

West Los Angeles College

ADULT EDUCATION PROGRAM
College & Career Preparation Division

Spring

February 10 - June 9

2025



West
LA COLLEGE

Free Programs

(310) 287-4404

or

(310) 287-4546

- 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)



Informacion: wlac-collCareerPrep@wlac.edu wlac.edu/free-college @wlaaccpd



Hours of Operation:

Monday - Thursday 9 AM - 7 PM | Thursday 9 AM to 5 PM
Friday: Virtual 9 AM - 2 PM | Saturday: Virtual 9 AM - 12 PM



Free Classes

College Readiness

The College Readiness certificate program prepares students to pursue a post-secondary education, prepare students to become active in setting and achieving educational / career goals, and establish the necessary study skills and computer literacy foundations for success.

(310) 287-4404 or (310) 287-4546

Counselors

Iliana Limas	Robbie Perez
limasig@wlac.edu	perezrd@wlac.edu

College Readiness

Class Name	Class #	Date	Time	Mode	Zoom ID
BSICSKL 075CE	22705	2/10/2025 4/3/2025	1Hr 05 Min /Wk	Online	437 521 3203
BSICSKL 075CE	22703	4/14/2025 6/9/2025	0Hr 50 Min /Wk		
BSICSKL 005CE	15808	2/10/2025 6/9/2025	0Hr 50 Min /Wk		
BSICSKL 105CE	22702	2/10/2025 4/3/2025	1Hr 50 Min /Wk		
BSICSKL 105CE	22700	4/14/2025 6/9/2025	1Hr 50 Min /Wk		
BSICSKL 105CE	22700	4/14/2025 6/9/2025	1Hr 50 Min /Wk		

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



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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.

(310) 287-4404 or (310) 287-4546

ESL - Integrated Skills

Class Name	Class #	Days	Time	Mode	Dates
Beginning Low ESL (level 0) (ESL NC 006CE)	26463	MWF	09:00 AM - 11:50 AM	Online	2/10/2025 - 6/9/2025
	21960	MW	06:00 PM - 08:35 PM	Online	2/10/2025 - 6/8/2025
Beginning High ESL (level 1) (ESL NC 007CE)	26464	MW	09:00 AM - 11:50 AM	Online	2/10/2025 - 6/9/2025
	21959	TR	06:00 PM - 07:50 PM	Online	2/11/2025 - 6/8/2025
Intermediate Low ESL (level 2) (ESL NC 008CE)	21958	MWF	09:00 AM - 11:50 AM	Online	2/10/2025 - 6/8/2025
	26465	TR	06:00 PM - 08:35 PM	Online	2/10/2025 - 6/9/2025
Intermediate ESL (level 3) (ESL NC 009CE)	21951	MTW	09:00 AM - 11:50 AM	Online	2/10/2025 - 6/8/2025
	21952	MTW	06:00 PM - 07:50 PM	Online	2/10/2025 - 6/8/2025
	26519	MW	06:00 PM - 08:20 PM	Online	2/10/2025 - 6/9/2025
Intermediate High ESL (level 4) (ESL NC 015CE)	26467	TR	09:00 AM - 12:35 PM	Online	2/10/2025 - 4/6/2025
Intermediate High ESL (level 5) (ESL NC 018CE)	26468	TR	09:00 AM - 11:10 PM	Online	4/14/2025 - 6/8/2025
ESL Multilevel 1 (Beginning) (ESL NC 061CE)	21901	MW	06:00 PM - 08:35 PM	Online	4/14/2025 - 6/8/2025
ESL Multilevel 2 (Intermediate) (ESL NC 062CE)	21938	TR	06:00 PM - 08:35 PM	Online	4/15/2025 - 6/8/2025
ESL Multilevel 3 (All Levels) (ESL NC 063CE)	21941	S	09:00 PM - 12:20 PM	Online	2/15/2025 - 6/8/2025





Free Classes

ESL Conversation

This beginning or Intermediate ESL noncredit courses focus 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. Students will also develop skills to effectively engage in essential conversations and apply basic question and answer sentence formation and structure.

(310) 287-4404 or (310) 287-4546



ESL - Conversation

Class Name	Class #	Days	Time	Mode	Dates
ESL Conversation I (ESL NC 023CE)	22041	TR	1:00 PM - 3:50 PM	Online	2/11/2025 - 6/8/2025
ESL Multilevel Conversation (ESL NC 024CE)	22040	F	09:00 AM - 11:50 AM	Online	2/14/2025 - 6/8/2025

Free courses and services offered through West Los Angeles College and supported by WIOA-AEFLA and Career programs.



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Free Classes

Citizenship Classes

These open-entry, open-exit, free classes prepare students to learn civic content and practice oral/aural skills necessary to begin the process of becoming a United States citizen. Students develop beginning listening, speaking, reading, and writing skills.

(310) 287-4404 or (310) 287-4546



Citizenship Classes

Class Name	Class #	Days	Time	Mode	Dates
ESL Civics (ESL/CVCS 010CE)	27316	F	9:00 AM - 11:20 AM	Online	2/10/2025 - 4/6/2025
ESL Civics (ESL/CVCS 013CE)	27796	TR	6:00 PM - 7:50 PM	Online	4/15/2025 - 6/8/2025
ESL Civics (ESL/CVCS 011CE)	21936	W	6:00 PM - 7:50 PM	Online	4/16/2025 - 6/8/2025

Free courses and services offered through West Los Angeles College and supported by WIOA-AEFLA and C&P programs.



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Computer Skills for the Workplace Certificate (Bilingual)

The Computer Skills for the Workplace Certificate of Completion is designed to prepare students with practice skills to use software commonly used in educational program and employment. Students will increase competency with word processing, spreadsheets and multimedia presentation software.

(310) 287-4404 or (310) 287-4546



This class will be taught in Bilingual (English and Spanish) and offered in-person. Students are required to meet in-person, face-to-face with their instructor during the times and location shown.

Esta clase se impartirá en inglés y español y se ofrecerá en persona. Los estudiantes deben reunirse en persona, cara a cara con su instructor durante los horarios y lugares indicados.

Computer Skills for the Workplace Certificate - Bilingual

Class Name	Class #	Days	Time	Mode	Dates
Intro Word (VOC ED 103CE)	27868	S	9:00AM - 11:50AM	CE226	2/22/2025 - 3/22/2025
Intro Spreadsheets (VOC ED 104CE)	27689	S	9:00AM - 11:50AM	CE226	3/29/2025 - 5/3/2025
Intro Multimedia (VOC ED 105CE)	27870	S	9:00AM - 11:50AM	CE226	5/10/2025 - 6/7/2025
Intro Word (VOC ED 103CE)	27623	S	1:00PM - 3:30PM	CE226	2/22/2025 - 3/22/2025
Intro Spreadsheets (VOC ED 104CE)	27626	S	1:00PM - 3:30PM	CE226	3/29/2025 - 5/3/2025
Intro Multimedia (VOC ED 105CE)	27629	S	1:00PM - 3:30PM	CE226	5/10/2025 - 6/7/2025



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“Introduction to Computer’s” Certificate

The Introduction to Computers Certificate of Completion is designed to provide foundational knowledge and practical skills for students preparing for employment or educational programs that use computers and the internet. Course content includes basic keyboarding, computer software and navigating the internet.

(310) 287-4404 or (310) 287-4546



Students should enroll into both courses and receive "Introduction to Computers" Certificate of Completion.

Interpersonal Skills for the Workplace

Class Name	Class #	Days	Time	Location	Dates
Intro Keyboarding (VOC ED 128CE)	27673	F	9:00AM - 10:50PM	CE 226	4/18/2025 - 6/6/2025
Intro Internet (VOC ED 129CE)	27675	F	11:10AM - 12:50PM	CE 226	4/18/2025 - 6/6/2025





High School Equiv. Prep. Classes

Adult Basic Education Certificate *GED in English*

The Adult Basic Education Certificate of Competency is designed to prepare students for basic reading, writing, spelling, and math skills used in the high school equivalency test preparation, workforce preparation and training courses, and college-level courses.

(310) 287-4404 or (310) 287-4546



Adult Basic Education

Class Name	Class #	Days	Time	Mode	Dates
High School Equiv. Prep. (BASICSL 034CE)	26245	TR	09:00 AM - 12:20 PM	Online	2/24/2025 - 4/27/2025
	26246	MW	06:00 PM - 07:50 PM	Online	2/24/2025 - 4/27/2025
College & Scholastic Test Prep/6w (BASICSL 023CE)	26247	TR	09:00 AM - 12:20 PM	Online	4/28/2025 - 6/8/2025
	26252	MW	06:00 PM - 07:50 PM	Online	4/28/2025 - 6/9/2025

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 Equiv. Prep. Classes

GED in English & Spanish

The Adult Basic Education Certificate of Competency is designed to prepare students for basic reading, writing, spelling, and math skills used in the high school equivalency test preparation, workforce preparation and training courses, and college-level courses.

El Certificado de Competencia en Educación Básica para Adultos está diseñado para preparar a los estudiantes en habilidades básicas de lectura, escritura, ortografía y matemáticas, utilizadas en la preparación para el examen de equivalencia de secundaria, en la preparación y cursos de capacitación para el ámbito laboral, y en cursos de nivel universitario.

Clases en Inglés y en Español

(310) 287-4404 or (310) 287-4546



Free GED Classes - in English & Spanish

Name of Class	Class #	Class	Days	Times	Dates
High School Equiv. Prep. (BSICKL 034CE)	19687	Math	TTh	06:00 PM - 07:50 PM	2/10/2025 - 6/8/2025
	26259	RLA	MW	06:00 PM - 07:50 PM	2/10/2025 - 6/9/2025

Free courses and services offered through West Los Angeles College and supported by WIOA-AEFLA and CAEP programs.



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In-Home Support Services Providers

for English Second Language

The IHSS for English Language Learners certificate program provides students the knowledge and skills needed to begin a career in health care as an In-Home Support Services provider (IHSS). 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 more importantly grant them the skills necessary to become gainfully employed. This exciting career fits those with a passion for helping people with physical limitations due to age or chronic disabilities paired with the progression of their disease. Successful completion of this course will result in a well-rounded IHSS professional who is able to make a difference in the lives of others while being part of an essential field and thriving industry. Integrated English language skills curriculum will effectively target the necessary strategies and knowledge to communicate effectively in the workplace.



(310) 287-4404 or (310) 287-4546

Students should enroll into all four courses and receive "In-Home Supportive Services Provider for the English Language Learner" Certificate of Completion.

In-Home Supportive Services Provider for the English Language Learner

Class Name	Class #	Days	Time	Mode	Dates
In Home Support Service Provider (VOC ED 408CE)	27649	F	9:00 AM - 10:20 PM	Online	2/21/2025 - 6/8/2025
	27650	F	10:30AM - 11:50 PM	Online	2/21/2025 - 6/8/2025
Vocational ESL B (VOC ED 411CE)	27641	S	9:00 AM - 11:10 AM	Online	2/22/2025 - 6/8/2025
Blueprint for Workplace Success (VOC ED 096CE)	26476	TBA	3 HR 20 MIN	Online	3/24/2025 - 5/4/2024
	26479	TBA	3 HR 20 MIN	Online	5/5/2025 - 6/8/2025

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Interpersonal Skills for the Workplace

The Interpersonal Skills for the Workplace Certificate of Completion provides students with the skills and knowledge needed to communicate effectively and maintain positive attitude at the workplace. Students are introduced to anger management techniques, effective relationship building strategies, and habits that promote success and wellness

(310) 287-4404 or (310) 287-4546



Interpersonal Skills for the Workplace

Class Name	Class #	Days	Time	Mode	Dates
Habits for Success (VOC ED 122CE)	27296	W	5:30 PM - 7:50PM 2 HR 20MIN	Online	2/18/2025 - 4/6/2025
Anger Management (VOC ED 822CE)	27299	W	5:30PM - 7:50PM 1 HR 35 MIN	Online	4/14/2025 - 6/8/2025

Habits for Success - This course provides students with classroom discussion and information about discovering/accepting responsibility for habits, attitudes, and behaviors (past, present, and future), and making choices based on principles that influence success in their personal, educational, and career development.

Anger Management- The course will introduce students with the concepts of anger management. The overall focus is to understand the emotion of anger; and tools for recognizing anger triggers, regulating emotional reactions in a healthy manner, and remaining calm in relation to others.





Financial Literacy for College & Workforce Success

The Financial Literacy for College and Workforce Success certificate program helps students increase their successful navigation of and access to cost-effective financial resources and strategies for college and wealth-building banking and credit resources and strategies as they enter and advance in the workforce. The knowledge and skills gained in this program will help students identify and avoid predatory banking, tax and lending products and practices.

(310) 287-4404 or (310) 287-4546



Financial Literacy for College & Workforce Success

Class Name	Class #	Days	Time	Mode	Dates
Financial Literacy: CreditBasis (BSIC SCKL 065CE)	26485	T	5:30PM - 7:50PM	Online	2/17/2025 - 4/6/2025
Financial Literacy: Personal Money Management Basics (BSIC SCKL 066CE)	26486	T	5:30PM - 7:50PM	Online	4/14/2025 - 6/1/2025

Free courses and services offered through West Los Angeles College and supported by WIOA, JFLA and CAEP programs.



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Free Academic Tutoring at The Learning Center

This course is intended to help students achieve course objectives in the course for which tutoring is recommended. It also helps students to improve learning and study skills through tutoring outside of class time. Students who utilize general tutorial services, PC Labs, and audio-visual services are automatically enrolled in Supervised Learning Assistance. There is no cost associated with the use of tutoring services, the audio-visual services or the Internet Lab.

(310) 287-4404 or (310) 287-4546



Free Academic Tutoring at The Learning Center

Class Name	Class #	Time	Location	Dates
Supervised Tutoring (TUTOR 001T)	10841	Monday - Thursday 9 AM - 7 PM Thursday 9 AM to 5 PM Friday: Virtual 9 AM - 2 PM Saturday: Virtual 9 AM - 12 PM	WHLRCFLR1	2/10/2025 - 6/9/2025

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Credit Support Classes for Math and English

(310) 287-4404 or (310) 287-4546



Free courses and services offered through West Los Angeles College and supported by WIOA-AEFLA and CAEP programs.

Math Support					
Class Name	Class #	Days	Time	Mode	Dates
College & Scholastic Assessment Preparation LEC (BASIC SKIL 023)	26255	W	5:30 PM - 7:00 PM	Online	2/24/2025 - 6/8/2025
English Support					
Class Name	Class #	Days	Time	Mode	Dates
Reading & Writing for College Readiness LEC (BSICSKL 044CE)	26258	F	9:35 AM - 11:10 AM	Online	2/24/2025 - 6/8/2025



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FREE Noncredit College Climate

Certificates

West LA College - Spring 2025

Apply & Enroll Today



Nature Conservation Certificate

“Conservation Studies Certificate”

Instructor: Emily Cobar (cobarev@wlac.edu)

This online certificate offers students in-person opportunities to attend field trips to beautiful locations where students learn about nature conservation along with lectures via Zoom once a week (on Wednesday from 6-7:30 pm).

CLASSES REQUIRED

4/16/25 - 6/8/25

VOC ED 222CE (#27010): Conservation Education

6/25/25 - 8/18/25

VOC ED 222CE: Conservation Service Learning

Sustainable Management and Facilities Mitigation and Climate Strategies Certificate

“Facilities Management Certificate”

Instructor: George Cortez (cortezga@wlac.edu)

Learn about sustainable practices and tools used by people who manage buildings. Part of this certificate includes learning about software used in the real-world to quantify greenhouse gas emissions, plus hands-on activities followed by discussions on how to reduce facilities' environmental impacts. This is a hybrid certificate and you are expected to watch videos, read, and complete assignments on your own schedule. Then students will meet for discussion with the instructor and classmates via Zoom once a week (on Wednesdays from 6:30-8:35 pm).

CLASSES REQUIRED

2/10/25 - 4/6/25 VOC ED 124CE (#26422): Essentials of

Facilities Management 5/6/25 - 6/1/25 VOC ED 123CE

(#26423): Facilities Project Management

Sustainable Entrepreneurship for Climate Action Certificate

“Entrepreneurship Skill”

Instructor: Fatema Baldiwala (baldiwfs@laccd.edu)

In these asynchronous online courses, Fatema Baldiwala, will guide students through case studies of local businesses that are committed to sustainability and implementing creative business models that prioritize the well being of the planet and of all people, while also bringing in a profit. Online/Asynchronous.

CLASSES REQUIRED

2/10/25 - 4/27/25

VOC ED 84CE (#26271): Entrepreneur Training Program

4/28/25 - 6/8/25

VOC ED 97CE (#26273): Blueprint For Customer Service

Job Readiness for Green Careers Certificate

“Job Readiness Certificate”

Instructor: Betsy Pajevski (pajevse@wlac.edu)

Students will be introduced to emerging careers in the Green (and Blue!) job markets and prepared to thrive in those professions. Courses will cover sustainable practices and climate goals in public and private sectors, and help students identify promising educational and professional development pathways. This is a hybrid certificate meaning students are expected to watch videos, read, and complete assignments on their own schedule. Then students will meet for discussion with the instructor and classmates via Zoom once a week (on Tuesdays from 6:30-7:50 pm).

CLASSES REQUIRED

3/4/25 - 3/30/25

VOC ED 96CE (#26415): Blueprint for Workplace Success

4/1/25 - 5/4/25

VOC ED 97CE (#26418): Blueprint for Customer Service

5/6/25 - 6/1/25

VOC ED 98CE (#26419): 30 Ways to Shine as a New Employee

A completed certificate increases chances of selection for our 2025 Paid Summer Internship Program.

For more information on the certificates and the California Center for Climate Change Education, visit wlac.edu/academics/climate-center



FREE ACADEMIC TUTORING

West Los Angeles College
Learning Center

NEED ASSISTANCE IN YOUR COURSES?

Receive tutoring **in person** or **online**



Visit Penji to view tutoring schedules, book tutoring appointments, and to submit assignments for feedback

- ☀ To access Penji, select "WLAC Tutoring" on Canvas
- ☀ Scan QR code to be taken to Penji login:
- ☀ App. available via:  App Store  Google Play



☎ 310-287-4404

🌐 <https://wlac.edu/academic-services/tutoring>

✉ learningcenter@wlac.edu

ADULT EDUCATION PROGRAM

College & Career Preparation Division

About Us

We're here to assist you to navigate college systems, and to find answers. We offer FREE noncredit courses and programs (ESL, GED / HSE, Basic Skills, Academic Preparation, CTE - Vocational Education, and Workforce Preparation) for students seeking an increase in literacy skills, access to higher education and employment, and strengthening self-sufficiency. Discover the opportunities to change your life by enrolling now!

Free Programs



English as a Second Language (ESL)

Learn English to achieve your personal, academic, and vocational goals



GED Classes

These courses are designed to prepare students to pass the GED test.



Computer Classes

Learn computer skills essential to the workplace as well as college.



Citizenship

These courses designed to assist non-native English speakers to prepare for U.S. citizenship.



Career Training

The courses and programs are designed for high employment potential or to transition to a credit degree program.



Workforce Preparation

These courses are designed to prepare students who wish to explore and prepare for careers in business, information technology, healthcare, criminal justice, conservation studies, facilities management, real estate, and more.



Academic Preparation

Academic Preparation certificates are designed for students who wish to improve reading, writing, math, biology, chemistry and study skills before enrolling in college-level credit courses



Information:

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ADULT EDUCATION PROGRAM College & Career Preparation Division

Sobre nosotros

Estamos aquí para ayudarle a navegar por los sistemas universitarios y encontrar respuestas. Ofrecemos cursos y programas GRATUITOS sin créditos (ESL, GED/HSE, Habilidades Básicas, Preparación Académica, CTE - Educación Vocacional y Preparación para la Fuerza Laboral) para estudiantes que buscan un aumento en habilidades de alfabetización, acceso a educación superior y empleo, y fortalecer la autosuficiencia. ¡Descubra las oportunidades para cambiar su vida inscribiéndose ahora!

Programas Gratuitos



Inglés como segundo idioma (ESL)

Aprende inglés para alcanzar tus objetivos personales, académicos y vocacionales.



Clases de GED

Estos cursos están diseñados para preparar a los estudiantes para aprobar el examen GED.



Clases de Computación

Aprenda habilidades informáticas esenciales para el lugar de trabajo y la universidad.



Clases de Ciudadanía

Estos cursos están diseñados para ayudar a los hablantes no nativos de inglés a prepararse para la ciudadanía estadounidense.



Formación profesional

Los cursos y programas están diseñados para un alto potencial de empleo o para la transición a un programa de grado con créditos.



Preparación de la fuerza laboral

Estos cursos están diseñados para preparar a los estudiantes que desean explorar y prepararse para carreras en negocios, Informática, atención médica, justicia penal, estudios de conservación, administración de instalaciones, bienes raíces y más.



Preparación académica

Los certificados de preparación académica están diseñados para estudiantes que desean mejorar sus habilidades de lectura, escritura, matemáticas, biología, y química antes de inscribirse en cursos de créditos de nivel universitario.



Información: