



SAN MATEO ADULT &
CAREER EDUCATION

LEARN

SKILLS FOR

BUSINESS & BEYOND

PROFESSIONAL COMMUNICATIONS FOR BUSINESS

Professional Communications for Business: Learn the essential communication skills you need to thrive in any workplace environment and become a confident leader. Gain a solid understanding of decision making, workplace etiquette, and business ethics.

BUILDING TRADES MATH PREP PROGRAM

Interested in entering the building trade industry?

This class will help you pass their local union Apprenticeship Exams. Unions include Plumbers, Pipefitters, Welders, HVAC, Sprinkler Fitters, Electricians, Sheet Metal Workers, Operating Engineers, Insulators, & more.

INTRO TO AI (Artificial Intelligence)

Learn about the history of AI and how it's evolved from sci-fi fantasy to real-world application.



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**CAREER AND
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