

## General Information

# BUSINESS AND INDUSTRY SERVICES

Our mission is to provide accessible, quality educational opportunities, promote community and economic development, and enhance the quality of 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 several subjects such as ISO 9001:2000, basic statistics for quality engineering, leadership training, lean and manufacturing, as well as personal development, computer usage, safety, technology, and business development courses. Instructor led training in management and leadership is offered through the Achieve Global and Development Dimensions International organizations.

**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 and 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 if one has 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 on-line instructor. For more information, please visit our website at [www.ed2go.com/calhounccalus](http://www.ed2go.com/calhounccalus).

**Non-credit Healthcare Certification Programs** include Medical Billing and Coding, Phlebotomy, and Certified Nursing Assistant.

**Corporate IT Training** is offered in Microsoft Certified Systems Engineering, 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](http://www.calhoun.edu) then click on Business and Industry.