

# West Los Angeles College

## Adult Education Program

### College & Career Prep Division

**Summer 2025**

*June 16 – August 31*

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)



# Orientation



- 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 tutor
- Review the Spring Schedule
- How to Navigate the WEST LA Website

**Students should enroll in the BSICSKL 005, 075, AND 105 courses and receive the "College Readiness" Certificate of Completion.**

Class Name	Class Number	Days	Time	Mode	Zoom ID	Dates
Academic Guidance BSICSKL 005CE	12413		1Hr 30Min /Wk	WONLINE	437 521 3203	6/16/2025 – 8/24/2025
Introduction to Postsecondary Ed BSICSKL 075CE	12415		1Hr 30Min /Wk	WONLINE	437 521 3203	6/16/2025 – 7/20/2025
Introduction to Postsecondary Ed BSICSKL 075CE	12414					7/21/2025 – 8/24/2025
Student Success in Hybrid & Online Classes BSICSKL 105CE	13287		1Hr 30Min /Wk	WONLINE	437 521 3203	6/16/2025 – 7/20/2025
Student Success in Hybrid & Online Classes BSICSKL 105CE	13288					7/21/2025 – 8/24/2025

Instructors: Robbie Perez (perezrd@wlaac.edu) & Iliana Limas (limasig.wlaac.edu)



# 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 academic and career success.

Class Name	Class Number	Days	Time	Mode	Dates
Beginning Low ESL – Integrated (Level 0) ESL NC 006CE	13290	MTWR	6:00 PM – 8:35 PM	WONLINE	7/21/2025 – 8/24/2025
	13289	MTWR	9:00 AM – 11:50 AM		6/16/2025 – 8/10/2025
	14995	TR	8:30 AM – 10:50 AM		6/23/2025 – 8/17/2025
	15013	MW	9:00 AM – 11:50 AM		6/16/2025 – 8/24/2025
Beginning High ESL - Integrated (Level 1) ESL NC 007CE	13294	TR	9:00 AM – 11:50 AM	WONLINE	7/21/2025 – 8/24/2025
	13293	MW	6:00 PM – 8:35 PM		6/16/2025 – 8/10/2025
Intermediate ESL - Integrated Level 3 ESL NC 009CE	13295	TR	6:00 PM – 8:35 PM	WONLINE	6/16/2025 – 8/10/2025
	13296	MW	9:00 AM – 12:25 PM		6/30/2025 – 8/24/2025



## Free ESL Classes Continued



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 academic and career success.

Class Name	Class Number	Days	Time	Mode	Dates
ESL IV ESL NC 015CE	13307	TR	9:00 AM – 12:05 PM	WONLINE	6/30/2025 – 8/24/2025
ESL V ESL NC 018CE	13815	S	9:00 AM – 11:50 AM		6/30/2025 – 8/24/2025
ESL I Beginner ( <b>Multilevel 0/1</b> ) ESL NC 061CE	13308	MW	6:00 PM – 8:35 PM	WONLINE	6/16/2025 – 8/10/2025
ESL I Beginner ( <b>Multilevel 0/1</b> ) ESL NC 061CE	1501415	MW	9:00 AM – 11:50 AM		6/30/2025 – 8/24/2025
ESL II Intermediate ( <b>Multilevel 2/3</b> ) ESL NC 062CE	15015	TR	6:00 PM – 8:35 PM		6/16/2025 – 8/10/2025
ESL III Advanced ( <b>Multilevel 4/5/6</b> ) ESL NC 063CE	13319	S	9:00 AM – 12:50 PM		6/16/2025 – 8/10/2025
ESL III Advanced ( <b>Multilevel 4/5/6</b> ) ESL NC 063CE	15016	TR	9:00 AM – 11:50 AM		6/23/2025 – 8/17/2025



# English for Speakers of Other Languages

The West Los Angeles College Noncredit Adult Education Program offers instruction in English as a Second Language to support student success and complement credit programs. The English for Speakers of Other Languages (Level 1) Certificate of Competency prepares students with beginning English skills, including those who are not yet literate. Students will develop basic reading, writing, listening, speaking, and communication skills, including letter and number recognition, to support job readiness, further education, and community engagement.

**Students should enroll in the ESL NC 110 AND 221 courses and receive the "English for Speakers of Other Languages" Certificate of Completion.**

Class Name	Class Number	Days	Time	Mode	Dates
English as a Second Language - Literacy ESL NC 110CE	15017	RF	9:00 AM - 11:50 AM	WONLINE	6/16/2025 – 7/20/2025
<b>Multilevel</b> English for Speakers of Other Languages – Level 1 ESL NC 221CE	15018				7/21/2025 - 8/24/2025

## English as a Second Language – Pronunciation

The West Los Angeles College Noncredit ESL Pronunciation Certificate helps students improve their English pronunciation for daily life, work, school, and community participation. The two-course program builds from structured to communicative practice, focusing on sounds, syllables, rhythm, stress, intonation, and connected speech through multi-sensory learning.

**Students should enroll in the ESL NC 048 AND 049 courses and receive the "English as a Second Language – Pronunciation" Certificate of Completion.**

Class Name	Class Number	Days	Time	Mode	Dates
Pronunciation I: Producing Sounds ESL NC 048CE	14962	TWR	1:00 PM - 2:20 PM	WONLINE	6/16/2025 - 7/13/2025
Pronunciation II: Improving Fluency ESL NC 049CE	14961				7/14/2025 - 8/24/2025





## ESL Conversation



These 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.

Class Name	Class Number	Days	Time	Mode	Dates
English as a Second Language – (Conversation I) <b>Multilevel</b> ESL NC 023CE	13356	MW	9:00 AM – 11:50 AM	WONLINE	7/21/2025 – 8/24/2025
	13355	TR	5:45 PM – 8:45 PM		6/16/2025 – 8/10/2025
English as a Second Language – (Conversation II) <b>Multilevel</b> ESL NC 024CE	13666	MWF	8:45 AM – 11:50 AM	WONLINE	6/16/2025 – 8/10/2025



# 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.

Class Name	Class Number	Days	Time	Mode	Dates
ESL and Civics IV Intro to the American Educational System ESL CVCS 013CE	14960	MW	6:00 PM – 7:50 PM	WONLINE	6/16/2025 - 7/6/2025
ESL and Civics V English Communication Skills ESL CVCS 014CE	14959	MTW			7/7/2025 - 7/27/2025
ESL and Civics VI Civics & Citizenship Preparation ESL CVCS 015CE	14958	MTW			7/28/2025 - 8/17/2025



# 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.

**Students should enroll in the BSICKSL 034 AND 023 courses and receive the "Adult Basic Education" Certificate of Completion.**

(AM Courses Morning Classes)

Class Name	Class Number	Days	Time	Mode	Dates
High School Equivalency Test Preparation BSICKSL 034CE	14443	MW	09:00 AM – 12:35 PM	WONLINE	6/16/2025 – 7/20/2025
College and Scholastic Assessment Preparation BSICKSL 023CE	14444				7/21/2025 – 8/24/2025

(PM Courses Night Classes)

Class Name	Class Number	Days	Time	Mode	Dates
College and Scholastic Assessment Preparation BSICKSL 023CE	13352	TR	06:00 PM – 8:35 PM	WONLINE	7/21/2025 – 8/24/2025
High School Equivalency Test Preparation BSICKSL 034CE	13316				6/16/2025 – 7/20/2025

Two subjects are taught per class session in these certificates





# High School Equiv. Prep. Classes

## GED in Spanish Instruction



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.

**Los estudiantes deben inscribirse en los cursos BSIC SKL 034 y 023 para obtener el Certificado de Finalización en “Adult Basic Education”**

Class Name	Class Number	Days	Time	Mode	Dates
High School Equivalency Test Preparation - <b>Math and Social Studies</b> (Matemáticas y Estudios Sociales) BSICSKL 034CE		MW	6:00 PM – 8:35 PM	WONLINE	6/16/2025 – 7/20/2025
College and Scholastic Assessment Preparation - <b>Math and Social Studies</b> (Matemáticas y Estudios Sociales) BSICSKL 023CE					7/21/2025 – 8/24/2025
Class Name	Class Number	Days	Time	Mode	Dates
High School Equivalency Test Preparation – <b>RLA and Science</b> (Artes y Lenguajes/Ciencias) BSICSKL 034CE	14987	TR	6:00 PM – 8:35 PM	WONLINE	6/16/2025 – 7/20/2025
College and Scholastic Assessment Preparation <b>RLA and Science</b> (Artes y Lenguajes/Ciencias) BSICSKL 023CE					7/21/2025 – 8/24/2025



# “Introduction to Computers” 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.

**Students should enroll in VOC ED 128 AND 129CE to receive the "Introduction to Computers" Certificate of Completion.**

**Estos cursos son bilingue**

Class Name	Class Number	Days	Time	Mode	Dates
Intro to Keyboarding and Windows for the Workplace VOC ED 128CE	15008	S	9:00 AM – 10:30 AM	TCL 401	6/16/2025 – 8/7/2025
Introduction to the Internet VOC ED 129CE	15009		10:40 AM– 12:10 PM		

\*Extra Course NOT required\*

Class Name	Class Number	Days	Time	Mode	Dates
Computer Literacy for ELL VOC ED 289CE		F	9:00 AM – 12:30 AM	TCL 402	7/7/2025 – 8/23/2025



## Noncredit Support for Credit Math Classes

These support classes are mainly for students planning or who are enrolled in Statistics

Class Name	Class Number	Days	Time	Mode	Dates
College and Scholastic Assessment Preparation Support Class for Statistics BSICKSL 023CE	13763	W	05:30 PM – 07:00 PM	WONLINE	6/30/2025 – 8/6/2025



## Noncredit Support for Credit English Classes

These support classes are mainly for students planning or who are enrolled in English 101

Class Name	Class Number	Days	Time	Mode	Dates
Reading and Writing for College and Career Readiness BSICKSL 044CE		F	09:35 AM – 11:10 AM	WONLINE	6/23/2025 – 8/17/2025



## Spanish for the Workplace (In Spanish)



This course is designed to equip individuals in the community with a practical understanding of Spanish and effective customer service skills for engaging with Spanish-speaking populations.

Class Name	Class Number	Days	Time	Mode	Dates
Spanish for the Workplace VOC ED 053CE	14988	S	9:00 AM – 11:50 AM	WONLINE	7/21/2025 – 8/24/2025





# Job Readiness (In Spanish)

## Certificación de Preparación para el Empleo



El programa de certificación de Preparación para el Empleo prepara a los estudiantes con las habilidades esenciales de comunicación y del entorno laboral del siglo 21 para obtener y mantener un empleo de manera efectiva. Esta clase esta en español

**Los estudiantes deben inscribirse en los cursos VOC ED 096, 097, y 098 para obtener el Certificado de Finalización en “Job Readiness”**

Class Name	Class Number	Days	Time	Mode	Dates
Blueprint for Workplace Success VOC ED 096CE	14990	S	9:00 AM – 12:20 AM	WONLINE	7/7/2025 - 7/27/2025
Blueprint for Customer Service VOC ED 097CE	14991				7/28/2025 - 8/10/2025
30 Ways to Shine as a New Employee VOC ED 098CE	14992				8/11/2025 - 8/24/2025





## Healthcare Services



The Healthcare Services certificate will enable students to obtain basic documentation techniques and charting methods used in healthcare professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

**Students should enroll in VOC ED 400, 403, AND 401CE to receive the "Healthcare Services" Certificate of Completion.**

Class Name	Class Number	Days	Time	Mode	Dates
Medical Terminology VOC ED 400CE	14955	F	9:00 AM – 12:20 AM	WONLINE	6/16/2025 - 7/11/2025
Law and Ethics for Health Professions VOC ED 403CE	14956				7/14/2025 - 8/3/2025
Medical Documentation and Charting VOC ED 401CE	14957				8/4/2025 - 8/24/2025



# Real Estate Supervisor/Trainee Licensing



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. This course covers areas of Supervisory/Trainee relationships and California state law areas of practice that have a high number of disciplinary complaints. Participants will learn the Appraiser Qualifications Board (AQB) of The Appraisal Foundation's minimum criteria for ensuring that supervisory appraiser-applicants understand the qualifications and responsibilities of their role. Trainee appraiser-applicants will learn the qualifications and responsibilities of their role.

**Students should enroll in VOC ED 197 AND 198CE to receive the "Real Estate Appraiser" Certificate of Completion.**

Class Name	Class Number	Time	Mode	Dates
Supervisor/Trainee Appraiser VOC ED 197CE	11643	1Hr 30Min /Wk	WONLINE	7/21/2025 – 8/24/2025
Federal & State Laws and Regs. for CA Appraisers VOC ED 198CE	11644			



## GIG Economy Success Kit



The Gig Economy Success Kit Certificate of Completion is designed to prepare students with practical skills and knowledge to navigate the gig economy. Students learn about personal spending and budgeting, planning and goal setting for personal finances, preventing identity theft, developing a business plan, leadership, developing a professional image, and fostering business growth..

**Students should enroll in VOC ED 222 AND 223CE to receive the " GIG Economy Success Kit" Certificate of Completion.**

Class Name	Class Number	Days	Time	Mode	Dates
Entrepreneur Training Program VOC ED 084CE		WR	6:00 PM – 8:35 PM	WONLINE	6/30/2025 - 7/27/2025
Managing Money VOC ED 063CE		WR	6:00 PM – 8:35 PM	WONLINE	7/28/2025 - 8/24/2025



## Conservation Studies



The Conservation Studies certificate program serves as a recognizable accomplishment of career preparation and job training to be applied toward future employment in the environmental, conservation, public education, and social advocacy sectors.

**Students should enroll in VOC ED 222 AND 223CE to receive the "Conservation Studies" Certificate of Completion.**

Class Name	Class Number	Days	Time	Mode	Dates
Conservation Studies VOC ED 222CE	14571	W	6:00 PM – 7:50 PM	WONLINE	6/25/2025 - 8/17/2025
Conservation Service Learning VOC ED 223CE	14572	S	9:00 AM – 11:50 AM	Different Location (Travel Required)	7/5/2025 - 7/5/2025 7/19/2025 - 7/19/2025 8/2/2025 - 8/2/2025 8/9/2025 - 8/9/2025 6/25/2025 - 8/17/2025





**\*En Español\***

## Conferencia De Liderazgo para la cultura



La conferencia de Preparación para el Empleo prepara a los estudiantes con habilidades esenciales de comunicación y del entorno laboral del siglo 21 para obtener y mantener empleo de manera efectiva. A través de cursos como “Self-Awareness” y “Resilience”, los estudiantes identificarán oportunidades laborales que se alineen con sus fortalezas personales, aprenderán normas profesionales como la vestimenta adecuada y la comunicación efectiva, y desarrollarán prácticas de autocuidado que fortalezcan su resiliencia. Este enfoque integral les permite enfrentar con éxito los desafíos en el trabajo, el hogar y otras áreas de su vida.

**Los estudiantes deben inscribirse en los cursos BSICKSL 112 y 113 para obtener el Certificado de Finalización en “Diversity Awareness & Collaboration”**

Class Name	Class Number	Time	Mode	Dates
21st Century Employability Skills: Diversity Awareness BSICKSL 112CE	14662	3 HR 30 MIN	WHRLCFLR1	7/26/2025 – 7/26/2025
21st Century Employability Skills: Collaboration BSICKSL 113CE	14661			

