



# YMCA of Hong Kong

NOT FOR SALE

## Overseas Domestic Workers Programme

### Jan - Mar 2010

# INVEST IN YOUR FUTURE

Silahkan buka halaman 7 dan pelajari lebih lanjut Untuk Kursus dalam Bahasa Indonesia program!

## Enrollment Opens 29 Nov 09

**Computer**  
**Office & Business Skills**  
**Beauty & Massage**  
**Music & Dance**  
**Fitness**  
**Healthcare...**



**Graduation Ceremony**  
**13 Feb 2010**  
**(Chinese New Year Eve)**

**Details on P.8**

You can enroll anytime from 8am to 10pm, Monday to Sunday (*Special opening hours for Public Holidays*). Please refer to page 7 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. EDC10101 and EDC10201 have the same content. Students MUST complete EDC10101 & EDC10102 OR EDC10201 & EDC10202. Fee for EDC10102 & EDC10202 to be paid before class on 24/1. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC10101	Sun, 9:00 – 11:00 am, 3/1 – 24/1	4	330	350	Rm. 619
EDC10102	Sun, 9:00 – 11:00 am, 31/1 – 28/2	4	310	330	Rm. 619

**Note: On 3/1, 10/1 & 17/1, the class will be in Rm 607**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC10201	Sun, 1:30 – 3:30 pm, 3/1 – 24/1	4	330	350	Rm. 619
EDC10202	Sun, 1:30 – 3:30 pm, 31/1 – 28/2	4	310	330	Rm. 619

**Note: On 3/1 & 10/1, the class 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. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC10301	Sun, 1:30 – 3:30 pm, 7/2 – 14/3	5	400	430	Rm. 607

### 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 EDC10401 and EDC10402. EDC10402 fee to be paid before class on 24/1. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	Nmem\$	Venue
EDC10401	Sun, 11:15am – 1:15pm, 3/1 – 24/1	4	330	350	Rm. 619
EDC10402	Sun, 11:15am – 1:15pm, 31/1 – 28/2	4	310	330	Rm. 619

### 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
EDC10501	Sun, 9:00 – 11:00am, 3/1 – 17/1	3	270	300	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 EDC10601 & EDC10602. EDC10602 fee to be paid before class on 21/2. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC10601	Sun, 9:00 – 11:00 am, 24/1 – 21/2	4	475	490	Rm. 607
EDC10602	Sun, 9:00 – 11:00 am, 28/2 – 21/3	4	335	350	Rm. 607

### 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 EDC10701 & EDC10702. EDC10702 fee to be paid before class on 31/1. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC10701	Sun, 11:15am – 1:15pm, 3/1 – 31/1	5	500	510	Rm. 607
EDC10702	Sun, 11:15am – 1:15pm, 7/2 – 14/3	5	370	380	Rm. 607

### Computer Practice

Come and practice what you learn in your computer class. Enroll on or before the start date of the course for EDC10801, EDC10901 or EDC11001 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. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC10801	Sun, 11:15am – 1:15pm, 10/1 – 21/2	6	150	150	Rm. 607
EDC10901	Sun, 1:30 – 3:30 pm, 17/1 – 28/2	6	150	150	Rm. 607
EDC11001	Sun, 3:45 – 5:45pm, 10/1 – 21/2	6	150	150	Rm. 619

### 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
EDC11101	Sun, 3:45 – 5:45pm, 10/1 – 7/2	5	500	530	Rm. 619

### How to Build and Maintain Your Own Computer

Building your own computer is cheaper than buying a ready made one. This course will help you understand what is inside the computer, what parts you need to build one, how to increase memory, change cards, install software and use it to check your computer and solve problems. Maybe you could start a business - selling computers you have 'created'. Must complete EDC11201 & EDC11202. EDC11202 fee to be paid before class on 21/2. Pre-requisite: Basic Computer. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	Nmem\$	Venue
EDC11201	Sun, 1:30 – 4:30pm, 31/1 – 21/2	3	540	555	Rm. 602
EDC11202	Sun, 1:30 – 4:30pm, 28/2 – 14/3	3	360	375	Rm. 602

### Practical Session for How to Build...

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. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC11301	Sun, 11:30am – 1:30pm, 31/1 – 14/3	6	230	230	Rm. 604

\***CERTIFICATE Available same as Sunday Courses**

## SATURDAYS COMPUTER COURSES

### Basic Computer Operation, Windows & MS Word

See EDC10101 for content details. Student must complete EDC11401 & EDC11402. Fee for EDC11402 to be paid by 6/2. **No class on 13/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC11401	Sat, 9:00 – 11:00 am, 16/1 – 6/2	4	330	350	Rm. 607
EDC11402	Sat, 9:00 – 11:00 am, 20/2 – 13/3	4	310	330	Rm. 607

### Microsoft Excel

See EDC10401 for content details. Pre-requisite: must have taken Basic Computer Operation. Students must complete EDC11501 & EDC11502. Fee for EDC11502 to be paid by 6/2. **No class on 13/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC11501	Sat, 11:15 am – 1:15pm, 16/1 – 6/2	4	330	350	Rm. 607
EDC11502	Sat, 11:15 am – 1:15pm, 20/2 – 13/3	4	310	330	Rm. 607

### Microsoft PowerPoint

See EDC10301 for course content details. Pre-requisite: must have completed Basic Computer Operation. **No class on 13/2.**

Code	Times & Dates	Sessions	Mem\$	Nmem\$	Venue
EDC11601	Sat, 1:30 – 3:30pm, 6/2 – 13/3	5	400	430	Rm. 607

## 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 EDC11701 & EDC11702. EDC11702 fee to be paid by 21/2. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC11701	Sun, 11:15am–1:15pm, 24/1 – 21/2	4	370	390	Rm. 304
EDC11702	Sun, 11:15am–1:15pm, 28/2 – 14/3	3	250	260	Rm. 304

### Bookkeeping Level 2

Planning to acquire in-depth bookkeeping knowledge such as depreciation and bad debts? This course equips you with skills and techniques for the **LCCI Level 1 Certificate in Bookkeeping Exam**. This qualification is recognized by a wide variety of organizations throughout the world (see: <http://www.lcciasia.com/index.html>) and is useful for your future career. Don't hesitate! Come and join us today! Must complete EDC11801 & EDC11802. EDC11802 fee to be paid by 21/2. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC11801	Sun, 1:30 – 3:30pm, 24/1 – 21/2	4	370	390	Rm. 304
EDC11802	Sun, 1:30 – 3:30pm, 28/2 – 14/3	3	250	260	Rm. 304

## 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. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC11901	Sun, 9:30 – 11:00am, 17/1 – 21/3	9	480	500	Rm. 602

### Learn to Read Level 1

Learning to read as an adult is challenging, but can be fun. This course is for beginners who want to learn how to read in English. **No class on 14/2 & 21/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12001	Sun, 9:30 – 11:00am, 17/1 – 28/3	9	480	500	Rm. 603

## Learn to Read and Write Level 2

Learning to read and write takes more than one quarter – so continue learning – must have completed Lev.1 first (or we can test your level). **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12101	Sun, 11:15am – 12:45pm, 17/1 – 21/3	9	500	520	Rm. 602

### Basic Japanese

Want to know more about Japan and be able to communicate with your Japanese friends? In this course, you will learn how to conduct simple conversations in Japanese (introducing oneself, daily expressions, telling date and time, etc.) and some commonly used vocabularies. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12201	Sun, 1:00 – 3:00pm, 24/1 – 7/3	6	420	440	Rm. 308

## HEALTH & SAFETY

### Healthcare Associate Diploma

Courses required: 1. Caregiver's, 2. Nursing Aide, 3. Baby Care, 4. Caring for Elderly, 5. Healthy Eating, 6. Dental Care, 7. Communicable Diseases & 8. Health Check Practical. To be eligible for the above assoc. diploma you must pass all tests the FIRST time you take them (no retakes allowed), do required homework and have 100% attendance in all subjects. All subjects must be completed within 18 months. This is a YMCA diploma, not accredited with any Universities. Courses may be done in any order. When completed you can apply for this certificate by completing a Certificate application form and attaching all your certificates for the above courses. Must apply within 6 months of finishing your last course.



### Paediatric First Aid

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 EDC 12301 & EDC 12302 or EDC 12401 & EDC 12402 with 100% attendance. EDC 12302 & EDC 12402 fee must be paid before class on 17/1 & 31/1 respectively. More information about the organization: <http://www.firstaidinternational.co.uk/>

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12301	Sun, 10:00am – 1:30pm, 17/1	1	700	700	Rm. 605
EDC12302	Sun, 10:00am – 1:30pm, 24/1	1	650	650	Rm. 605

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12401	Sun, 10:00am – 1:30pm, 31/1	1	700	700	Rm. 605
EDC12402	Sun, 10:00am – 1:30pm, 7/2	1	650	650	Rm. 605



### 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, Matilda international Hospital will award a Certificate to students. **Notes are in English supplemented with Tagalog.** MUST complete EDC12501 & EDC 12502 with **100% attendance.** EDC12502 must be paid before class on 3/1.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12501	Sun, 10:00am – 2:00pm, 3/1	1	590	605	Rm. 605
EDC12502	Sun, 10:00am – 2:00pm, 10/1	1	580	595	Rm. 605

## 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. Upon satisfactory completion of the course the Hong Kong Institute of Gerontology will award a Certificate of "Basic Course on Care of Older People at Home". **Note: on 21/3, the class will be from 1:30 - 5:30 pm, at HKIG, Kimberley Road, TST.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12601	Sun, 1:30 – 3:30pm, 21/2 – 21/3	5	500	510	Rm. 605



### Health Check Practical

Once you have completed the required courses for the Healthcare diploma, please contact us at 22687736. We will arrange a time for the Health Check Practical session with you. Fee: \$250.

## LIVELIHOOD

### Asian Cuisine

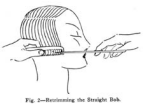
Learn how to cook more Asian cuisines, including Indian and Sri Lanka Food. Different appetizers, main courses and desserts of both styles will be demonstrated. Instructor will buy the ingredients but you will have to pay for some (approx. \$40 per week). Held at YMCA Cheung Sha Wan, 1/F Hang Ning Centre, 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 7/3.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12701	Sun, 9:00 – 10:30am, 7/3 – 21/3	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. 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



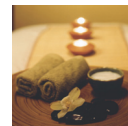
#### Beauty Studies; Hair & Body Therapies Associate Diploma (Intermediate Level)

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

## 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 10/1 and **\$470 for Part 2** be paid on 21/2, please bring exact money. Must complete EDC12801 & EDC12802 or EDC12901 & EDC12902. NOTE: If you have some equipment, you must inform the office (22687736) before 10/1, otherwise you will be charged for a complete set. Fee for EDC12802 & EDC12902 must be paid before class on 14/2.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12801	Sun, 9:00am – 12:00pm, 10/1 – 14/2	6	625	635	Rm. 303
EDC12802	Sun, 9:00am – 12:00pm, 21/2 – 28/3	6	565	575	Rm. 303

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12901	Sun, 12:05 – 3:05pm, 10/1 – 14/2	6	625	635	Rm. 303
EDC12902	Sun, 12:05 – 3:05pm, 21/2 – 28/3	6	565	575	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 14/3 in the class. Please bring your basic equipment to the first meeting.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC13001	Sun, 12:05 – 3:05pm, 14/3 – 28/3	3	450	460	Rm. 303

## 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 4/4, one wig is included.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC13101	Sun, 9:00am – 2:00pm, 4/4	1	275	295	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. You must complete EDC13201 & EDC13202. Payment for EDC13302 due on 7/2.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC13201	Sun, 12:05 – 3:05pm, 10/1 – 7/2	5	590	600	Rm. 305
EDC13202	Sun, 12:05 – 3:05pm, 14/2 – 7/3	4	450	450	Rm. 305

Note: on 7/3, class will be held from 12:05 – 2:05pm

## 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 10/1 and **\$160 for Part 2** be paid on 7/2, please bring exact money. For a certificate you must complete EDC13301 & EDC13302. EDC13302 fee must be paid by 31/1.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC13301	Sun, 3:10 – 5:10pm, 10/1 – 31/1	4	450	460	Rm. 303
EDC13302	Sun, 3:10 – 5:10pm, 7/2 – 28/2	4	430	440	Rm. 303

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

Professional make-up application; bridal, beauty contest make up; photographic make-up; evening make up; safe application and removal of false eye lashes. You will need to pay \$300 for material fee on 7/3. Pre-requisite: Beauty Therapist Course or have knowledge of facial cleansing and basic make up application.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC13401	Sun, 3:10 – 6:10pm, 7/3 – 28/3	4	580	590	Rm. 303

## Shiatsu Massage - BM, Spa A. 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 10/1.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC13501	Sun, 5:10 – 7:10pm, 10/1 – 31/1	4	425	435	Rm. 303

## Lymphatic Drainage Massage - Spa &, BM Dip

This is a specialized type of massage designed to cleanse the body of its waste products. It increases relaxation, strengthens the immune system, helps slimming and improves skin condition. Please bring a large towel. You need to pay **\$ 150 for material fee** on 7/2.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC13601	Sun, 5:10 – 7:40pm, 7/2 – 14/2	2	300	310	Rm. 303

## Lymphatic Drainage Body Wrap - Spa & BM Dip.

This is a specific technique for body wrapping, which can reshape your body, help detoxification and overcome water retention. You need to pay **\$150 for material fee** on 21/2.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC13701	Sun, 5:10 – 7:40pm, 21/2 – 28/2	2	300	310	Rm. 303

## Ear Candling - Spa A. Dip

Coning is a method of cleaning the ear, which may help alleviate a host of physical and mental elements. You will need to pay **\$ 100 for material fee** on 7/3.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC13801	Sun, 6:15 – 7:45pm, 7/3 – 28/3	4	420	430	Rm. 303

## Indian Head Massage - Spa Dip.

This type of massage increases the blood supply to the scalp & neck and is a good method for releasing pain. You need to pay **\$120 for material fee** on 4/4.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC13901	Sun, 2:05 – 6:05pm, 4/4	1	220	230	Rm. 303

## Individual Practice

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

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC14001	Sun, 2:05 – 3:05pm, 7/3	1	300	300	Rm. 303

## BEAUTY COURSES - Public Holidays

### 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. There will be a 30-min lunch break.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC14101	Mon, 9:00am – 5:30pm, 15/2	1	425	435	Rm. 303

### Advanced Hair Design - MA, HD A. Dip

Learn more about fashion style. Men's style and razor cutting, as well as start your fabulous careers in hair design. Student must have basic knowledge of hair cutting. Need to bring basic equipment to the first meeting. You have to pay \$350 for material fee. Prerequisite: Professional Hair Design. There will be a 30-min lunch break.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC14201	Tue, 9:00 – 6:30pm, 16/2	1	435	445	Rm. 303

### Make up and Hair Styling Workshop

Combines make-up, facial treatment 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 3/4. There's a 30-min lunch break.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC14301	Sat, 9:00am – 3:30pm, 3/4	1	350	360	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 3/4.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC14401	Sat, 3:35 – 8:35pm, 3/4	1	310	330	Rm. 303

### Swedish Massage - Spa Dip.

Swedish massage can promote health, well-being and relaxation. You will learn the full range of massage movements to treat many common problems. Bring two large towels. You will need to pay **\$150 for material fee** on 5/4.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC14501	Mon, 9:00am – 5:30pm, 5/4	1	425	435	Rm. 303

## CREATIVE CRAFTS

### Balloon Shaping

This course will teach you how to shape the balloons in different styles like animal shapes, flowerlike shape, heart shape, sword shape and other fun shapes. Could be used for decorations for parties, weddings etc. Material fee (approx. \$ 30) to be paid in the class. .

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC14601	Sun, 1:30 – 3:30pm, 28/2 – 7/3	2	160	180	Rm. 305



### Candle Making Level 1 & 2

Come and learn how to make candles – simple but beautiful! Types of candles include: ice, beer, bead, toy, shell, dry flower, floating, star and aroma candle. Please bring materials to wrap your candles & a pair of scissors. Materials are provided but you must pay for them in class (approx. \$110 each week). You can sell your candles to get back your money!

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC14701	Sun, 2:30 – 4:30pm, 21/3 – 28/3	2	160	180	Rm. 305

## FITNESS



### Swimming (Any level)

Want to learn to swim or improve your swimming skills? Our pool is heated and accommodated with changing rooms and showers. Must wear swimsuit. Students must complete EDC14801 & EDC14802. EDC14802 fee must be paid by 31/1. (FOR DH ONLY)

**Deadline for enrollment is 10 pm on 27/12.** No class on 14/2.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC14801	Sun, 8:00 – 9:00am, 3/1 – 31/1	5	525	535	Pool, 1/F
EDC14802	Sun, 8:00 – 9:00am, 7/2 – 14/3	5	380	395	Pool, 1/F

## MUSIC & DANCE

### Guitar Beginners

Have fun learning how to play an acoustic (not electric) guitar. You must bring a guitar to every class. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC14901	Sun 12:00 – 1:00pm, 10/1 – 21/3	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. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC15001	Sun, 1:15 – 2:15pm, 10/1 – 21/3	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 10<sup>th</sup> Jan. 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 17/1 and 21/2 respectively. **Max. = 3 students.** **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC15101	Sun, 10:45 – 11:45am, 10/1 – 17/1	2	280	290	Rm. 306
EDC15102	Sun, 10:45 – 11:45am, 24/1 – 21/2	4	510	520	Rm. 306
EDC15103	Sun, 10:45 – 11:45am, 28/2 – 21/3	4	510	520	Rm. 306



### Aerobics

This course is designed for beginners to learn some basic terms and movements frequently used in Aerobics. It helps you to burn calories in a fun and simple way! It can also strengthen your cardiovascular system without stressing any part of your body excessively. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC15201	Sun, 11:00am – 12:00pm, 10/1 – 21/3	10	390	400	Rm. 202

### 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! **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC15301	Sun, 12:30 – 2:00pm, 10/1 – 21/3	10	390	400	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. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC15401	Sun, 3:00 – 4:30pm, 10/1 – 21/3	10	390	400	Rm. 202

# Special Events

## EDS 10101 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.

**Date:** 7/3 (SUN)  
**Time:** 2:00 – 3:00 pm  
**Venue:** Rm. 604  
**Fee:** Free

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



## EDS10201 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.

<b>Date:</b>	28/2 – 7/3 (2 sessions)
<b>Time:</b>	1:30 – 3:30 pm
<b>Venue:</b>	Rm. 621
<b>Fee:</b>	HK\$ 150

## EDS10301 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.

<b>Date:</b>	14/3 (1 session)	
<b>Time:</b>	1:30 – 3:30 pm	
<b>Venue:</b>	Rm. 621	
<b>Fee:</b>	HK\$ 50	



## EDS10401 Free Movie – SLUMDOG MILLIONAIRE

This film won 8 Oscars. It is the story of an 18 year-old orphan from the slums of Mumbai. He is just one question away from winning 20 million rupees on India's "Who Wants To Be A Millionaire?" Suspected of cheating, he is brutally interrogated by police. But in recounting incidents in his eventful life, he shows how he knew the answers to the specific questions...

<b>Date:</b>	28/3 (Sun)
<b>Time:</b>	2:00 – 4:00 pm
<b>Venue:</b>	Rm. 602
<b>Fee:</b>	FREE but entrance by tickets (Get tickets at Member Services Counter starting from 1 Jan 2010)

## 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 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC15501	Sun, 3:45 – 5:45pm, 10/1 – 31/1	4	330	350	Rm. 607
EDC15502	Sun, 3:45 – 5:45pm, 7/2 – 7/3	4	310	330	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
EDC15601	Sun, 1:30 – 3:30pm, 7/3 – 4/4	5	400	430	Rm. 619

### BELAJAR MEMBACA DASAR 1 (MINGGU 1 & 3)

Belajar membaca saat dewasa agak susah, tetapi bisa menyenangkan. Kami dapat membantu anda dalam hal ini! Kami juga membantu anda belajar mengeja kata dan membuat kalimat dalam bahasa Inggris. Kursus ini untuk pemula dlm bhs ingris.

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC15701	Sun, 11:15am – 1:15pm, 3/1 – 4/4	7	480	500	Rm. 603

### Grammar Dasar dlm Bahasa Inggris

Kursus ini akan membantu anda cara menggunakan susunan tata bahasa ingris 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. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC11901	Sun, 9:30 – 11:00am, 17/1 – 21/3	9	480	500	Rm. 602

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

Lihat EDC 15701 untuk kursus BHS Inggris dua mingguan. **No class on 14/2 & 21/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12001	Sun, 9:30 – 11:00am, 17/1 – 28/3	9	480	500	Rm. 603

### BELAJAR MEMBACA DASAR 2 (SETIAP MINGGU) (Lihat hal 3)

Satu periode tidaklah cukup untuk Belajar Membaca & Menulis dlm BHS Inggris. Dan lvi 2 Merupakan kelanjutan dari Belajar membaca dasar 1. **No class on 14/2.**

Code	Times & Dates	Sessions	Mem\$	NMem\$	Venue
EDC12101	Sun, 11:15am – 12:45pm, 17/1 – 21/3	9	500	520	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 7736 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:

**Widatik HP no. 97121973 (Time to call: 10am – 10pm);  
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)

EDS40501



# ANNUAL GRADUATION

**DEADLINE OF ENROLLMENT: 24 January 2010 at 2pm**

If you have taken at least one course (not special events) with the DH Programme between January to December 2009 then you are eligible to enroll in the Annual Graduation. (courses taken in 2008 and 2010 do NOT count).

**Note: special recognition is given to students who have completed the Group Certificate, any of the Diplomas, or at least 7 courses during 2009.**

<b>Date:</b>	13 February 2010 (Sat)
<b>Time:</b>	<b>1:30pm (All graduates must attend a rehearsal at 10:30am; guests arrive by 1pm)</b>
<b>Venue:</b>	Assembly Hall , 4/F, YMCA HK
<b>Fee:</b>	\$80 (Graduate plus 1 free guest). Extra tickets \$30 and can only be purchased from 3 January.

**ENROLLMENT DEADLINE: 24 January 2010 at 2pm**

### Enrollment

Enroll at the Member Services Counter. You are required to list all the courses you had taken in 2009. Please make sure that you have the course code, dates, and course name with you when you go to enroll. **Enrollment fee is non-refundable and non-transferable.**

### Programme & Performance

If you want to be involved in the graduation programme (dancing, singing, drama etc.), you must attend practices. Please enroll **before 13 December 2009** and indicate on your application form what you want to perform. You can approach the counter at 6/F for further information.

### DVD and Photograph Package

Orders will be taken on **31 Jan and 7 Feb 2010** from **2 to 5 pm** in **Room 603** and **13 February (Grad. Day)**. You must order and pay for your package on these days. Photo packages around \$180 - \$290. DVD approx. \$190.

### Toga

Toga is **NOT included** but if you want to rent one it will be available separately at \$90 + \$10 for corsage, and must be reserved on 1st & 3rd Sundays on 6/F counter from 1 – 3pm (starting from November). \$100 is required when making the reservation. We only have a limited number so **ENROL EARLY AND RESERVE YOUR TOGA EARLY**. Togas **CANNOT** be reserved until after you have enrolled.

**There will be a meeting for all graduates on 24th Jan 2010 at 3pm, 6/F.**

EDS40501



# WISUDA TAHUNAN

**JIKA ANDA SUDAH PERNAH MENGIKUTI PALING SEDIKIT SATU MATA PELAJARAN (TIDAK TERMASUK ACARA ISTIMEWA) DALAM DH PROGRAM ANTARA BULAN JANUARY – DESEMBER 2009 ANDA SUDAH BISA MENGIKUTI "WISUDA TAHUNAN"**

Tanggal :	SABTU, 13 Februari 2010
Waktu:	Semua Wisudawan di haruskan tiba sebelum jam 10:30 pagi. Sedangkan jam 1:00 untuk para tamu dan undangan.
Tempat:	Assembley Hall , 4/F, YMCA HK
Biaya :	\$ 80 (Pendaftaran + 1 gratis tiket tamu), \$30 untuk ekstra tiket dapat di beli mulai pada tgl 3 bulan Januari

### BATAS AKHIR PENDAFTARAN BAGI CALON WISUDAWAN

JAM 02:00 TGL. 24 Januari 2010

### Pendaftaran

Daftarkan diri anda di Member Service. **Note: Anda harus menulis secara detail semua kursus yang sudah anda ambil pada tahun 2009**, maka anda harus punya kode kursus, tanggal, nama kursus pada waktu anda mendaftar.

### Program & Pertunjukan

Kalau anda ingin bergabung untuk mengisi acara wisuda spt (drama, menyanyi, dansa, dll) anda **HARUS MENGIKUTI LATIHAN**. Silahkan daftarkan diri anda pada tanggal **13 Desember** atau sebelumnya, dan jelaskan apa yang akan anda kontribusikan diformulir dan kami akan menghubungi anda.

### DVD DAN Paket fotografi

Pesanan diambil hari minggu **31 Jan dan 7 Feb** mulai jam **2-5, di lantai 6**. **Pesanan di bayar pada hari itu juga, kurang lebih \$180 - \$290, DVD \$190.**

### Note

Toga **tidak termasuk**, tapi akan tersedia untuk di sewakan secara terpisah dengan \$90+\$10 untuk korsetnya/ bross, sediakan uang sebanyak \$100 pada saat pendaftaran di lantai 6/F, yg kami siapkan pada minggu ke 1 & 3 pada jam 1:00-3:00 sore (mulai November). **Persediaan kami terbatas, maka segera daftarkan diri anda lebih awal!** Toga tidak akan tersedia sebelum anda mendaftar.

biaya pendaftaran tdk akan di kembalikan dan tdk bisa di pindah tangankan.  
Pertemuan untuk semua wisudawan: **24 Januari 2010 jam 3:00 sore, di Lantai 6.**