no refund.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC35201	Sun, 1:30 – 2:30pm, 18/7 – 19/9	10	400	415	Rm. 306



### Piano (Any Level)

Learn how to read notes and play simple tunes. The course is for 10 weeks and you will pay monthly. Students must complete theory and practical. You **MUST** attend the theory on 18 Jul. Each student will have **15 - 20 mins individual tutoring** with the piano teacher each week. Your lesson time will be assigned during 1st class. Please bring \$125 to 1st class for piano book. Payment of part 2 & 3 due on 25/7 and 22/8 respectively. **Max. = 3 students.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC35301	Sun, 10:45 – 11:45am, 18/7 – 25/7	2	280	290	Rm. 306
EDC35302	Sun, 10:45 – 11:45am, 1/8 – 22/8	4	510	520	Rm. 306
EDC35303	Sun, 10:45 – 11:45am, 29/8 – 19/9	4	510	520	Rm. 306

### Hip Hop Dancing

How would you like to lose weight, look great and have fun at the same time? Well, it is possible when you take hip-hop dancing lessons. Not only will you get a good workout, but you will also learn all the latest moves you see in music videos. So, enroll now if you're ready to burn up the dance floor with your friends!

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC35401	Sun, 11:30am – 1:00pm, 18/7 – 19/9	10	430	440	Rm. 202

### Ballroom Dancing – Beginners



It is a social dancing in which two people move in harmony with each other and the music. You can develop friendship and have a good time with your partner. Suitable for all ages, so never too late! Come and experience the joy of dancing Tango, Swing and Cha Cha.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC35501	Sun, 3:00 – 4:30pm, 18/7 – 19/9	10	390	400	Rm. 202

# Special Events

## EDS 30101 Montessori Teaching Diploma

Offered by  
North American Montessori Centre

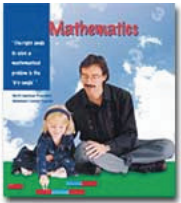
Internationally Recognized

Infant/ Toddler Diploma Program (age 0-3)

Preschool/ Kindergarten Diploma Program (age 3-6)

Broaden your horizons - these programs will give you a better chance to find a job if you are going back home or to another country. If you love children and want to teach we recommend these courses to you. To take either one of the courses you need to be a high school graduate. We offer a VERY SPECIAL PRICE for Foreign Domestic Helpers. Don't miss this chance!

All the manuals, which come from CANADA, are included in the fee. Students must email or post assignments to Canada. Six months are given to complete the course work, which is done by your own time, at home. Successful students will receive a diploma from NAMC. The first payment is HK\$1,000 (either program). For enquiries, please call 2268-7736.



### Free Information Session

Come to explore more about this wonderful teaching diploma.

**\$8150/ \$7800**  
**Pay by 10**  
**installments**

**Date:** 29/8 (SUN)  
**Time:** 2:00 – 3:00 pm  
**Venue:** Rm. 603  
**Fee:** Free

## EDS30201 Confidence and Communication

This is a highly interactive course to empower women to take a stronger position while communicating and negotiating with others. Through role-play and exercise, participants will learn how to be assertive and voice their opinions effectively.

**Date:** 29/8 – 5/9 (2 sessions)  
**Time:** 1:30 - 3:30 pm  
**Venue:** Rm. 621  
**Fee:** HK\$ 150

## EDS 30301 FUN DAY OUT @ TAI TONG LYCHEE VALLEY



Wanna visit one of the popular theme parks in Hong Kong with leisure, recreational and educational elements? Tai Tong Lychee Valley in Yuen Long is your choice! It was a piece of abandoned land previously and is now turned into a popular place for outing. Activities available include pony riding, bullock cart riding, net fishing and lychee picking.

Date:	1/7/2010 (Thur, statutory holiday)
Time:	8:45am – 6:00pm
Fee:	<b>\$250</b>
Assembly:	8:45am at atrium, YMCA
Dismissal:	6:00pm at atrium, YMCA
Deadline:	20/6/2010 (Sun)
Remarks:	<p>1. Fee includes:</p> <ul style="list-style-type: none"> <li>- Round-trip transportation between YMCA and Tai Tong Lychee Valley</li> <li>- 3-hour Buffet BBQ</li> <li>- “All-You-Can-Eat” Lychee Picking (<u>cannot</u> be taken away)</li> <li>- Any 3 of these activities: pony riding (1 round), bullock cart riding (1 round), net fishing, horse feeding, fish feeding and getting 1 pack of organic product/ bean sprout</li> <li>- Entrance to sight-seeing zone (lotus pond and waterfall, etc), exhibition zone and organic farm zone</li> </ul> <p>2. Other activities (fees not included):</p> <ul style="list-style-type: none"> <li>- 4-wheel bicycle: \$50/30 mins</li> <li>- Bicycle: \$30/ hr</li> </ul>



## EDS30401 Dental Care

Topics will cover general oral health and common dental diseases. Dental problems can often be the source of other health problems – so it's good to know how to look after your teeth and gums properly.

**Date:** 26/9 (1 session)  
**Time:** 1:30 - 3:30 pm  
**Venue:** Rm. 605  
**Fee:** HK\$ 50



## ANNUAL GRADUATION 2011

Every year we hold our Annual Graduation during Chinese New Year. If you want to join the ceremony, you must have taken one or more courses during 2010 (except special events). Special recognition will be given to students who have completed 7 courses or above, or have received Group Certificate or Diploma in 2010. Further details of the ceremony will be released in August.

## PROGRAMME BAHASA INDONESIA



### **KOMPUTER: Bahasa Indonesia – Beginners**

Kelas ini ditujukan untuk para pemula. Materi mencakup bagian-bagian dari komputer, Sistem Operasi hingga ke aplikasi pengolah kata "Word" yg sangat terkenal. Total pertemuan sebanyak 8 kali. Silahkan daftarkan diri anda di YMCA lantai dasar (Member Service) pada jam kerja, dari hari Senin sampai hari Minggu. **No class on 25/7 & 1/8.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC35601	Sun, 3:45 – 5:45pm, 11/7 – 15/8	4	350	370	Rm. 607
EDC35602	Sun, 3:45 – 5:45pm, 22/8 – 12/9	4	320	340	Rm. 607



### **KOMPUTER: Bahasa Indonesia Excel**

Kursus ini mencakup spreadsheets, dimana dpt digunakan utk anggaran rumah & perhitungan. Syarat mengikuti: harus selesai Basic Computer & Ms Word. Di kursus ini yang 1 minggu digunakan untuk latihan. Anda harus melengkapi EDC 35701 dan EDC 35702. Biaya untuk EDC 35702 harus dibayarkan sebelum pelajaran dimulai tanggal 29/8.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC35701	Sun, 1:30 – 3:30pm, 8/8 – 29/8	4	350	370	Rm. 607
EDC35702	Sun, 1:30 – 3:30pm, 5/9 – 26/9	4	320	340	Rm. 607

### **KOMPUTER: Bahasa Indonesia PowerPoint**

Di kelas ini anda akan mempelajari tentang presentasi, yg banyak di kombinasi dgn klip art, tabel, grafik, efek kalimat di sertai back ground yg sangat menarik. Bisa juga di gunakan untuk membuat undangan, poster dsb. Catatan: murid di haruskan sudah menyelesaikan Komputer Beginner.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC35801	Sun, 3:45 – 5:45pm, 19/9 – 17/10	5	420	450	Rm. 607

### **Grammar Dasar dlm Bahasa Inggris**

Kursus ini akan membantu anda cara menggunakan susunan tata bahasa inggris yang benar. Materi terdiri dari pembicaraan, tanda baca, kata-kata benda yang bisa atau tidak dapat dihitung, bentuk-bentuk pertanyaan, kalimat dan susunan dasar kalimat.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32001	Sun, 9:30 – 11:00am, 25/7 – 19/9	9	505	525	Rm. 603

### **BELAJAR MEMBACA LEVEL 1 (SETIAP MINGGU) . (Lihat hal 3)**

Belajar Berbahasa Inggris bias menyenangkan. Ini adalah sebuah kursus Interaktif kepada pemula untuk mendalami kosakata dalam menyapa orang, menyatakan waktu, pergi berbelanja, mengungkapkan perasaan dan emosi dan masih banyak lagi. Struktur kalimat yang mudah juga akan dibahas disini.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32101	Sun, 9:30 – 11:00am, 25/7 – 19/9	9	505	525	Rm. 602

## **BELAJAR MEMBACA DAN MENULIS**

### **LEVEL 2 (SETIAP MINGGU) (Lihat hal 3)**

Inimerupakan kelanjutan dari Belajar Cara membaca Level 1. Di kursus ini akan diperkenalkan lebih banyak struktur kalimat dan kosa kata. Dari menanyakan arah sampai dengan menjelaskan tentang penyakit dan kondisi kesehatan. Kalian akan dapat mendalami kosakata dan pengungkapan perasaan yang berguna dalam kehidupan sehari-hari kalian. Syarat mengikuti kursus ini: harus menyelesaikan level 1 terlebih dahulu.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC32201	Sun, 11:15am – 12:45pm, 25/7 – 19/9	9	530	550	Rm. 602

## HOW CAN I ENROLL IN THESE COURSES AND SPECIAL EVENTS?

Please bring:

- 1) xerox copy of 1st page of your DH contract.
- 2) money (no reservations - payment must be made when enrolling).  
*Ask for the DH Programme enrollment form at the Member Services Counter, G/F, YMCA of HK.*

These courses are **open to all overseas domestic helpers** (DH). If you are not overseas domestic helpers please contact 2268 7736 for more information. If your employer is a YMCA member, you could pay the Mem\$ otherwise you need to pay Nmem\$.

**Note:** Remember it is **first-come-first-served**, you should **ENROLL AT LEAST ONE WEEK BEFORE** the course starts. If the class is full, please put your name on the waiting list, it is free! If a space becomes available we will call you.

During public holidays, will have special opening hours – please call 2268 7070 for details.

### **Bagaimanakah cara untuk mengikuti kursus atau acara special ?**

Silahkan bawa:

- 1) Foto kopy halaman pertama dari kontrak kerja anda.
- 2) Biaya Di bayarkan saat pendaftaran secara tunai. Ini terbuka untuk semua TKW. Setelah selesai kursus anda bisa mendapatkan sertifikat

**Untuk keterangan lebih lanjut dalam bahasa Inggris atau bahasa kantonis silahkan hubungi:**

**2268 7736**

Untuk informasi dalam bahasa Indonesia, anda dapat menghubungi:

**Indra HP no. 6743 6510 (Time to call: 9am – 2pm);  
Asnah HP no. 6011 7842 (Time to call: 10am – 10pm)**

Pendaftaran setiap waktu mulai pada jam 8 pagi – 10 malam, Senin – Minggu. Termasuk hari libur, Di YMCA Member Services Counter, G/F, 41 Salisbury Road, Tsim Sha Tsui, Kowloon (MTR Exit E, Sebelah Kanan Hotel Peninsula, dekat Star Ferry)

Cannot find the courses you are interested in? Let us know what you want to learn. We will try to offer when we have enough students. Contact us now!

Tel: 2268 7736 or Email: [dh@ymcahk.org.hk](mailto:dh@ymcahk.org.hk) or  
Visit us at 6/F counter on Sundays