

## The Johns Hopkins Hospital Skills Enhancement Program Schedule – Fall 2007

*All classes, dates and times are subject to enrollment*

Course	Time	Days	Dates
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### GED

11 weeks

GED – Level I	8:30 am - 10:30 am	T & Th	October 2 – December 18
GED – Level I	4:30 pm - 6:30 pm	T & Th	October 2 – December 18
GED – Level II	2:00 pm- 4:00 pm	M/ T/ W/Th	October 1 – December 18
GED – Level II (Accelerated)	1:30 pm-4:30 pm	M/ T/ W/Th	October 1 – December 18
GED – Level III (Accelerated )	9:00 am-noon	M/ T/ W/Th	October 1 – December 18

### SKILL BOOSTERS

11 weeks

Math	1:00 pm-3:00 pm	T & Th	October 2 – December 18
Reading/Grammar	11:00 am-1:00 pm	M & W	October 1 – December 17

### MEDICAL TERMINOLOGY

14 weeks

Intro. to Medical Terminology	8:00 am-10:00 am	M & Th	September 10 – December 17
Intro. to Medical Terminology	1:00 pm-3:00 pm	M & Th	September 10 – December 17
Intro. to Medical Terminology	5:00 pm-7:00 pm	M & Th	September 10 – December 17

### COLLEGE PREP

11 weeks

Algebra	4:00 pm- 6:00 pm	T & Th	October 2 – December 18
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### ESL (English as a second Language)

11 or 12 weeks

ESL (Intermediate)	1:00 pm-3:00 pm	T & Th	October 2 – December 18
ESL (Advanced-Part I)	5:00 pm-7:00 pm	T & Th	September 18 – December 13
ESL (Advanced-Part II)	5:00 pm -7:00pm	M & W	September 17 – December 12

### COMPUTER APPLICATIONS

6 or 7 weeks

Keyboarding	10:30 am- noon	M & W	September 10 – October 17 October 29 – December 10
Keyboarding	3:00 pm-4:30 pm	T & Th	September 11 – October 18 October 30 – December 11
Introduction to Microsoft Word	8:30 am-10:30 am	M & W	September 10 – October 17 October 29 – December 10
Introduction to Microsoft Word	5:00 pm-7:00 pm	T & Th	September 11 – October 18 October 30 – December 11
Windows Prep & Intro. to Excel	5:00 pm-7:00 pm	M & W	September 10 – October 24 October 29 – December 17
Windows Prep & Intro. to Access	5:00 pm-7:00 pm	T & Th	September 11 – October 25
Windows Prep & Intro. to PowerPoint	5:00 pm-7:00 pm	T & Th	October 30 – December 18

Please note: Monday (M); Tuesday (T); Wednesday (W); Thursday (Th)

**Classes are NOT scheduled to meet on Thursday, November 22 (Thanksgiving).**

**Please call Barbara Edwards 410-614-0273 for additional information.**