

Skills Enhancement Q&A

Are Skills Enhancement classes credit or non-credit?

A: Non-credit.

What classes are typically offered in the Program?

A: Medical Terminology, Microsoft Word, GED Preparation, College Preparation, American Sign Language

How long are classes/courses, and how frequently do you offer them?

A: Most classes are 12 weeks long; however, computer classes last for 6 weeks.

Who is eligible to take classes?

A: All JHHSC, JHH employees are eligible. JHU employees may take GED, College Prep, and Medical Terminology classes. BSI and Sodexo employees who work on-site are accommodated in classes on a space available basis.

Where are classes held?

A: Most classes meet in the Phipps building, however, some classes are held in nearby JHH buildings.

How do employees sign up for classes?

A: We encourage interested employees to call Barbara Edwards at (410) 614-0273 for counseling, possible assessment and class placement.

In addition, I would like to add:

How can I use classes in your Program to grow my career?

A: A high school diploma is required for positions beyond entry level. Employees may work through various levels of preparation for the GED based on current skill levels. Once employees earn a diploma, they may access other training at JHH e.g. the STEP Program, BCCC classes, etc. If employees with a high school diploma need a refresher, they, too, may join classes for skill building.

Many employees take the Medical Terminology and MS WORD courses to prepare for clerical associate, PSC, or admitting positions.