



West Los Angeles College

Career and College Preparation Division
Adult Education Program

Free Class Summer 2024

June 10 - August 18

Free Classes:

- English as a Second Language (ESL)
- Conversation for ESL Students
- Computer Skill Courses
- Citizenship Classes
- HSE Preparation Courses (GED) English & Spanish
- Real Estate Appraisal Cert.
- Business Tools & Business Career Cert
- Medical Terminology
- In-Home Supportive Services (IHSS)

310.287.4404

wlac-collCareerPrep@wlac.edu @wlacccpd

Office Hours:

Mon - Thu: 9 am - 6 pm

Fri : Virtual 9 am - 2 pm

Sat: Virtual 9 am - 12 pm

Public Zoom Meeting ID#

982.9907.4743



For an updated list of classes, visit our online class schedule.

<https://www.wlac.edu/academics/college-career>

Updated: 5/09/24



College Readiness

Come and meet our wonderful Adult Education - CCP Counselors.

Learn student success strategies for the Spring Semester.

- How to use CCAApply and PeopleSoft
- Student Portal - Enroll in your classes
- How to Navigate CANVAS and Zoom
- How to make an appointment with a counselor and tutors
- Review the Spring Schedule
- How to Navigate the WEST LA Website

| Counselors | |
|------------------|------------------|
| Iliana Limas | Robbie Perez |
| limasig@wlac.edu | perezrd@wlac.edu |

| Introduction to WEST LA College - Adult Education | | | | |
|---|----------|--------------------|--------|---------------|
| Day | Date | Time | Mode | Zoom ID |
| Monday | 06/10/24 | 12:00 PM - 1:00 PM | Online | 878 5859 3817 |
| Thursday | 06/13/24 | 6:00 PM - 7:00 PM | Online | 831 7315 1374 |
| Monday | 07/01/24 | 12:00 PM - 1:00 PM | Online | 878 5859 3817 |
| Monday | 07/15/24 | 12:00 PM - 1:00 PM | Online | 839 3661 4631 |
| Thursday | 07/18/24 | 6:00 PM - 7:00 PM | Online | 871 2171 4728 |
| Monday | 08/05/24 | 12:00 PM - 1:00 PM | Online | 839 3661 4631 |
| Thursday | 08/08/24 | 6:00 PM - 7:00 PM | Online | 871 2171 4728 |

If you are interested, please scan the following QR Code or go to the URL to register.



Summer 2024
Orientation
Registration

310.287.4404

<https://forms.office.com/r/w7WN1Canuv>

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Free ESL Classes

These courses are for students whose first language is not English. In our ESL courses, you will receive free instruction in English Language skills (reading, writing, listening, and speaking) and structure (grammar and pronunciation). Students in these entry-level courses will learn to develop reading comprehension, critical thinking, and vocabulary skills that will prepare them for their academic and career success.

| ESL - Integrated Skills | | | | | |
|--|---------|-------|---------------------|--------|---------------------|
| Class Name | Class # | Days | Time | Mode | Dates |
| Beginning Low ESL (ESL NC 006CE) | 14692 | MTWTh | 09:00 AM - 11:50 AM | Online | 06/10/24 - 08/04/24 |
| | 14693 | MTWTh | 06:00 PM - 08:35 PM | Online | 07/15/24 - 08/18/24 |
| Beginning High ESL (ESL NC 007CE) | 14700 | TTh | 09:00 AM - 11:50 AM | Online | 07/15/24 - 08/18/24 |
| | 14699 | MW | 06:00 PM - 08:35 PM | Online | 06/10/24 - 08/04/24 |
| Intermediate Low ESL (ESL NC 008CE) | 14702 | MTWTh | 9:00 AM - 11:50 AM | Online | 07/15/24 - 08/18/24 |
| | 14701 | TTh | 06:00 PM - 08:35 PM | Online | 06/10/24 - 08/04/24 |
| Intermediate ESL (ESL NC 009CE) | 14705 | MW | 9:00 AM - 12:25 AM | Online | 06/24/24 - 08/18/24 |
| ESL IV (ESL NC 015CE) | 14716 | TTh | 9:00 AM - 12:20 PM | Online | 06/24/24 - 08/18/24 |
| ESL Multilevel Beginning - Intermediate (ESL NC 061CE) | 14717 | M W | 6:00 PM - 8:35 PM | Online | 06/24/24 - 08/18/24 |
| ESL Multilevel Intermediate (ESL NC 062CE) | 14737 | T Th | 6:00 PM - 8:35 PM | Online | 06/24/24 - 08/18/24 |
| ESL Multilevel - All Levels (ESL NC 063CE) | 14738 | S | 6:00 PM - 8:35 PM | Online | 06/10/24 - 08/04/24 |
| | 14787 | MTWTh | 6:00 PM - 7:25 PM | Online | 06/24/24 - 08/18/24 |



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ESL Conversation Classes

This beginning ESL noncredit course focuses on listening and speaking skill development exploring familiar topics within social and academic contexts. Students will be able to practice pronunciation skills and develop rhythm, stress, and intonation patterns for English conversation.

| FREE ESL - Conversation | | | | | |
|--|---------|------|--------------------|--------|---------------------|
| Class Name/Nombre de Clase | Class # | Days | Time | Mode | Dates |
| Conversation I - Multilevel (ESL NC 023CE) | 14788 | TTh | 5:45 PM - 8:45 PM | Online | 06/10/24 - 08/04/24 |
| Conversation I - Multilevel (ESL NC 023CE) | 14789 | MW | 9:00 AM - 11:50 AM | Online | 07/15/24 - 08/18/24 |
| Conversation II - Multilevel (ESL NC 024CE) | 14790 | MWF | 9:00 AM - 12:05 AM | Online | 06/24/24 - 08/18/24 |



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ESL Citizenship Classes

These courses will provide the content and the oral skills practice necessary to begin the process of becoming a United States citizen. These are integrated skills courses focusing on developing listening, speaking, reading, and writing skills.

| FREE - ESL Conversation Classes | | | | | |
|---|---------|------|-------------------|--------|---------------------|
| Class Name/Nombre de Clase | Class # | Days | Time | Mode | Dates |
| Citizenship I (ESLCVCS 010CE) | 14791 | T | 1:00 PM - 4:20 PM | Online | 06/10/24 - 07/14/24 |
| Citizenship II (ESLCVCS 011CE) | 14789 | W | 1:00 PM - 4:20 PM | Online | 07/15/24 - 08/18/24 |
| Citizenship III (ESLCVCS 012CE) | TBA | S | TBA | Online | 07/08/24 - 08/09/24 |



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High School Equivalency Preparation Classes (GED) *in English*

Students may take college credit classes for free while they are earning their high school diploma or equivalency through dual enrollment (SB 554) To qualify, students must be: Active students enrolled in an adult HS diploma or equivalency program at West or an adult school in LA County Submit a completed WLAC college application or be an active WLAC student with Student ID# Submit your completed and signed dual enrollment supplemental form every term/session.

| High School Equivalency (HSE) Prep. Classes English | | | | | |
|---|---------|------|--------------------|--------|---------------------|
| Class Name/Nombre de Clase | Class # | Days | Time | Mode | Dates |
| HSE Preparation (BSICKSL 034CE) | 14728 | MW | 9:00 AM - 11:50 AM | Online | 06/10/24 - 07/14/24 |
| | TBA | TTh | 9:00 AM - 11:50 AM | Online | 06/24/24 - 08/18/24 |
| | 14734 | TTh | 6:00 PM - 8:35 PM | Online | 06/10/24 - 07/14/24 |
| College & Scholastic Assessment Prep. Classes | | | | | |
| College & Scholastic Assec. Prep. (BSICKSL 023CE) | 14730 | MW | 9:00 AM - 11:50 AM | Online | 07/15/24 - 08/18/24 |
| | 14784 | TTh | 6:00 PM - 8:35 PM | Online | 07/15/24 - 08/18/24 |



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Preparación para la Equivalencia de High School (GED) en español

Los estudiantes pueden tomar clases de crédito universitario de forma gratuita mientras obtienen su diploma de escuela secundaria o su equivalente a través de inscripción doble (SB 554) Para calificar, los estudiantes deben ser: Estudiantes activos matriculados en un programa de diploma HS o equivalente para adultos en WLAC o en una escuela para adultos en Condado de Los Ángeles.

| High School Equivalency (HSE) Prep. Classes Spanish | | | | | | |
|---|---------------------------|-----------|-----|-------------------|-----------|---------------------|
| Nombre de Clase | Materia | Clase No. | Día | Hora | Modalidad | Fechas |
| HSE Preparation (BSICKSL 034CE) | Ciencias | 14735 | MW | 6:00 PM - 8:35 PM | Online | 06/10/24 - 07/14/24 |
| | Mathematicas | 14736 | TTh | 6:00 PM - 8:35 PM | Online | 06/24/24 - 08/18/24 |
| College & Scholastic Assessment Prep. Classes | | | | | | |
| College & Scholastic Assec. Prep. (BSICKSL 023CE) | Est. Sociales | 14785 | MW | 6:00 PM - 8:35 PM | Online | 07/15/24 - 08/18/24 |
| | Materia multiple (RLA) | 14786 | F | 6:00 PM - 8:35 PM | Online | 07/15/24 - 08/18/24 |



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Computer Classes

in English

These courses prepare students with the necessary skills and training in communication and digital literacy in the workplace. Students will learn a basic understanding of computer, tablet, and smartphone hardware, and software and how they work in the workplace.

| Computer Classes in English | | | | | |
|--|-------------|------|---------------------|--------|---------------------|
| Class Name/Nombre de Clase | Class # | Days | Time | Mode | Dates |
| Computer Basics for ELL (VOC ED 289CE) | 14703 - Lec | F | 9:00 AM - 10:20 AM | Online | 06/10/24 - 07/14/24 |
| | 14704 - Lab | F | 10:30 AM - 12:35 PM | Online | 06/10/24 - 07/14/24 |
| | 14719 - Lec | F | 9:00 AM - 10:20 AM | Online | 07/15/24 - 08/18/24 |
| | 14720 - Lab | F | 10:30 AM - 12:35 PM | Online | 07/15/24 - 08/18/24 |
| Intro to Spreadsheets (VOC ED 104CE) | 14727 - Lec | T | 6:00 PM - 8:35 PM | Online | 07/15/24 - 08/18/24 |



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Computer Classes *in Spanish*

Estos cursos preparan a los estudiantes con las habilidades y la formación necesaria en comunicación y alfabetización digital en el lugar de trabajo. Los estudiantes aprenderán una comprensión básica del hardware y software de computadoras, tabletas y teléfonos inteligentes y cómo funcionan en el lugar de trabajo.

| Computer Classes in Spanish | | | | | |
|---|-------------|------|---------------------|---------|---------------------|
| Class Name/Nombre de Clase | Class # | Days | Time | Mode | Dates |
| Computer Basics for ELL (VOC ED 289CE) | 14723 - Lec | S | 9:00 AM - 10:20 AM | Online | 06/10/24 - 07/14/24 |
| | 14724 - Lab | S | 10:30 AM - 12:35 PM | Online | 06/10/24 - 07/14/24 |
| | 14725 - Lec | S | 9:00 AM - 10:20 AM | WCE 226 | 07/15/24 - 08/18/24 |
| | 14726 - Lab | S | 10:30 AM - 12:35 PM | WCE 226 | 07/15/24 - 08/18/24 |



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In-Home Supportive Services Provider Certificate

for the English Language Learner

This certificate program helps students acquire the knowledge and skills needed to begin a career in health care as IHSS providers. The program will increase their successful navigation within the field affording them the opportunity to use this as a foundation for higher education into other health-care-related programs and most importantly grant them the skills necessary to become gainfully employed.

| IHSS - in Spanish | | | | | |
|--|-------------|------|------------------|--------|---------------------|
| Class Name | Class # | Days | Time | Mode | Dates |
| In-Home Supportive Services Provider (VOC ED 408CE) | 14913 - Lec | S | 9:00AM - 10:50AM | Online | 06/24/24 - 08/18/24 |
| | 14914 - Lab | S | 11:00AM - 1:50PM | Online | 06/24/24 - 08/18/24 |
| Introduction to Medical Term. (VOC ED 400CE) | 14915 | F | 9:00AM - 12:20AM | Online | 07/15/24 - 08/18/24 |



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Medical Terminology

This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.

| FREE - Intro to Medical Terminology class | | | | | |
|---|---------|------|-------------------|--------|---------------------|
| Class Name | Class # | Days | Time | Mode | Dates |
| Medical Terminology (VOC ED 400CE) | 14743 | MW | 6:00 PM - 7:30 PM | Online | 07/15/24 - 08/18/24 |



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Business Incubator

Entrepreneur & Small Business

This course will guide students on conceptualizing, creating, and forming a new business with the development of a business plan. This course will cover the varied business landscapes for new workforce hires.

| Choosing Business Careers - Certificate of Completion | | | | | |
|---|---------|------|-------------------|--------|---------------------|
| Class Name | Class # | Days | Time | Mode | Dates |
| Intro to Starting a Business (VOC ED 420CE) | 14746 | W | 6:00 PM - 7:50 PM | Online | 07/15/24 - 08/18/24 |
| Intro to Business Careers (VOC ED 416CE) | 14747 | Th | 6:00 PM - 7:50 PM | Online | 07/15/24 - 08/18/24 |

This course will enable students to obtain basic business vocabulary as well as abbreviations and acronyms used in business organizations. This course will guide students on conceptualizing, creating, and sending effective business correspondence in oral and written form.

| Business Tool - Certificate of Completion | | | | | |
|---|---------|------|-------------------|--------|---------------------|
| Class Name | Class # | Days | Time | Mode | Dates |
| Effective Business Terminology (VOC ED 415CE) | 14744 | M | 6:00 PM - 7:50 PM | Online | 06/10/24 - 07/14/24 |
| Effective Business Correspondence (VOC ED 418CE) | 14745 | T | 6:00 PM - 7:50 PM | Online | 06/10/24 - 07/14/24 |



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Real Estate *Appraiser Trainees*

This course is designed to comply with the pre-licensing requirement established by the California Bureau of Real Estate Appraisers (BRE) which mandates that each Supervising or Trainee appraiser-applicant take a Supervisory/Trainee Real Estate Appraiser course. Students will also learn about certification agencies, licensing requirements, and standard appraiser practices and procedures. This course has a mandatory 1-hour exam that appraiser-applicants must pass to meet one of the pre-licensing requirements to qualify to be licensed by BRE.

| FREE - Real Estate Classes | | | | | |
|---|---------|------|-----------------|--------|---------------------|
| Class Name | Class # | Days | Time | Mode | Dates |
| Supervisor Trainee Appraiser (VOC ED 197CE) | 11839 | TBA | 1 Hr 30 Min/ Wk | Online | 07/15/24 - 08/18/24 |
| Federal & State Laws and Regs. for CA Appraisers (VOC ED 198CE) | 11840 | TBA | 1 Hr 30 Min/ Wk | Online | 07/15/24 - 08/18/24 |



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West Los Angeles College

Presents

West Leadership Academy

College and Career Preparation Division

West Leadership Academy is a FREE week-long academy for new and continuing college students who will learn effective and creative leadership skills to be a transformational student and workplace leaders. The Workplace Success I: Creative Leadership Certificate of Completion will provide students with the necessary knowledge and training needed to be effective, creative leaders in the workforce.

| FREE - Certificate of Completion | | | | | |
|---|---------|------|------|------|-------------|
| Class Name | Class # | Days | Time | Mode | Dates |
| The Creative Edge: Understanding Leadership (BSICKIL 072CE) | TBA | TBA | TBA | TBA | Coming Soon |
| The Creative Innovation & Leadership (BSICKIL 079CE) | TBA | TBA | TBA | TBA | Coming Soon |



Interest List

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