

West L.A. College

westsideextension

Fall 2022

Put a little class in your life.



westside.wlac.edu

Experience
Connect
Grow



- **ADUs and You:
Turn Your Backyard
into A Moneymaker**
Featured in the L.A. Times!
- **Getting Started as a
Freelance Translator**
- **Beginning Guitar**
- **Urban Ballroom Line
Dance**
- **One-Stroke and Other
Decorative Painting
Techniques**
- **Be a Solar Installer in Less
Than a Month!**
- **Stretch & Tone**
- **Muay Thai/Thai Boxing**
- **DIY: Customized Glycerin
Soap Making**
- **Dealing with Difficult
People**
- **Introduction to Health
Insurance Billing,
Contracts, Coding and
Claims Series**

Welcome to Westside Extension!

Westside Extension continues to 'extend' offerings to the community, via in-person, remote live and online formats. Staying connected and keeping the mind and body active continues to be of fundamental importance. You'll see in this roster of both online and on-the-ground opportunities for learning that exemplify Henry Ford's adage that "Anyone who stops learning is old, whether twenty or eighty. Anyone who keeps learning stays young."



So I encourage you to stay young with West. Avail yourself of one or several of the many offerings listed in this catalog and on the Westside Extension website.

Go West. Go Far!

Regards,

Dr. James Limbaugh
President, West Los Angeles College

Table of Contents

Fitness & Recreation.....	2-4
Arts & Lifestyle.....	5-8
Happy At Home.....	9
Languages.....	10
Personal Finance.....	11
Careers & Professional Development.....	12-17
Notary, Bookkeeping, QuickBooks, Health Insurance Billing, Contracts, Coding & Claims, Phlebotomy, Auto Wholesaling, Construction, Solar Installer, Freelance Translator	
Technology.....	18-19
Online Classes.....	19-20

ip = In-Person Class

RL = Remote Live Class



More Than 500 Great Classes Inside!

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Get Fit With Elissa!

Elissa Kyriacou has taught dance and fitness classes at UCLA, Cal State Dominguez Hills & Loyola Marymount. Elissa has traveled and danced all over the world and brings a variety of influences to her workouts.



ip Belly Boot Camp

Tone that tummy, whittle that waistline! More intense than a traditional belly dance class, this workout will involve muscles you didn't know you had.



5 Tuesdays	7-8 pm	\$59
ClassID #45063	Sept. 20 thru Oct. 18	
ClassID #45064	Nov. 1-29	

ip Flamenco Fitness

A fiery and fun workout, Flamenco Fitness will get your heart thumping! In addition to cardio, you'll strengthen your arms, legs, feet, and torso. Please wear pants you can stretch in for the warm ups and have a skirt for the skirt work. Wear closed-toe shoes with low heels.



5 Wednesdays	7-8 pm	\$59
ClassID #45065	Sept. 21 thru Oct. 19	
ClassID #45066	Nov. 2 thru Dec. 7	
	(no mtg Nov. 23)	

ip Stretch & Tone

This class really mixes it up, borrowing from yoga, pilates, and dance. Increase your flexibility, strengthen your abs, and stretch and tone your body.



5 Thursdays	7-8 pm	\$59
ClassID #45067	Sept. 22 thru Oct. 20	
ClassID #45068	Nov. 3 thru Dec. 8	
	(no mtg Nov. 24)	

TIPS & TRICKS

Try out Zoom with a friend before class starts. Figure out your lighting. Have some fun! Play around with Zoom's extra features. To sign up for a free Zoom account, visit zoom.us/ sign up and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click "Activate Account."



Consider using headphones instead of your computer's microphone/speaker system for better audio quality.



When in class, mute yourself to avoid background interruptions like lawnmowers or barking dogs.



If someone else is talking, raise your hand or use Zoom's chat feature instead of verbally requesting your instructor's or classmates' attention.



Just like in an in-person class, please choose carefully the content that you share with your learning community, and consider how it might affect others.



ZOOM-BA with Julie from the comfort of your home through live videoconferencing!

Zumba is a Latin-inspired, calorie-burning, dance-fitness experience that's geared toward health and happiness. It's an effective, easy-to-follow workout for both beginners and regular exercisers. Join Julie in this fun and energizing class where you'll have a blast!



5 Mondays	7-8 pm	\$59
ClassID #45079	Sept. 19-Oct. 17	
ClassID #45080	Nov. 7-Dec. 5	



ip Urban Ballroom Line Dance

Join Earl in this enjoyable after-work-class where he blends basic ballroom techniques such as the cha-cha, salsa, and swing with line dancing. Yes, line dancing! It's making a comeback and isn't just about country music anymore. This is a fun light workout and a chance to learn the basic movements and positioning of Urban Ballroom Dance. Lots of music and freestyle dancing. Bring a partner or come alone. \$59 per person.

4 Mondays	7-8 pm	\$49
ClassID #45075	Sept. 26-Oct. 17	
ClassID #45076	Nov. 7-28	

ip = In-Person Class

RL = Remote Live Class



ip Mat Pilates

A system of controlled exercises that engage the mind and condition the total body, Pilates activates the "powerhouse" muscles and conscious breathing to strengthen, lengthen, and tone the abdomen, pelvic cavity, lower back, glutes, hips, and thighs. Learn how to use concentrated movements of your arms and legs to create long lean muscles and improve your body's alignment, enhance your balance, and increase muscular control. Please bring a yoga or Pilates mat and a 9-inch Pilates ball. For Pilates ball information, click on the "Class Supplies" tab in the menu at westside.wlac.edu

5 Mondays	7-8 pm	\$59
ClassID #45061	Sept. 26 thru Oct. 24	
ClassID #45062	Nov. 7 thru Dec. 5	

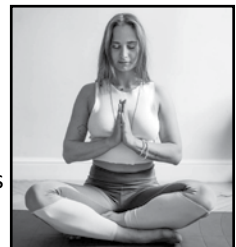
Online Class



Certificate in Meditation

In Partnership with Ed2Go

Meditation practices are used by diverse cultures, are rooted in the traditions of the great religions, and have been practiced for thousands of years to promote healing. Evidence of meditation's health effects has been well documented: the practice offers improvement in the symptoms of various disease conditions in addition to the experience of a deeper spiritual connection.



6 Weeks (8 Hours), Online	\$125
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Back By Popular Demand!

ip Muay Thai/Thai Boxing

Muay Thai, or Thai Boxing is the national sport of Thailand, and thanks to our collaboration with the Royal Thai Consulate General Los Angeles, you can explore 5 weeks of Muay Thai for just \$59! Also known as the “Art of Eight Limbs”—which includes the use of fists, knees, elbows and feet—Muay Thai is effective for both combat sports as well as for self-defense applications. Students will cover basic footwork, offense, defense, and strategy. This safe, non-competitive class is open to all levels, as well as minors 14-17 with parental signature. **Boxing gloves required.**

5 Wednesdays	7-8 pm	\$59
ClassID #45073	Sept. 21 thru Oct. 19	
ClassID #45074	Nov. 2 thru Dec. 7	
	(no mtg Nov. 23)	

Back By Popular Demand!

RL Stick With It! for Health & Longevity

This innovative approach to fitness and body awareness is a gentle blend of stretching, tai chi, and yoga. Using rattan poles provides leverage and additional support for dynamic stretching that benefits all ages and levels of fitness. **Please view website for stick purchase information.**



6 Saturdays	10-11 am	\$69
ClassID #45096	Sept. 17 thru Oct. 22	

I have been attending Stick With It for several years. Good workout for anyone, any age. As long as Alison teaches this class I will sign up.

~ N. Newman

ip Ice Skating & Hockey

Westside Extension partners with the Toyota Sports Center to offer ice skating and hockey classes for adults and kids. This first-class facility near LAX is the practice home of the 2012 & 2014 Stanley Cup Champion Los Angeles Kings. See website for class descriptions, dates, and times. Directions provided upon registration. **Student will need to check in with CLASS CONFIRMATION at the first class. Additional \$18 fee payable at facility before first class, for required 1 year Ice Sports Industry (ISI) membership, which includes accident insurance and other benefits.**

- Adult Beginner Skating & Hockey Classes
- Parent & Me Beach Babies On Ice (Age 3)
- Ice Skating for Tots (Ages 4-5)
- Youth Ice Skating (Ages 6-14)
- Ice Hockey for Tots (Ages 4-6)
- Ice Hockey for Youth (Ages 7-14)



**Just \$99 for 4 Lessons,
Free Passes to 6 Skate Sessions
(4 for you and 2 for a guest),
and All Skate Rentals!**

Online Classes



Certificate in Food, Nutrition, and Health

In Partnership with Ed2Go

Food and nutrition have a profound impact on our health and well-being, yet many of us are not aware of what foods to eat, which diets are healthy, and where our food originates. We eat toxic, irradiated, or genetically altered foods and we eat more than we need. How can we change our eating habits and become more conscious of what we eat, why we eat it, how it is prepared, and what consequences our food choices have on our health as well as the health of our planet? This certificate provides an overview of the role of food and nutrition choices on our bodies, our immune systems, our overall well-being, and the health of all sentient beings on an increasingly populated planet.



6 Weeks (16 Hours), Online

\$125

Secrets of Better Photography

In Partnership with Ed2Go

Whether you use a DSLR, a point-and-shoot camera, or your phone for your photography, you will learn how to get the best results from your camera.



This hands-on course will teach you how to choose the right photographic equipment to compose images with style. You can take your camera out of auto mode after learning about lighting, motion, aperture, shutter speed, and ISO settings. You will also explore common photography topics, including portraiture, children's photography, pet photography, and digital editing. Each lesson includes exercises and assignments, so you can apply what you learned to your own camera. By the time you finish, you will see a difference in both your photographer's eye and your photos.

6 Weeks (24 Hours), Online

\$125



RL How to Live, Work or Retire Abroad Affordably

Learn how to enjoy a higher standard of living in an exotic locale! Explore living, working, and retirement options around the world. Find out how to stretch a fixed retirement income, or how to find work overseas that pays your room and board. Get tips on evaluating your finances and figuring out how far your dollar will go—plus information about housing, transportation, discount programs, healthcare, job opportunities, climate, and culture. The current COVID situation will also be addressed.

1 Thursday
ClassID #45031

6-9 pm
October 13

\$49



WEST LOS ANGELES COLLEGE

FALL 2022 CREDIT CLASS INSTRUCTION Begins August 29

To see the current schedule of
WLAC Credit Classes
go to **www.WLAC.edu**
(and click on *Class Schedules*)

Or visit the **Admissions Office**
in Student Services Building, 220

ip One-Stroke & Other Decorative Painting Techniques

Learn the magic of one-stroke painting plus other decorative painting techniques to make you feel like a real artist. Use these

techniques on canvases as well as surfaces like wood, ceramics, terra cotta, fabric, and more. Even if you've never painted before, April will guide you step by step to complete each project. You'll make new friends and two projects to take home. All levels are welcome. **\$25 material fee for supplies.**

Holiday Platter + Winter Trees on Tote (view on website)

3 Saturdays 10 am-1 pm \$85
ClassID #45081 Sept. 17-Oct. 1



RL Westside Movie Classics Watch Party: Horror Movies of the 1920s & 1930s

Enjoy the company and camaraderie of fellow cinephiles as you watch a classic film and participate in a lively discussion afterwards. This semester brings blood-curdling screams, hair-raising frights, and spine-tingling terror as we watch classic horror films from the 1920s and 30s. With blood-thirsty vampires, a monster and his mate, and vengeful sideshow performers, be ready for scares galore! **Join the children of the night—register a friend or loved one at the same time for only \$15 more! See website for list of films to be shown.**



5 Wednesdays Oct. 12-Nov. 9 6-9 pm
ClassID #45087 \$69 (couples \$84)

ip One-Stroke Painting Using Water Soluble Oils

Shade, blend, and highlight in one stroke of the brush using water soluble oils! It's easy and unlike traditional oils, water soluble oils contain no harsh chemicals, clean up with soap and water, and dry glossy in 10-12 days. April will teach you how to load the special brushes and use guides to paint vibrant designs that can be used for painting walls, ceramics, glass, concrete, and more. No painting experience required. **\$25 material fee due at registration.**



Sunflowers in Vase + Blossoms on Fence (view on website)

3 Saturdays 10 am-1 pm \$85
ClassID #45082 Oct. 29-Nov. 12

ip Birdwatching Basics

It's a bird, it's a plane, it's a bird! But what species? Sandy will teach you how to identify birds using field marks, songs, and behavior.

Also get techniques for selecting binoculars and field guides. More than a hobby, birding is a fun, educational, and inexpensive way to connect with nature whether in your backyard or the great outdoors. After class lecture and discussion, Sandy will lead you on a walk on campus to spot fine-feathered friends! **Children (age 8-18) may attend with a parent or guardian for just \$10 extra. Must call office to register.** Bring note-taking material and field glasses if you have them.



1 Saturday October 22 10 am-1 pm
ClassID #45037 \$49 (\$59 w/child)

“Everybody loves classical music. They just don’t know about it yet.”

Benjamin Zander, conductor and musical director,
Boston Philharmonic Orchestra



ip How to Listen to Classical Music

Join Earl Ofari Hutchinson on a journey through the varied, exciting, and culturally diverse world of classical music in this fun class! Earl will discuss the forms of classical music, spotlight the lives and works of major composers, and provide tips on how to listen to gain maximum understanding and enjoyment. Earl currently hosts the new show Classical Conductors & Composers on Pacifica Radio, one of public radio's oldest radio networks. Recommended but not required: Beethoven and Me: A Beginner's Guide to Classical Music. Available for purchase on Amazon.

1 Saturday 1-3 pm \$49
ClassID #45048 October 8

Back By Popular Demand!

ip Dealing with Difficult People

Now more important than ever, learn to deal with manipulation, abusiveness, pressure, criticism, and rage from others! Roberta will teach you how to handle people who make you feel guilty, crazy, weak, or inadequate. Feel better knowing how to get more support and less hassle from your boss, co-workers, family, and everyone else!



1 Saturday 9 am-Noon \$49
ClassID #45033 September 24



Back By Popular Demand!

ip DIY: Customized Glycerin Soap Making

Let bath time become your at-home getaway! Beautiful and fragrant, handmade glycerin soaps add a level of charm and relaxation to your bath time experience. Create different types of soap while learning how to use colors, molds, fragrances, essential oils, extracts, herbs, and novelties. Discussion includes how to make organic, natural, or therapeutic varieties. Creating beautiful handmade soap is easy, enjoyable, and expressing your creativity is fun! **\$25 material fee due at registration.**

1 Tuesday 6:30-9:30 pm \$49
ClassID #45070 September 27

ip Candle Making for Candle Lovers

Candles are romantic all the time! Plus, different scents can help calm the body and better the mood. Learn to make your own decorative, scented candles at a fraction of the price you pay in stores. Find out about waxes and molds, adding scent and color, layering, and more! You'll leave class with several beautiful candles and the know-how to make more at home. Create gifts for any occasion or maybe even start your own candle business! **\$25 material fee, due at registration.**



1 Thursday 6:30-9:30 pm \$49
ClassID #45071 October 20

Note: the classes above are hands-on, so dress accordingly. Not recommended for those with a sensitivity to fragrances.



Back By Popular Demand!

ip Beginning Guitar

The guitar is among the most popular instruments in the world, and in this fun hands-on class, Dale will teach the fundamental skills to get you playing! We won't promise that you'll become a guitar master overnight, but you'll learn how to tune your guitar, read lead sheets (lyrics and chords), and create the notes on the instrument. You'll also learn basic strumming and chords. Guitar required.

3 Saturdays 12:30-2:30 pm \$129
ClassID #45034 Oct. 15 thru Oct. 29



Back By Popular Demand!

ip Basics of Harmony Singing

Sing your heart out in this fun, low-pressure class! Discover your voice by singing the melodies and then the harmonies of simple popular songs. Learn breath control, experiment with different ranges, train your ear to better understand pitch, and enhance your singing diction. Reading and listening material given each week to prepare for the next class meeting.

3 Saturdays 10 am-Noon \$129
ClassID #45035 Oct. 15 thru Oct. 29



Back By Popular Demand!

RL Songwriting Made Simple!

Songwriting aspirations? An idea on your mind? From conception to completion, Anna will guide you through the creative songwriting process! Learn how to draw stories from daily life, song structure, the importance of premise and title, use of vivid imagery, rhyme and meter, melodic arc, harmonic structure, and more! You will complete one song over the course of the class, each week building the song with the assigned steps. Playing an instrument is not a pre-requisite.

6 Thursdays 7:30-9 pm \$99
ClassID #45039 Sept. 22 thru Oct. 27

ip An Introduction to Voiceovers

Explore the craft of voiceovers! Discover the current trends, opportunities, and tools you need to find success in this growing remote-working industry. You will be coached and later receive a professional voiceover evaluation. By the end of the course, you will have the knowledge necessary to help you decide if voiceover is something you would like to pursue. Prerequisite: Must be age 18 or over.



1 Monday 7-9 pm \$49
ClassID #45042 October 17

ip = In-Person Class

RL = Remote Live Class

Home Remodeling Begins Here!



Want to remodel your home, but don't know where to start? Looking to add an ADU (Accessory Dwelling Unit) in your backyard? You've come to the right place! Monica D. Higgins has translated her decades of experience interfacing with all the detailed aspects of remodeling projects into accessible and thorough classes to help you feel confident about achieving your dreams. Her no-nonsense approach to expertly managing home renovations can help any homeowner confidently transform their house into a home – even you!

Monica and our ADU class were recently highlighted in a Los Angeles Times article! Read it here: <https://tinyurl.com/ADUStory>

Create Your Dream Home By Remodeling (Online)

The most cost-effective way to have your dream home may be through remodeling.

But 'reality' TV shows don't

paint an accurate picture of the process. So, before exploring design with an architect, let Monica D.

Higgins guide you through a process that will control your costs, reduce your stress, and allow you to do better things with your time than babysit the contractor. Homeowners

who've gone through this process with Monica have saved up to 30% in design fees and up to 50% in construction costs—so you can see that this class is an incredible value that will more than pay for itself. **Once you've completed this 9-lesson course, you will schedule a half-hour consultation with Monica to guide you through your next steps.**

Super convenient!

You'll have access to easy-to-follow video lessons anytime you want for as long as you want—from your smart phone, tablet or desktop.



9 Lessons, Online

ClassID #

45050

Start Date

November 5

\$129

Satisfaction Guaranteed!

See website for details.

Ⓡ Kickstart Your Remodel: Your Roadmap to Success

Admit it...you're addicted to watching those reality home improvement shows. After all,

they make remodeling look so easy. The reality is navigating a project can be daunting. In this 5-session class, Monica will provide you with a roadmap for discovering your priorities and vision, how to budget realistically, ways to finance your remodel, and how to screen and select pros for your remodel team.

You'll learn what it takes to successfully complete your dream project! See

website for a more detailed class description.

Textbook recommended but not required:

Remodel Success by Monica D. Higgins is currently available on Kindle and through Amazon.

5 Saturdays

10 am-Noon

\$159

ClassID #45051

Sept. 24 thru Oct. 22

Ⓡ ADUs and You: Turn Your Backyard into A Moneymaker

Whether your goal is to generate passive income, increase your property value, or house elderly parents, learn how to take advantage of the next real estate boom that's sitting right in your backyard.



1 Saturday

ClassID #45049

10 am-1 pm

October 29

\$49

LANGUAGES



RL Practical Spanish

Converse in Spanish at work, home, or while on vacation by learning basics for almost any situation. Learn basic vocabulary, useful phrases and words and just a smidge of grammar. No previous knowledge of Spanish is required. Ages 16 and up. ¡Bienvenidos!

5 Wednesdays 7-10 pm \$129
ClassID #45044 Sept. 21 thru Oct. 19

RL Practical Spanish II

This course builds on what you learned in Practical Spanish. Continue building vocabulary, learn verb tenses, commands, pronouns and useful practical phrases. Prerequisite: completion of Practical Spanish, ability to conjugate verbs in present tense. Ages 16+

5 Wednesdays 7-10 pm \$129
ClassID #45045 Oct. 26 thru Nov. 23

RL Practical Spanish III

Review the two past tenses, preterite and imperfect. Begin conjugating verbs in the future tense. Emphasis on conversation. Prerequisite: exposure to verb conjugations in the present, preterite, and imperfect tenses or Practical Spanish II. Ages 16+

10 Saturdays 9:30-11:30 am \$159
ClassID #45046 Sept. 17 thru Nov. 19

10 Thursdays 7:30-9:30 pm \$159
ClassID #45047 Sept. 22 thru Dec. 1
(no mtg Nov. 24)

ip = In-Person Class

RL = Remote Live Class

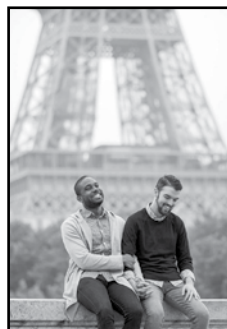
ip Passport to French

Ready to learn the "language of love?"

Join Harriette and a friendly group of Francophiles in this highly interactive class that includes fun projects.

You will become familiar with spoken French through learning basic

vocabulary and useful phrases dealing with travel, time, shopping, eating, emergencies and more. Participate in role playing, Q & A and discussion, and learn important things about French culture. Prepare now for your future trip to France! **\$10 material fee due at registration.**



6 Saturdays 10 am-Noon \$89
ClassID #45038 Oct. 1 thru Nov. 5

RL Ciao Venezia: Italian for Beginners Livestreamed from Italy!

Venezia is just one click away on your computer, tablet, or smart-phone! Join Mr. Lombardi as he provides the "real experience" directly from Venice, Italy! Speak ITALIANO in no time as he guides you through phases of

learning the language: vocabulary building, grammar, pronunciation, and ear-training exercises. The program covers greetings and introductions, people and family, numbers, eating, everyday life, work, socializing, and more. Due to time zone differences, this is a morning class, but should it conflict with your work schedule, no worries, you'll have access to the class recording on a dedicated YouTube channel available only to students. You'll also have access to Mr. Lombardi's contacts for feedback via emails/videos/texts/chats. **See class page on website for link to purchase required textbook.**



6 Tuesdays 10-11:30 am \$75
ClassID #45036 Sept. 20 thru Oct. 25

Online Classes



Stocks, Bonds, and Investing: Oh, My!

In Partnership with Ed2Go

Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven't the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? This course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. Each lesson explains these concepts in detail, so you understand how and why things work in the investment world. Provide yourself with the independence and confidence you will need to make your own investment decisions.



6 weeks (24 Hours), Online **\$125**

The Analysis and Valuation of Stocks

In Partnership with Ed2Go

This comprehensive course is designed to provide you with conventional and advanced techniques in researching and valuing stocks. Starting off with the basics, you will learn how to read financial statements and calculate financial ratios, and then move on to perform industrial comparisons, value stocks, and conduct economic and industrial research. The course is taught in a manner that uses everyday language, simple yet insightful analogies, and a just the facts attitude that you will understand and appreciate.



6 weeks (24 Hours), Online **\$125**

Online Classes



Probate Law and Estate Planning

In Partnership with Ed2Go

This course will help you navigate the laws of probate processes and estate planning. You'll learn how various types of ownership affect the passage of property at owner death, with or without a will. You will also learn about the administration and taxation of estates as well as basic requirements for trusts, wills and guardianships.



3 Months (24 Hours), Online **\$115**

Bankruptcy Law

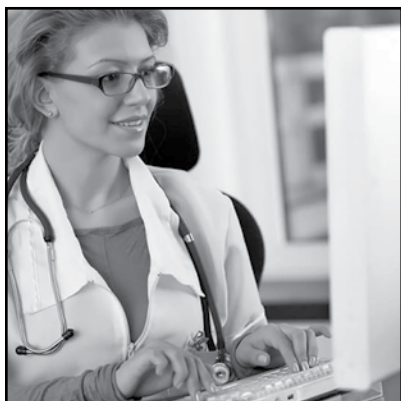
In Partnership with Ed2Go

Learn all about General Court rules and document preparation for bankruptcy filing. You will learn the basics of bankruptcy situations and gain a foundation in substantive law for the various types of bankruptcy and filing requirements.



3 Months (24 Hours), Online **\$115**

**New classes start
every month! Visit us
at www.ed2go.com/
westside to search for
classes, view instructor
bios, peruse lesson
plans and read student
reviews.**



RL Introduction to Health Insurance Billing, Contracts, Coding and Claims Series

8 Saturdays 8:30 am-2:30 pm \$950*
October 1 thru November 19

SAVE \$50!



Healthcare is one of the most job-secure fields of the next few decades, and knowledge of billing, contracts, and coding and claims can open many doors. Our certificate program will give you basic foundational knowledge and skills and an understanding of available jobs. The program consists of eight required modules developed by a professional in the field and is designed to introduce students to a career in hospital or clinic insurance billing, coding and claims. Content is related to insurance methodologies, concepts in medical diagnosis coding and procedure coding, along with an in-depth look at hospital charges, claim integrity, the revenue cycle, and revenue finding opportunities.

**ATTEND A FREE INFORMATION SESSION
VIA ZOOM ON SATURDAY, SEPT. 17 AT 11AM.
REGISTER FOR CLASS ID# 45052.**

Find out about the profession of health insurance billing, contracts, coding and claims and the Westside Extension certificate program in this free information session.



Karla was a pleasure to learn from. Shared some of her personal work experiences. Made enough time to guide us to job postings that best fit for billing and coding.

- Iris Monrreal



This program is designed for students to take all 8 modules, but that is not required, and individual modules may be taken; however, only students who successfully complete all modules and the final assessment will earn a certificate.

**FOR MORE DETAILS, VISIT OUR INFORMATION PAGE AT [WESTSIDE.WLAC.EDU](http://westside.wlac.edu).
I-TRAIN AND CALJOBS ELIGIBLE.**

**third party pays excluded from series' price.*

RL The Revenue Cycle

Focuses on the way a bill is created, which is the beginning of a sequence of events that results in how a hospital or a physician is paid. The following will be covered: gaps in the revenue cycle that lead to denials, underpayments, and patient dissatisfaction, as well as places of service, documentation, orders, and charges.

1 Saturday 8:30 am-2:30 pm \$125
ClassID #45053 October 1

RL Insurance Methodologies: Medicare, Government, and Commercial Contracts

Looks at calculating reimbursement and denials related to Medicare, commercial, and other government payers. This week concludes the discussion of charges, places of service, and how insurance pays. Overview of insurance claims' denials and concepts of ICD-10 diagnosis coding and its relationship to the claim cycle will begin as well as an introduction to CPT-4 Procedure Coding for Medical Necessity.

1 Saturday 8:30 am-2:30 pm \$125
ClassID #45054 October 8

RL ICD-10 Diagnosis Coding for Medical Necessity

Covers the fundamentals of ICD-10 diagnosis coding. The focus is utilizing ICD-10 as a roadmap, looking up ICD-10 diagnoses codes, and finding the correct documentation.

1 Saturday 8:30 am-2:30 pm \$125
ClassID #45055 October 15

RL CPT Procedure Coding for Medical Necessity

Covers the fundamentals of CPT-4 procedure coding. Class focuses on charges generated from a surgical, interventional, diagnostic, or therapeutic procedure, as well as the components of a clean claim submission.

1 Saturday 8:30 am-2:30 pm \$125
ClassID #45056 October 22

RL Regulatory Guidelines for Hospitals

Focuses on regulatory guidelines for claims' submissions and modifiers. Class includes analyzing claim scenarios for medical necessity, looking at modifier use and medically unlikely edits, and understanding device-dependent procedure requirements.

1 Saturday 8:30 am-2:30 pm \$125
ClassID #45057 October 29

RL The Hospital Claim vs The Professional Claim

Looks at the hospital claim versus the professional claim and the key components of form locators. Details of the hospital claim will be the emphasis of this module related to understanding, addressing, and resolving claim edits.

1 Saturday 8:30 am-2:30 pm \$125
ClassID #45058 November 5

RL Introduction to Drug Administration Coding (CPT-4)

Introduces a highly complex CPT-4 coding skill. The knowledge gained in this beginner class is useful when looking for correct coding for office visit, emergency room, and infusion center claims for proper charge sequencing.

1 Saturday 8:30 am-2:30 pm \$125
ClassID #45059 November 12

RL Introduction to Claim Edits & Tying it Together

Looks at claim auditing for out-patient claims' submissions. Explores the diversity of claim edits and auditing in greater detail, putting together all concepts learned in the curriculum. Class includes discussion on the potential and future of the Claims Auditor in addition to a final assessment.

1 Saturday 8:30 am-2:30 pm \$125
ClassID #45060 November 19

Must register at least 24 hours in advance for all classes.

Certified Phlebotomy Technician

ip Certified Phlebotomy Technician - 1



OVERVIEW: Phlebotomists are professionals who draw blood for tests, transfusions, donations, or research. This program provides clinical instruction, training and knowledge to apply and take the National Certification Phlebotomy Technician 1 exam. Lectures cover laboratory environment, anatomy, safety and infection control, equipment, and the phlebotomy procedure.

EXTERNSHIP: Clinical instruction provides hands-on training in venipuncture technique, laboratory assisting, and administrative office duties.

JOB OUTLOOK: The need for Phlebotomists will remain high as doctors and other health-care professionals require blood work for analysis and diagnoses. According to U.S. Department of Labor Statistics, the national demand of phlebotomy technicians is forecast to grow by an estimated 24% by 2026.

COMPLETION AND CERTIFICATION: Students can complete the program in approximately 4 to 6 months. Upon completion, the student will qualify to apply to the State of California as a Certified Phlebotomy Technician 1 (CPT1).



Become a Phlebotomist in 4 Steps:

1. Classroom Time—48 hours at West LA College
2. National Exam—2 hours on campus
3. Externship—40 hours in clinical setting
4. Submit Documents to the State of California

FREE

**INFORMATION
SESSION:
(VIA ZOOM)**

**Saturday,
Sept. 17
9:30-10:30 am
Class ID #45078**



REQUIREMENTS: Minimum HS Diploma/GED, 18 years+, Scrubs (new, used, or borrowed). Negative TB test, proof of immunizations, and physical clearance required before externship placement.

CLASS: 8 Saturdays, Oct. 1-Nov. 19, 9 am-3 pm
(Class ID #45077)

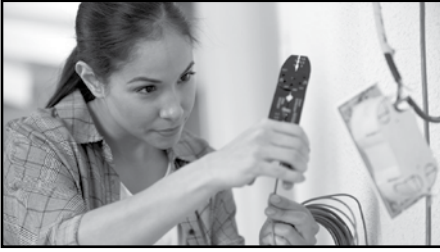
EXAM: Saturday, Dec. 3, 10 am-Noon

FEE: \$1,999* Ask about our installment plan!
I-TRAIN approved program.

**Registration fee includes books, supplies, study guides, all class materials, exam preparation, and externship. Fee does NOT include State License fee of \$100, National Certification exam fee of \$117, or scrubs. See detailed requirements in the student handbook at www.wlac.edu/westside/PhlebotomyStudentHandbook.pdf*

\$25 cancellation fee. Must cancel at least 5 days in advance of class. No exceptions.

This course is taught by the staff of the AUMT Institute, one of the top phlebotomy schools in California.



Online Classes



Electrical Technician

In Partnership with Ed2Go

Electricity powers your computer, drives the machines tools in a manufacturing shop, and lights the facilities in which people work. To maintain all this electrical equipment, electrical professionals must understand the fundamentals of electricity and the components used to generate, control, and store it. This course provides an intensive overview of the skills necessary for electrical maintenance, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly. Get started in this accelerated online course today and begin your career as an electrical technician!

12 Months (120 Hours), Online \$2,260

Administrative Assistant Fundamentals

In Partnership with Ed2Go

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities



for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

6 Weeks (24 Hours), Online \$125



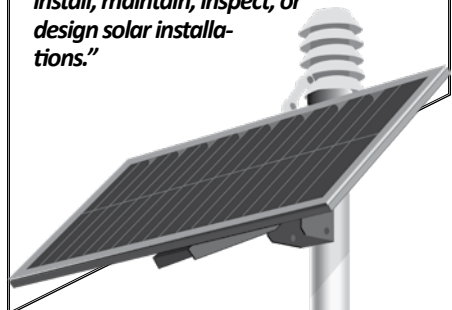
Back By Popular Demand!

ip Be a Solar Installer in Less Than a Month!

Solar-energy jobs are growing 12 times faster than the U.S. economy. Per the Bureau of Labor Statistics, solar installer employment is projected to grow 105 percent from 2016 to 2026, much faster than the average for all occupations. Since 2020, the State of California has required that all new homes built have solar panels installed. This rapid expansion and adoption of solar panel installations in homes, commercial buildings, golf carts, swimming pools, water fountains, attic fans, and more will result in excellent job opportunities for qualified individuals. Our crash course in solar design and installation can help make you one of those qualified individuals. The solar industry now employs more people than coal, oil, and gas combined. Electronic Certificate of Attendance provided upon completion. **\$40 material fee, due at time of registration.**

4 Mon & 4 Wed 6:30-9:30 pm \$219
ClassID #45069 Oct. 10 thru Nov. 7
(no mtg Oct. 31)

"Great for engineers and engineering students, homeowners, contractors, infotech personnel (think smaller and remote-operated systems), and those who want to install, maintain, inspect, or design solar installations."





ip Become A Notary Public

This course gives you the most updated notary information and knowledge you need to perform the duties correctly and to pass the state exam. Class fee includes valuable 70-page manual, notary public handbook, certificate of completion, and sample forms notaries use every day. Instructor will provide information about testing during the class. **\$30 material fee due at registration.**

ClassID #45040 1 Saturday October 15
7:30 am (check-in)
8 am-3:30 pm (seminar time) \$99

ip Notary Loan Signing Seminar

In this seminar, explore the types of real estate sales and loans currently on the market, and receive hands-on instruction in the main documents a Notary Signing Agent will notarize. **\$30 material fee due at registration.**



1 Saturday 9:30 am-3:30 pm \$69
ClassID #45041 October 22



= In-Person Class



= Remote Live Class

ip Bookkeeping Basics

This is an introduction to basic bookkeeping concepts for non-accounting students with no prior knowledge of accounting and who desire to apply it in learning the QuickBooks accounting software. Basic math, spreadsheet and computer knowledge are recommended.



3 Saturdays 10 am-2 pm \$125
ClassID #45084 October 1-15



ip Intro to QuickBooks™ Online

Learn the basics of one of the most highly used accounting programs for business! This class will introduce students on how to navigate through all software sections. Completion of Bookkeeping Basics (Class ID# 45084) and spreadsheet and computer knowledge are recommended.

3 Saturdays 10 am-2 pm \$125
ClassID #45085 Oct. 22 thru Nov. 5

ip Advanced QuickBooks™

Increase your basic knowledge of QuickBooks by learning new concepts and features. Students build on their basic knowledge of QuickBooks Online (QBO) and learn advanced features in line with Intuit QBO ProAdvisor training, which include: starting your own company profile, banking and reconciliation, importing and exporting lists from Excel, formatting reports, formatting general documents with company logos, and introduction to payroll. This class will help prepare you for the Intuit exam. Knowledge of Basic Bookkeeping and/or Introduction to QuickBooks Online (Class ID# 45085) and basic spreadsheet and computer knowledge are recommended.

3 Saturdays 10 am-2 pm \$125
ClassID #45086 Nov. 12 thru Dec. 10
(no mtg Nov. 26 & Dec. 3)

ip Construction

This comprehensive program will get you started in a rewarding and secure career. Class fees include supplies, materials, texts, and certifications. Entire program is \$4,310—or if you already have some training, choose only the classes you need.



Find out if you qualify to take this training for FREE by calling PVJOBS (323) 432-3955.

CONSTRUCTION PRIMER

One-week training course geared toward the minimum requirements for entry into the construction field as a pre-apprentice - including OSHA 10 and carpenter level 1 certificates. Cost: \$770

CONSTRUCTION 101

Three-week training course drawing on the knowledge gained in Construction Primer. Provides OSHA 30 and Hazmat-8 safety training. Successful completers receive three industry-recognized certificates—OSHA 30-Construction, HAZMAT-8, and BluePrint for Workplace Success. Cost: \$1,770

CONSTRUCTION TECHNICAL MATH

Learn the algebraic concepts and reading skills for Mechanical, Electrical and Plumbing (MEP) construction trade apprenticeship programs. Successful participants will receive the Local Union 11, ETI and NECA Certificate of Completion for Algebra Prerequisite upon completion of the program, preparing you for the entrance exam and oral interview. Cost: \$1,770

CONSTRUCTION 500

500-hour pre-apprenticeship program designed to prepare individuals for entry into the construction industry as a 1st Period Apprentice. Under the tutelage of a journeyman carpenter, students will learn a wide variety of carpentry skills from introductory to advanced. Cost: \$5,617



ip Getting Started as a Freelance Translator



The translation industry doubles in size every ten years, and demand for skilled translators continues to grow! Join Dr. John Fry to learn how to get started as a location-independent freelance translator. Topics include getting clients, keeping project managers happy, lucrative specializations, Computer-Aided Translation (CAT) tools, setting and raising your rates, invoicing, taxes, and business entity formation (incorporation). **\$5 material fee due at registration. Prerequisite: Excellent command of two languages.**

3 Tuesdays 7-9 pm \$129
ClassID #45032 October 11-25



ip Earn Extra Income Auto Wholesaling From Home

Make money buying, selling, or exporting wholesale cars—all from home! This DMV-approved workshop will take you step-by-step through getting an auto dealer license and operating a profitable used car business. Wayne will tell you where to buy at wholesale prices and sell at retail for very good profits. Discover how to supplement your 9-to-5 job with \$3,000-\$6,000 per month part-time! You will receive a certificate of completion at the end of the course, along with DMV Handbook, a list of dealer-only auctions in the U.S., and other resources. **\$25 material fee due at time of registration.**

1 Saturday 9:30 am - 4:30 pm \$89
ClassID #45043 September 24



Internet Marketing Series

Highly recommended for nonprofit organizations, small business owners, job changers, those re-entering the workforce, and anyone who wants to upgrade their resume!

Technology has changed the way we get jobs *and* do business, so knowing how to use social media is imperative. Our Internet Marketing Series will show you how to use the internet to promote yourself to an employer, or your business to the world.



Instructor Bob Cohen serves on the board of directors of an internet service company and has over 25 years of experience making technology easier for businesses and individuals to understand and use.

RL Introduction to Internet Marketing Methods

What are the nine steps professionals use to market businesses or organizations online? Join Bob to find out! He'll cover the most popular online tactics from Search Engine Optimization (SEO), advertising, social media, channels, affiliates, e-commerce, content marketing, and the #1 marketing approach recommended by Google and others.

This class will get you started to take your marketing up a level, help you learn how to do-it-yourself, or how to hire and manage an agency to do the work for you.

1 Tuesday 6-9 pm \$59
ClassID #45027 October 4

RL Facebook & Social Media Marketing

Looking to pull people in the door using proven social media marketing? Bob will teach you how to use Facebook, Twitter, Instagram, and social media sites to market everything from businesses and non-profits to books and bands! Discover how likes, follows, shares, and comments affect your organic marketing and how to use paid advertising. Find the audience demographics for the most popular social media sites, and learn about tools like RSS that professionals use to automate their social media marketing.

1 Tuesday 6-9 pm \$59
ClassID #45028 October 11

RL Search Engine, Google Ads, Email, and Ecommerce Marketing

Join Bob to explore Search Engine Optimization (SEO) and Google Ads, how to find and use keywords, and why a landing page is valuable. Gain insight into why you should be using email marketing, what makes a successful opt-in newsletter, and how to build one for pennies. Discover the best e-commerce sites for selling and your options. Bob will compare search, social media, and email opt-in so you can understand what each offers for your online marketing.

1 Tuesday 6-9 pm \$59
ClassID #45029 October 18

RL Blogging for Fun and Profit: Your Best Bet

Whether you want a website for personal or professional use, discover how a blog makes it easy to share your products, services, writing, pictures, and videos with family, friends, organizations, and customers. Find out the four most popular ways to use a blog to make money and how a blog makes your search and social media marketing easier! Topics include blogs for business and marketing, blog ads, and building blog communities.

1 Tuesday 6-9 pm \$59
ClassID #45030 October 25

Each class in this series has a \$20 material fee for valuable workbook and one-year online membership to website articles, class downloads, and instructor discussion group.



Save \$47!

**Internet Marketing Series
\$189 (plus materials)**

Attend all four classes to receive a
certificate!

Excel 2016 For Windows

In this hands-on beginning class, you'll learn the basic concept of how a spreadsheet works, how to enter data, common editing and formatting steps, and a variety of simple yet powerful functions. **Prerequisite:** a basic understanding of personal computers & Windows.



2 Saturdays 10 am-1 pm \$125
ClassID #45083 Sept. 17 & 24

Online Class



Computer Skills for the Workplace

In Partnership with Ed2Go

Most jobs today require a working knowledge of certain computer skills.



Employers seek and reward employees who can effectively send emails, create spreadsheets, manage databases, understand memory and network limitations, and recognize the function and features of modern computer components. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

6 Weeks (24 Hours), Online \$125

 = In-Person Class

 = Remote Live Class



Instructor-Led Online Classes

Our instructor-led online courses (in partnership with Ed2Go) are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view the hundreds of courses that we offer.

Expert Instructor

24-Hour Access

Online Discussion Areas

6 Weeks of Instruction

Hundreds of courses to choose from
Monthly start sessions

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Online Advanced Career Training

Our online courses (in partnership with Ed2Go) can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these courses at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

All materials are included in the course fees. Each course has an instructor assigned to answer questions and solve student problems.



Certified Bookkeeper

From bank reconciliation to inventory methods, this online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam.



Human Resources Professional

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.



Corporate Event Planner

Do you have a knack for putting together great parties and events? Are you someone with great attention to detail? If so, a career as a Corporate Event Planner could be perfect for you. Learn everything you need to know, including how to plan, design, and execute a successful corporate event, and how to charge for corporate event planning services.



Certified Six Sigma Green Belt

Do you want to improve your business credentials or enter a new career as a quality specialist? This Six Sigma training course will teach you process improvement from start to finish and prepare you for the Six Sigma Green Belt certification offered through the American Society for Quality (ASQ).



Web Design Professional

This course will teach you the fundamentals of web design. You will learn the technology, philosophy, and techniques that bring online creativity to life. You will also gain practical skills for planning, managing, and developing a web project.



Features:

- 6-18 month self-paced, start anytime.
- Textbook and materials included.
- Prepare for industry certification.
- Certification exam vouchers are included.
- Financial assistance available.
- Student advisors provide you coaching, motivation, and career readiness support.

**Visit us at
westside.wlac.edu to search
for classes, view class prices,
instructor bios, peruse
lesson plans and read
student reviews.**

LOS ANGELES COMMUNITY COLLEGE**BOARD OF TRUSTEES**

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Non-Discrimination Policy

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry status, religion, creed, sex, pregnancy, age, handicap, marital status, medical condition (cancer-related), sexual orientation, or veteran status.

DISCLAIMER

The Los Angeles Community College District and West Los Angeles College assume no responsibility for any consequences that may arise from a

student's decisions based on class information or any entry into a business or professional arrangement with an instructor outside of the college's scheduled activity.

SEE WEBSITE FOR COMPLETE LIST OF POLICIES

CLASS & REFUND POLICIES

Westside Extension is a self-supporting (not funded by taxpayers) program. To ensure a quality program, the following policies have been established. Classes may be cancelled due to low enrollment; we will make every effort to alert all registered students in advance. For safety and liability reasons, no one—including spouses, friends or children—may attend any class without first enrolling. Students whose conduct is detrimental (including, but not limited to, dishonesty, disruption of classes, theft or property damage and willful disobedience) may be removed from class and/or denied enrollment. Please email our office at westside@wlaac.edu if you have any questions.

CANCELLATION/TRANSFER POLICY

Refunds, credits, and transfers will be granted ONLY if you notify the Westside Extension office AT LEAST 5 DAYS BEFORE CLASS BEGINS that you wish to make a change - so please choose your classes carefully. Refunds, transfers or credits CANNOT be granted once class begins, or for absences or late registrations. Missed class meetings cannot be made up in another class. Refunds and transfers must be processed by the Extension office—you cannot do it yourself online.

Notification of cancellation may be by phone or email. A \$10 processing charge will be deducted for each class cancellation/change. If you paid by credit card, your account will be credited. If you paid by cash or money order, you will receive a check refund (allow 2-3 weeks for processing). A credit toward other Westside Extension classes may be issued in lieu of a refund if you wish. Returned checks will be subject to an additional \$20 handling charge. Some material fees are not refundable. Of course, full refunds will be given when a class is cancelled by Westside Extension.

PHLEBOTOMY, HEALTH INSURANCE BILLING, CODING AND CLAIMS, ART-TASTIC, AND WEST LANGUAGE ACADEMY HAVE SEPARATE AND DIFFERENT REFUND POLICIES, SO READ THEM CAREFULLY BEFORE ENROLLING.

Westside Extension Staff:

Jason Sofianos
 Roberta Vadman

Graphic artwork, front cover, and layout by:
 Jason Sofianos

For comments and inquiries, write to:

Westside Extension

West Los Angeles College
 9000 Overland Ave.

Culver City CA 90230-3519

Visit us on the web at westside.wlaac.edu

DIRECTIONS

TO WEST LOS ANGELES COLLEGE

Most Westside Extension classes are held at West Los Angeles College, located at Overland Ave and Freshman Drive, two lights south of Jefferson Blvd., in Culver City. The street address is 9000 Overland Ave. A second convenient entrance is at 10100 Jefferson west of LaCienega.

From La Cienega Turn west on to Obama Blvd. Obama becomes Jefferson Blvd. Then, turn left on College Blvd., which brings you to the campus.

From Westchester, the Airport area & the South Bay

Take the San Diego (405) Freeway north. Exit at Jefferson Blvd. Turn right onto Jefferson, and proceed straight, crossing Sepulveda. The street name will change to Playa, and when it curves north about 1/4 mile farther, Playa becomes Overland Ave. Proceed north on Overland past two stop signs. The next light is Freshman Drive. Turn right, onto the campus.

From West Los Angeles, Santa Monica & the San Fernando Valley

Take the San Diego (405) Freeway south. Exit at Jefferson Blvd. Turn left onto Jefferson, and proceed straight, crossing Sepulveda. The street name will change to Playa, and when it curves north about 1/4 mile farther, Playa becomes Overland Ave. Proceed north on Overland past two stop signs. The next light is Freshman Dr. Turn right, onto the campus.

From Downtown Los Angeles Take the Santa Monica (10) Freeway west. Exit at Overland Ave. Turn left, and proceed south on Overland about 2.5 miles. Continue past Jefferson Blvd. and make a left turn at the second signal, Freshman Drive.

From Ladera Heights & Inglewood Take Slauson west to Hannum (by Fox Hills Mall, 1 block east of Sepulveda) and turn right. Make a right at Playa. Playa curves north and becomes Overland Ave. Proceed north on Overland past two stop signs. The next light is Freshman Drive. Turn right, onto the campus.

PARKING

GETTING TO OUR OFFICE

Our office is located in the Fine Arts Building, Room 202. Parking is available in the 1,000-car Parking Structure directly across from the Fine Arts building. If you park, even temporarily, in the regular student parking spaces without a permit—you may be ticketed.

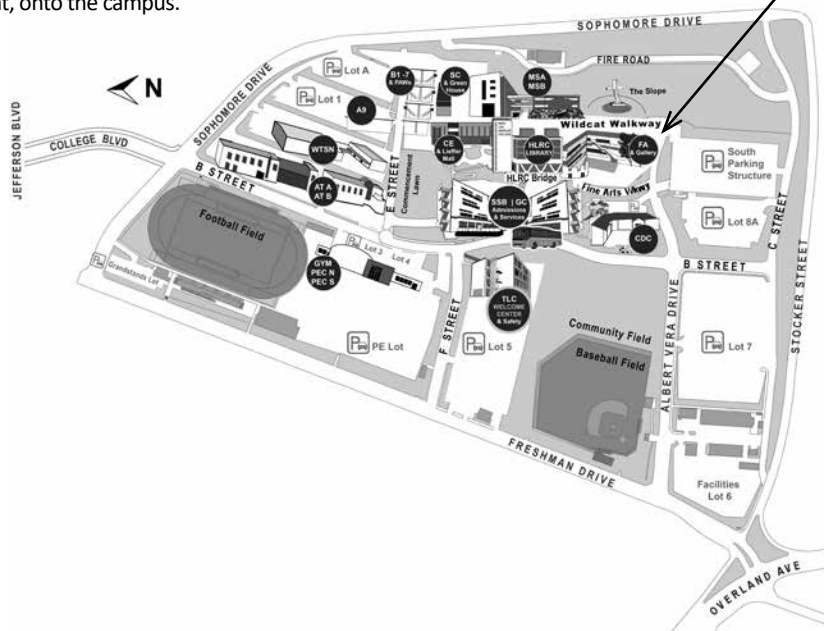
STUDENT PARKING

Westside Extension Student parking is available in the Parking Structure and overflow lot 8A, Lot 7, and Lot 4A near the PEC Complex. You must display a valid West L.A. College parking permit. Parking is enforced 7 days a week. You may buy a daily parking permit for \$2 from permit dispensing machines (use one dollar bills or quarters only) located in each parking lot. For convenience, you may buy a semester-long WLAC parking permit online for \$23.15 or in person at the Westside Extension Office for \$20 (strictly cash only). There is no parking on Freshman or Sophomore Drives. Handicapped parking is available in all student and staff lots—a valid handicapped placard + campus permit must be displayed.

WESTSIDE EXTENSION OFFICES

Fine Arts, Rm. 202

PARKING IN SOUTH STRUCTURE



westsideextension

Registration Form

Name (print)

email address

Address

City

Zip

Phone (Eve)

(Day)

(Cell)

Child's Birthdate

Last Grade Completed

Parent's Name

ClassID #	Class Name	Class Fee
	Material fee(s), if due at registration <i>(see each class description)</i>	
Nonrefundable \$9 processing fee, charged once per semester		\$9.00
Total		

Method of Payment

☐ Visa
☐ MasterCard
☐ Discover Card
☒ Money Order

(No Personal Checks)

Credit Card Number

Expires (Mo/Yr)

Authorized Signature (for credit card payment)

Send to Westside Extension, 9000 Overland Ave., Culver City, CA 90230

(If you want a receipt by mail, include a stamped, self-addressed envelope)

westsideextension

Registration Form

Name (print)

email address

Address

City

Zip

Phone (Eve)

(Day)

(Cell)

Child's Birthdate

Last Grade Completed

Parent's Name

ClassID #	Class Name	Class Fee
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Nonrefundable \$9 processing fee, charged once per semester		\$9.00
Total		

Method of Payment

☐ Visa
☐ MasterCard
☐ Discover Card
☒ Money Order

(No Personal Checks)

Credit Card Number

Expires (Mo/Yr)

Authorized Signature (for credit card payment)

FOUR EASY WAYS TO REGISTER



Online

Most convenient! You can register online 24/7 for most Westside Extension classes. Our online registration is fast, easy, and secure! Go to **westside.wlac.edu**, and search or browse for classes. Add what you want to your shopping cart, then go to checkout. If a class is full, please add yourself to the waiting list so we may contact you if space becomes available or we are able to schedule another class.



Walk In

Due to staff shortages, walk-in registration is available by appointment only (at least 24 hours in advance). To make an appointment, please contact us by email at **westside@wlaac.edu** or by phone at **(310) 287-4475**.



By Phone

Have your credit card handy so we can help you quickly. Credit card payments are submitted directly to USAepay online and not kept in the office or database, so you can be sure your information is secure. This means we need your credit card information each time you call. **Note: We cannot hold reservations for classes without payment.**

(310) 287-4475



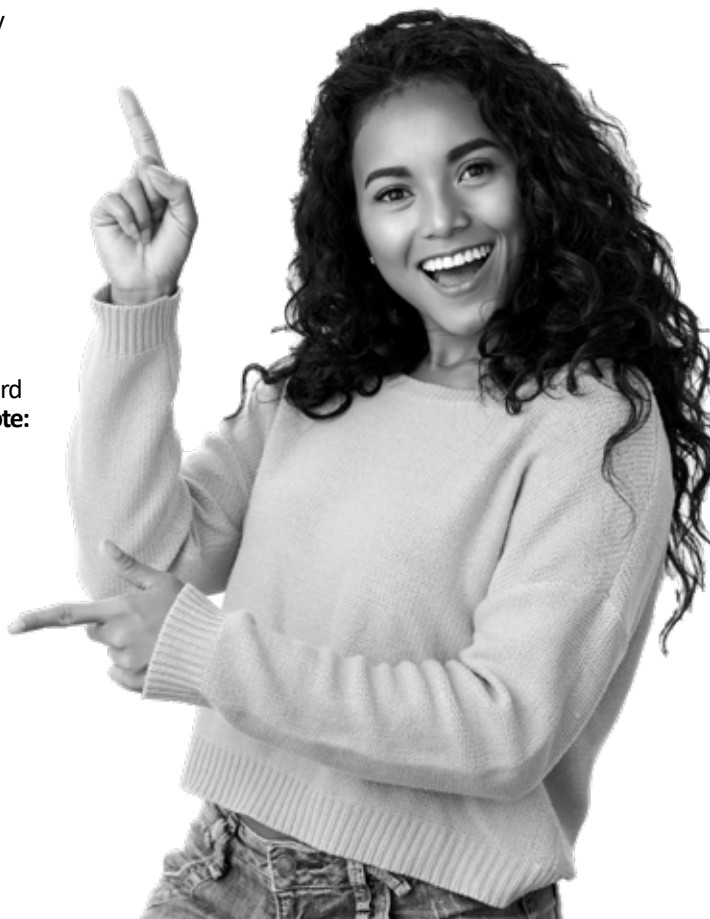
By Mail

Complete the registration form on the previous page and clip it out. Please print clearly and provide all of the information requested. Be sure to include any material fees due at registration. For your safety and security, we strongly recommend money orders payable to **WLAC Community Services** for mail-in registrations instead of credit card information. **No personal checks.**

MAIL TO:

**Westside Extension
9000 Overland Ave.
Culver City, CA 90230-3519**

Class confirmations are sent via email. If you want a confirmation receipt mailed to you, please include a self-addressed, stamped envelope.



Please note: An additional nonrefundable \$9 processing fee will be charged per term.



President Obama called the Aspen Prize, "basically the Oscars for great community colleges."

Awarded every two years, the Aspen Prize honors colleges with outstanding performance in five critical areas: teaching and learning, certificate and degree completion, transfer and bachelor's attainment, workforce success, and equitable outcomes for students of color and students from low-income backgrounds. The Aspen Prize review committee selected the colleges named to the list from more than 1,000 community colleges nationwide based upon having high and improving levels of student success as well as equitable outcomes for Black and Hispanic students and those from lower-income backgrounds.

West was also recently named to the:

Hispanic Outlook 2021 Top 100 Colleges & Universities

Campaign for College Opportunity (CCO)

2021 Equity Champion for Excellence in Transfer for Latinx Students

2022 Champion for Excelling in Equitable Course Placement in Black English Enrollment

College Consensus national 2020 Top Online Community Colleges



WLAC.edu/IAmReady

- ☑ **University Transfer**
- ☑ **Career Associate Degrees & Certificates**
- ☑ **Professional Advancement**
- ☑ **Life-Long Learning**
- ☑ **\$0 TUITION Promise Program**
for full-time students of any age



West Los Angeles College
your community college
9000 Overland Ave
Culver City, CA 90230-3519

PERIODICALS

West is celebrating being named
to the prestigious **ASPEN PRIZE**
Top 150 Community Colleges
in the nation list for 2023

**"Basically the Oscars for great community colleges,"
Former President Barack Obama*

GO WEST. GO FAR.



**ASPEN
PRIZE**
FOR COMMUNITY
COLLEGE EXCELLENCE
aspensinstitute

TOP 150