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## Menlo Park Site

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## Welcome to the Menlo Park Site!

Our not-for-credit programs are designed to help community members gain job-ready skills and enter in-demand industries without the need for extensive degrees. With affordable, hands-on training and courses lasting no more than six months, we focus on equipping students with the tools they need to succeed—whether it's learning a trade, preparing for state licensure exams, or gaining confidence to take the next step in their careers.

Discover new pathways to achieve your goals and build a brighter future with Cañada College's Menlo Park Site programs!

## Cañada College at Menlo Park Continuing Education Programs

Short term, low cost, programs to learn job skills that will help you start a career in various industries!

#### ⌚ Business Information Worker (BIW) Certificate Program

The Business Information Worker (BIW) Program equips students with the essential computer and office skills needed for entry-level administrative positions in today's workforce. Students will learn Microsoft Office, keyboarding, workplace communication, and more—preparing them for a wide range of business environments. This for-credit program will be held in person at Cañada College's Menlo Park Site.

[Learn More →](#)

#### ⌚ Generative AI Program

The Generative AI Program introduces students to the core concepts, tools, and ethical considerations of artificial intelligence, with a focus on real-world applications in both personal and professional settings. This program provides a strong foundation for individuals looking to explore career pathways in tech and digital innovation, equipping them with the skills needed to adapt to emerging technologies and stay competitive in a rapidly evolving job market.

[Learn More →](#)

#### ⌚ Dispensing Opticians Training Program

The **Dispensing Opticians Training Program** offers students the foundational work to not only begin a career in optical, but to also acquire ABO board certification and licensure, leading to better paying jobs and more opportunity for career advancement in the optical industry.

[Learn More →](#)

#### ⌚ Water Treatment and Distribution Program

Completion of the course establishes eligibility to take the **Water Distribution** and Treatment Grade 2 exam. After passing the exam, students will have the opportunity to apply for their certificate and license to become a California Grade 2 Water Treatment or Distribution Operator.

[Learn More →](#)

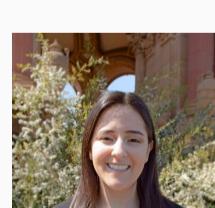
## Questions? Contact Us

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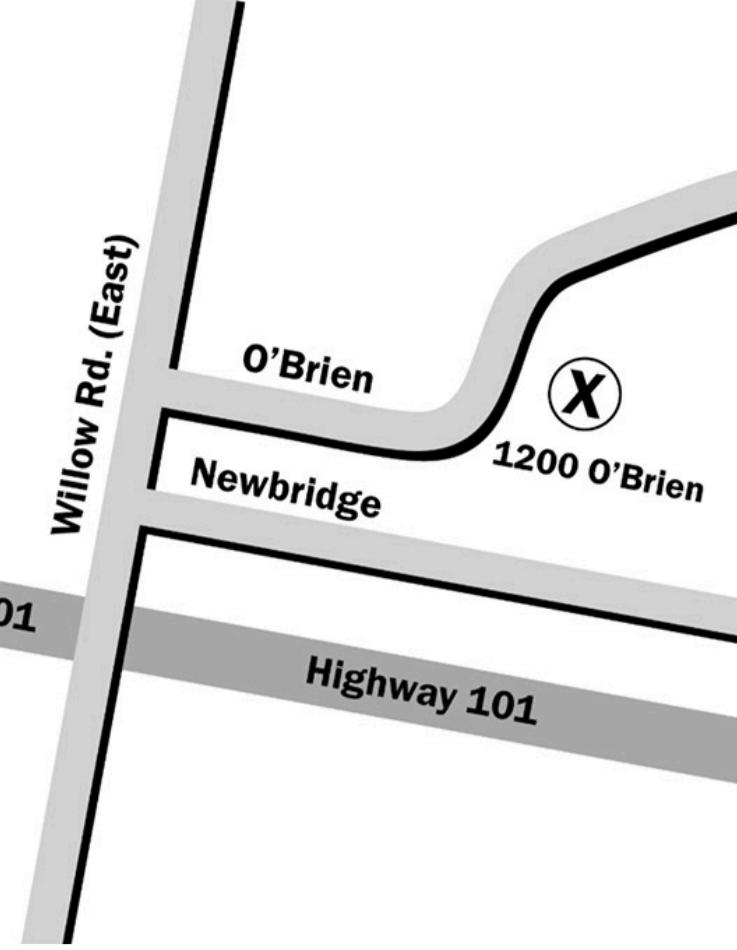
### Office

Conveniently located in the **JobTrain** building:

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Room 54  
Menlo Park, CA 94025

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