

BUSINESS AND INDUSTRY SERVICES

Business and Industry Services (BIS) serves as a focal point for commerce and industry seeking education and training. BIS also will develop courses or programs specific to individual organizational needs.

Our mission is to provide accessible, quality educational opportunities, promote community and economic development, and enhance the quality life for those we serve. To achieve this mission, we partner with companies to support and extend their training capabilities to meet increasingly complex job skill needs.

Our services are unique because they are low in cost, convenient, flexible and can be customized to meet the unique needs of business and industry.

A number of job-related services are provided, including ACT WorkKeys Job Profiling to determine the basic skills needed for specific jobs; individual assessments to determine the level of skills one can bring to a job; instructional programs that can be targeted to the specific skill development needs of individuals; and customized training to meet the specific needs of companies and organizations.

Professional Development Training is available in diverse subjects such as ISO 9001:2000, basic statistics for quality engineering, leadership training, lean manufacturing and a host of personal development, computer usage, safety, technology, and business development courses, as well as Achieve Global training and more.

Apprenticeship learning is offered for tool makers, millwrights, maintenance mechanics, machine repair, tool and die, electricians, and air conditioning and refrigeration technicians.

On-line Learning is available in many topics. Calhoun operates an ACT Center with over 2,800 on-line, skill-based courses in Key Work Skills, Computer Basics, Industrial Technology and Safety, Information Technology, Management and Leadership, and Personal Development. These courses may be taken from any computer providing access to the Internet. Additional on-line courses are offered through the Education 2 Go organization which provides designated start and end dates with an online instructor. Instructor led management and leadership training is offered through Achieve Global and DDI organizations.

Certificate Programs are available in paralegal, basic supervision, supply chain management, customer service, logistics, manufacturing excellence, purchasing, total quality, nursing continuing education, MS Windows, Microsoft Office, Project, and a host of other programs.

Non-Credit Healthcare Certification Programs - Medical Billing and Coding, Phlebotomy, and Certified Nursing Assistant.

Corporate IT Training is offered in Microsoft Certified Systems Engineer, Microsoft Certified Database Administrator, Microsoft Certified Solutions Developer, Comp TIA, A+ and Networking+ as well as other programs.

Further details are available on the Business and Industry Services Website: www.calhoun.edu then click on Business and Industry.