

West L.A. College westsidextension

Summer 2022



**Leap
Into
Summer!**



westside.wlac.edu



Succulent Superstars

Italian For Beginners

Introduction to Health Insurance
Billing, Coding and Claims
Series

Card Magic

Auto Wholesaling

Join us for an in-person class...

Certified Phlebotomy Technician - 1

Become A Notary Public

Card Magic for Beginners

One-Stroke & Other Decorative
Painting Techniques

Candle Making for Candle Lovers

Mat Pilates

Passport to French

Succulent Superstars

Ice Skating & Hockey

Urban Ballroom Line Dance

Flamenco Fitness

How to Listen to Classical Music

and much more!

Or take a remote live class from the comfort of your home!

Introduction to
Health Insurance Billing,
Coding and Claims Series

Practical Spanish 1, 2, & 3

Kickstart Your Remodel:
Your Roadmap to Success

How to Live, Work or Retire
Abroad Affordably

Westside Movie Classics Watch Party

Earn Extra Income
Auto Wholesaling From Home

Ciao Venezia: Italian for Beginners
Livestreamed from Italy!

Zumba®

Making the Most of Your Mac

and much more!

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,

James Limbaugh

Dr. James Limbaugh
President, West Los Angeles College

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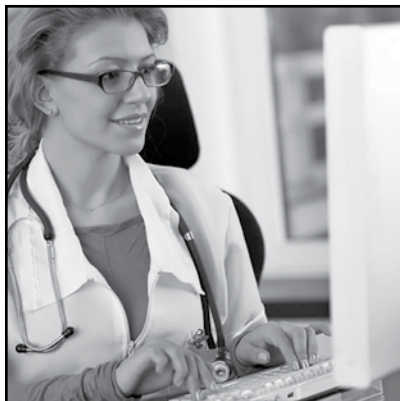
ip = In-Person Class

RL = Remote Live Class



More Than 500 Great Classes Inside!

West Los Angeles College (USPS 025-369) Vol. 14, Issue #3. Published four times a year (January, April, May & August) by West Los Angeles College, Office of Advertising & Public Relations, 9000 Overland Ave, Culver City CA 90230-3519. Periodical postage paid at Culver City, CA, and at additional mailing offices. POSTMASTER: Send address corrections to West Los Angeles College, Attn: Marketing Dept., 9000 Overland Ave. Culver City CA 90230-3519.



Revamped for 2022!

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

8 Saturdays 8:30 am-2:30 pm \$950*
July 9 thru August 27

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 ONLINE INFORMATION SESSION
 VIA ZOOM ON SATURDAY, JUNE 25 AT 11AM.
 REGISTER FOR CLASS ID# 44968.**

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



We've revamped our program to get you started on your path to this rewarding career sooner and at less cost to you.

| | OLD PROGRAM | REVAMPED PROGRAM |
|------------------------------|----------------|-------------------------------|
| NUMBER OF CLASSES | 10 classes | 8 classes |
| MONTHS TO COMPLETE | About 6 months | About 2 months |
| TUITION COST | \$1,625 | \$1000 (\$950 with series) |
| OTHER COSTS (BOOKS, ETC.) | \$1,456 | \$0 |

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 #44969 July 9

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 #44970 July 16

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 #44971 July 23

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 #44972 July 30

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 #44973 August 6

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 #44974 August 13

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 #44975 August 20

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 #44976 August 27

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

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).

CHOOSE THE TIME THAT'S RIGHT FOR YOU!**WEEKNIGHTS**

12 Mon & Wed 6-10 pm
ClassID #44980 June 27 thru Aug. 8
(no mtg July 4)

WEEKENDS

8 Saturdays 9am-3 pm
ClassID #44979 June 25 thru Aug. 20
(no mtg July 2)

SEE: \$1,999* Installment plans also available! I-TRAIN and CalJOBS eligible (\$2,167)

FREE**INFORMATION SESSIONS
(VIA ZOOM)**

Saturday, June 4
9:30-10:30 am
Class ID #44977

Monday, June 13
6-7 pm
Class ID #44978

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.

**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 the state of California.

**FOR MORE DETAILS, VISIT OUR PHLEBOTOMY
INFORMATION PAGE AT [WESTSIDE.WLAC.EDU](http://westside.wlac.edu).**



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 #44933 1 Saturday July 23
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 #44934 August 20



= 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.



2 Mon & 2 Wed 6:30-9:30 pm \$125
ClassID #44983 July 11 thru 20



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# 44983) and spreadsheet and computer knowledge are recommended.

2 Mon & 2 Wed 6:30-9:30 pm \$125
ClassID #44984 July 25 thru Aug. 3

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# 44984) and basic spreadsheet and computer knowledge are recommended.

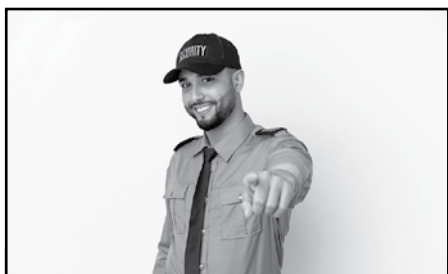
3 Mon & 1 Wed 6:30-9:30 pm \$125
ClassID #44985 Aug. 8 thru 22
(no mtg Aug. 17)



RL 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.**

| | | |
|----------------|--------------|------|
| Mon & Tues | 6-9 pm | \$89 |
| ClassID #44935 | July 25 & 26 | |



40 Hour Security Guard Card Training

Coming Soon from Westside Extension!

Visit westside.wlac.edu and sign up on the interest list to be the first to know when this class will be offered.

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. Class fees include supplies, materials, texts, and certifications.



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 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.**

Roses on Wreath (acrylics) + Sandpipers by the Beach (view on website)

3 Saturdays 10 am-1 pm \$85
ClassID #44963 June 18-July 9
(no mtg July 2)

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.**

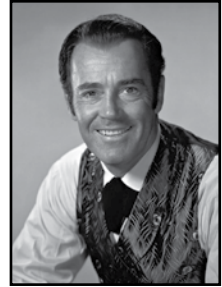
Lemon + Rushing Waterfall (view on website)

3 Saturdays 10 am-1 pm \$85
ClassID #44964 July 30-Aug. 20
(no mtg Aug. 6)

RL Westside Movie Classics Watch Party: Henry Fonda



Enjoy the company and camaraderie of fellow cinephiles as you watch a classic film and participate in a lively discussion afterwards. This semester features the work of beloved actor Henry Fonda.



Fonda's legendary career spanned five decades on Broadway and in Hollywood, personifying the idealized image of the American everyman. **Don't miss out on this golden opportunity—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 June 22-July 20 6-9 pm
ClassID #44981 \$69 (couples \$84)

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 Tuesday 7-9 pm \$49
ClassID #44936 June 28



= In-Person Class



= Remote Live Class

“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.

2 Wednesdays 7-8:30 pm \$49
ClassID #44946 July 13 & 20



= In-Person Class



= Remote Live Class

Handicapped Accessibility

West Los Angeles College is built on the side of a hill, so if you have mobility issues we recommend that you speak with us before registering. Almost all of our classrooms are handicapped-accessible, but a few only have steps and no access ramps. If this would pose a problem, call our office at (310) 287-4475 before registering to discuss classroom access and allow us time to try and accommodate you.



Back By Popular Demand!

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, for supplies to make candles you'll take home with you.**

1 Thursday 6:30-9:30 pm \$49
ClassID #44942 August 4

Note: class is hands-on, so dress accordingly. Not recommended for those with a sensitivity to fragrances.



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 6-9 pm \$49
ClassID #44941 July 21

ip Ukulele

Play the Uke with Dale LaDuke! He will teach the fundamental skills to get you playing in this entertaining hands-on class. Work on rhythm, strumming, patterns, and finger picking. With a few basic chords you will be able to play along with others or accompany yourself. No previous experience needed. Ukulele required.



5 Saturdays 9:30-10:30 am \$89
 ClassID #44932 June 18 thru July 23
 (no mtg July 2)

The way the instructor teaches, he makes the learning process so easy and he challenged us all the time to improve.

- Tommy Ray Wilks Jr.

Back By Popular Demand!

ip Succulent Superstars

They're hot! They're cool! They're succulents! With water conservation in mind, succulents and cacti are more popular than ever. Low maintenance and versatile, they are available everywhere—from specialty websites to supermarkets. But low maintenance is not the same as no maintenance, and some succulents can be as fussy as the most temperamental orchid or fern. Author, educator, and self-confessed plant nerd Sandy Masuo provides some fascinating natural history background about these unique plants as well as basic cultivation information to help you know and grow succulents, and inspire you to explore this remarkable group of plants. Class includes creating a succulent planter—cuttings and soil provided; students bring one planter with drainage holes, 10-inches maximum. **\$5 material fee due at registration.**



1 Saturday 10 am-1 pm \$49
 ClassID #44931 July 16

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 June 18 10 am-1 pm
 ClassID #44930 \$49 (\$59 w/child)



WEST LOS ANGELES COLLEGE

SUMMER 2022 CREDIT CLASS INSTRUCTION Begins June 13

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

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 Tuesdays 7-10 pm \$129
ClassID #44950 June 21 thru July 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 Tuesdays 7-10 pm \$129
ClassID #44951 July 26 thru Aug. 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+

9 Saturdays 9:30-11:30 am \$149
ClassID #44952 June 18 thru Aug. 20
(no mtg July 2)

9 Thursdays 7-9 pm \$149
ClassID #44953 June 23 thru Aug. 18



= In-Person Class



= 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 #44954 July 9 thru Aug. 13

RL Ciao Venezia: Italian for Beginners Livestreamed from Italy!

Venezia is just one click away on your computer, tablet, or smartphone! 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 #44929 June 21 thru July 26

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!

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 #
44966

Start Date
August 13

\$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
ClassID #44965

10 am-Noon
July 9 thru Aug. 6

\$159

Ⓡ How to ADU: 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 #44967

10 am-1 pm
August 13

\$49

KIDS CLASSES



Back By Popular Demand!

ip Art-tastic!

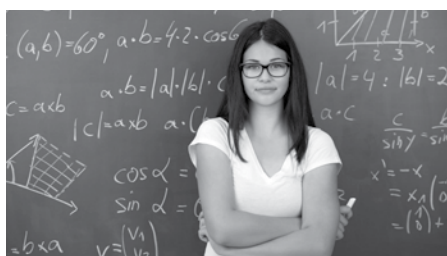
Ages 6-11

Calling all kids who wish to artistically express themselves! Budding artists will use a variety of mediums such as acrylic paint, fabric, stickers, miniatures, and other embellishments to create several projects. Join instructor Karen Ferguson in this unique, fun, and challenging class. \$25 material due upon registration.

2 Tue & 2 Thu 9:30 am-12:30 pm \$125
 ClassID #44943 June 21-30
 ClassID #44944 July 12-21



On-Campus class participants will be required to follow COVID safety protocols and guidelines. Watch for an email with the most current guidelines prior to class start.



Back By Popular Demand!

ip Pre-Algebra Preview & Review Entering 7th & 8th Graders

Topics include order of operations, variables, and linear equations. Students will be encouraged to participate often and discuss approaches to solving problems.

6 Mon, Tue, Wed, Thu \$99
 ClassID #44988 June 27-July 6 12-12:50 pm
 (no mtg July 4)

ip Algebra 1 Preview & Review Entering 8th & Above

Learn or review variables in algebra, order of operations, equations and inequations, graphing linear equations and linear inequalities.

6 Mon, Tue, Wed, Thu \$99
 ClassID #44989 June 27-July 6 1-1:50 pm
 (no mtg July 4)

ip Geometry Preview & Review Entering 8th & Above

A brief introduction to geometry, covering area, volume, triangles, circles, angles, parallel lines and regular polygons.

6 Mon, Tue, Wed, Thu \$99
 ClassID #44990 June 27-July 6 2-2:50 pm
 (no mtg July 4)

ip Algebra 2 Preview & Review Entering 9th & Above

Learn or review linear systems, quadratic equations and factoring. Graph linear systems and exponential and quadratic functions.

6 Mon, Tue, Wed, Thu \$99
 ClassID #44991 June 27-July 6 3-3:50 pm
 (no mtg July 4)



Back By Popular Demand!

ip Card Magic for Beginners

Ages 15 & Up

Do you have a deck of playing cards laying around the house? Have you always wanted to amaze others? Then this class is for you! This workshop will get you off and running in the world of card magic. By the end of class, you'll learn basic card control, shuffle techniques, basic sleights, and a repertoire of tricks to perform. A full deck of playing cards is all you need to entertain your family and friends! Ages 15+.

| | | |
|----------------|------------|------|
| 1 Saturday | 10 am-Noon | \$39 |
| ClassID #44992 | July 9 | |

Back By Popular Demand!

ip Public Speaking for Kids

Ages 8 thru 18

Public speaking is a skill and an art form that needs to be nurtured, so start now to strengthen your child's public speaking skills. Lisa will help



young speakers articulate and organize ideas effectively, speak clearly with confidence, and communicate well in a variety of group settings. When presenting a report, giving a speech, doing a demonstration, or addressing a class, the ability to speak confidently and engage the audience is critical. Kids will learn how to create memorable speeches, minimize speaking anxiety, and have fun sharing ideas in front of an audience. Take advantage of this great opportunity to get a head start in this important area. Bring 3 items to class: a family photo, an object from home that has special meaning, and a hobby or game you enjoy. Please pack a snack, water, and a sack lunch.

| | | |
|----------------|-----------------|------|
| 1 Friday | 9:30 am-3:30 pm | \$79 |
| ClassID #44986 | July 29 | |

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!**

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 #44923 | June 21 thru July 19 | |
| ClassID #44924 | July 26 thru Aug. 23 | |

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 #44925 | June 22 thru July 20 | |
| ClassID #44926 | July 27 thru Aug. 24 | |

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 #44927 | June 23 thru July 21 | |
| ClassID #44928 | July 28 thru Aug. 25 | |



zoom

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.

RL Zumba®

It's a fitness *party*! 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.



4 Mondays 6-7 pm \$49
 ClassID #44961 June 27-July 25
 (no mtg July 4)
 ClassID #44962 August 1-22


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.

5 Mondays 7-8 pm \$59
 ClassID #44947 June 27-Aug. 1
 (no mtg July 4)



= In-Person Class



= Remote Live Class



Back By Popular Demand!

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 Tuesdays 7-8 pm \$59
 ClassID #44948 June 21 thru July 19
 ClassID #44949 July 26 thru Aug. 23

LOOKING FOR A
 HEALTHIER PORTFOLIO?



**INVESTMENT
 PLANNING SERIES**

COMING FALL 2022

VISIT WESTSIDE.WLAC.EDU AND SIGN UP ON
 THE INTEREST LIST TODAY!



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 Wednesday 6-9 pm \$59
ClassID #44937 July 6

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 Wednesday 6-9 pm \$59
ClassID #44938 July 13

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 Wednesday 6-9 pm \$59
ClassID #44939 July 20

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 Wednesday 6-9 pm \$59
ClassID #44940 July 27

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.**



1 Mon & 1 Wed 6:30-9:30 pm \$125
ClassID #44982 June 27 & 29



Making the Most of Your Mac

Are you a new Mac owner who wants to know how to set up your Mac to maximize workflow efficiency? This class is for you. Learn about setting up your dock, using Mission Control, keyboard shortcuts, file management, and more! Requirements: Mac computer/laptop with internet connection and Zoom.

1 Saturday 9 am-Noon \$49
ClassID #44987 June 25



On-Campus class participants will be required to follow COVID safety protocols and guidelines. Watch for an email with the most current guidelines prior to class start.



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.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market

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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Robert Suppelsa, Interim Vice President of
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Angel Viramontes, Dean of Student Services

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

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Jason Sofianos
Veronica Ochoa
Janet Mendez

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.

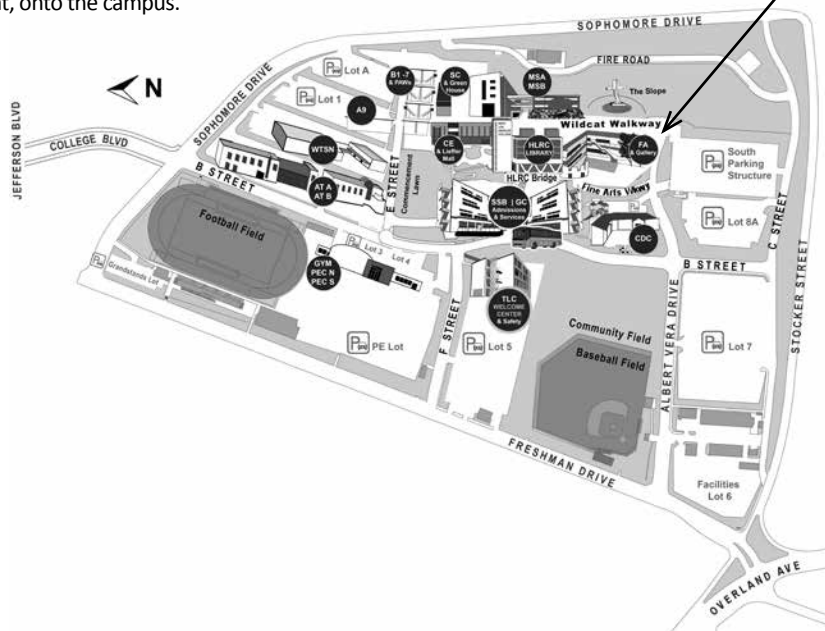
STUDENT PARKING

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



| | | | |
|-------------------|----------------------|---------------|--------|
| 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> | | |
| 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)*

| | | | |
|-------------------|----------------------|---------------|--------|
| 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> | | |
| 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

We love meeting our customers! Drop by our office in FA 202 to register for Westside Extension courses. Pay by credit card, money order or cash. There's convenient parking in the South Parking Structure (see map page 20).



By Phone

Just give us a call during office hours. 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.

Westside Extension Office Hours

**Monday - Friday
Noon - 5 pm**

EXPANDED HOURS

JUNE 18 THRU AUGUST 8

| | |
|-------------------|----------------|
| Monday - Thursday | Noon - 7 pm |
| Fridays | Noon - 5 pm |
| Saturdays | 8:30 am - 1 pm |

Open additional Saturday mornings and weeknights based on class schedules. Call for details.

**OUR OFFICE WILL BE CLOSED:
June 20 and July 2-4**

ALL HOURS SUBJECT TO CHANGE.

SPECIAL FEATURE: THE BLUE PAGES

THESE BLUE PAGES

describe programs offered through the
traditional University Transfer, Degree
and Certificate Programs

**These programs are NOT
offered through Westside Extension.**

To apply for **BLUE PAGES** programs, go to
www.WLAC.edu/Career-Ed

or visit the

WELCOME CENTER

Teaching Learning Center (TLC), 1st Floor
(310) 287-4462

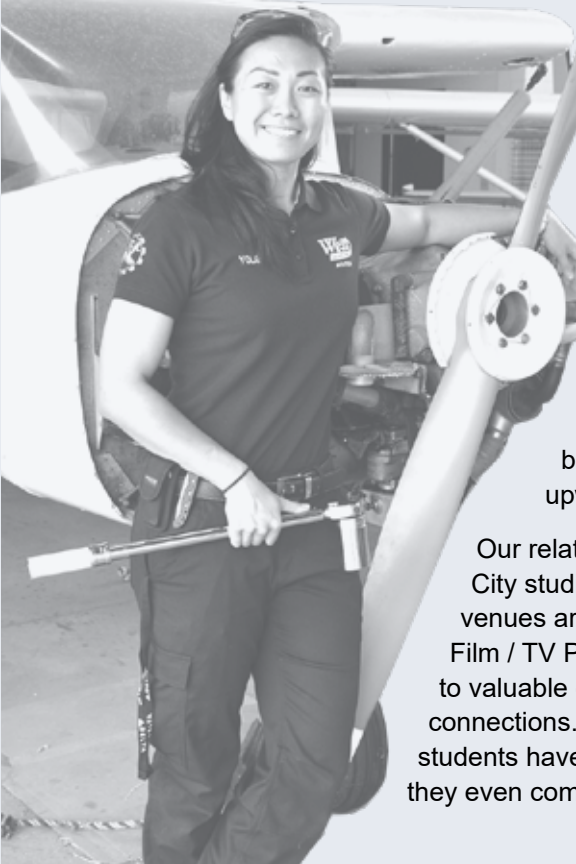
COLLEGE & CAREER DIVISION

Learning Center, HLRC Library 1st Floor
(310) 287-4404



*Former President Barack Obama described the Aspen Prize as
"basically the Oscars for great community colleges."
learn more at WLAC.edu/Media*

HANDS ON



West offers two unique career programs for students who like working with their hands but want a living wage and upward mobility.

Our relationships with local Culver City studios and entertainment venues around Los Angeles give our Film / TV Production students access to valuable experience and personal connections. Our aviation maintenance students have been recruited before they even complete the program.

Aviation Tech ASSOCIATE DEGREE OR CERTIFICATE
avg. annual salary \$77,300 BLS.gov

Film / TV Production Crafts CERTIFICATE
typical salary \$33,000 - \$62,500 ZipRecruiter

To learn more visit **WLAC.edu/Career-Ed**



BUSINESS

The Business program at West prepares students to enter careers in a wide variety of industries, to move up on the job, to run their own businesses, and/or to advance to a university program as a Junior through the Associate Degree for Transfer.

Business courses and degree programs are offered in the classroom, online and in an 8-week format.

- Accounting
- Business Administration
- Hospitality
- Marketing
- Real Estate
- Small Business Management

Warner Bros Sr. Financial Analyst and Alumnus

“Having an education has changed my life. It opened doors to places where I never imagined I could work. Not only that, the knowledge that I gained has made me a better person and helped me make better financial and life choices.”

quick start

Administrative Asst.

5 CLASS CERTIFICATE

Get the competitive edge in pursuing administrative and executive assistant positions through our **3-month certificate program**. Classes cover maintaining a filing system, scheduling appointments, professional email and business correspondence, Microsoft and Google suite, etc.





Be the change you want to see happen...

West is preparing the next generation of law enforcement, fire fighting, paramedic, mental health and drug treatment professionals.

Paths to join these essential professions include less than 1 year certificate programs, career Associate Degrees and Associate Degrees for Transfer. Student interested in earning their Bachelor's degree and beyond, can complete the first two years of lower division requirements at West for less online, in-person and full- or part-time.

- ADDICTION STUDIES Certificate & Associate Degree
- ADMINISTRATION OF JUSTICE Associate Degree for Transfer *
- FIRE TECHNOLOGY Certificate & Associate Degree
- PARAMEDICS Certificate & Associate Degree
- PSYCHOLOGY Associate Degree for Transfer *

* These are two of our 24 Associate Degrees for Transfer offered at West. These special degrees provide [guaranteed admission and streamlined transfer to the Cal State Universities](#).

Avg. Salary in Los Angeles
Firefighters.....\$55,080
Paramedic.....\$52,225
Police Officer.....\$68,100

SERVING OTHERS

California is aggressively recruiting Child Care Staff and K-12 Teachers

Typical Salary \$28,000 to \$92,000

Certificates

Designed for people interested in working with pre-school children. Some certificates can be earned in just a few months.

- Child Development
- Administration & Supervision of Early Childhood Programs
- Infant and Toddler Studies
- Preschool Associate Teacher
- Special Needs Children

Associate Degrees for Transfer

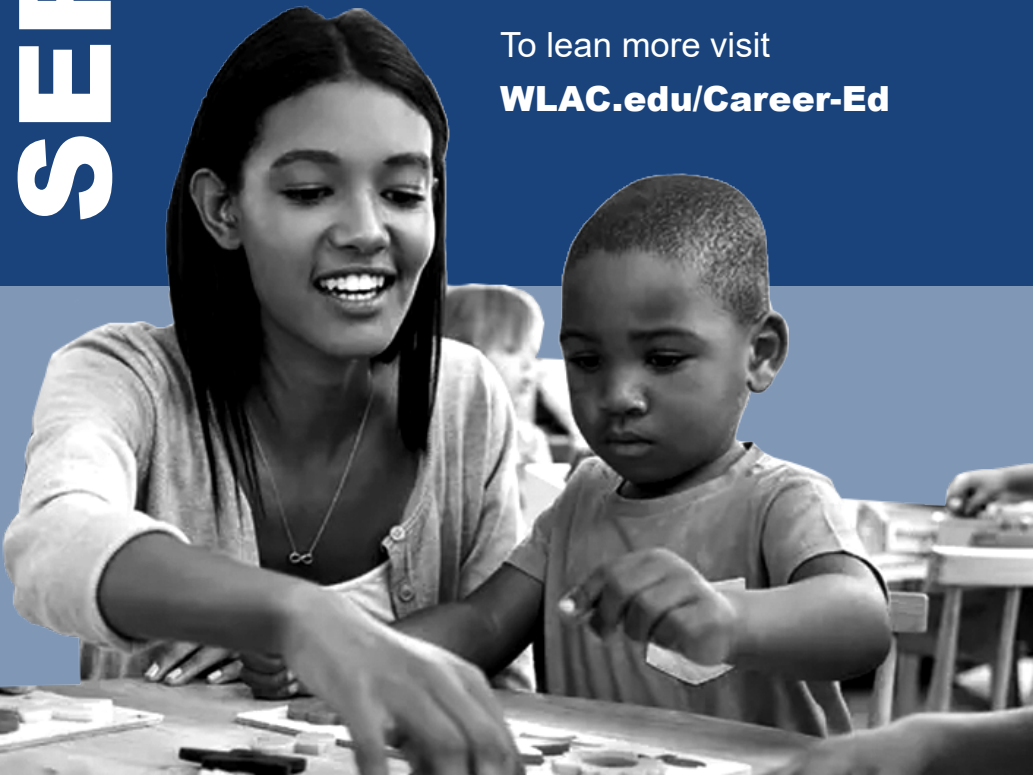
- Early Childhood Education
- Elementary School Teachers

These are two of 24 Associate Degrees for Transfer offered at West. These special degrees provide [guaranteed admission and streamlined transfer to the Cal State Universities](#)

WLAC.edu/Academic/Associate-Degree-for-Transfer.aspx

To learn more visit

WLAC.edu/Career-Ed



Prepare for Industry Certifications

Amazon Web Services (AWS)

Microsoft Network

Cisco Network

CompTIA A+, Network+,
Security+, Linux+

Apple and Linux
Administration

Oracle and
Microsoft Database



TECHNOLOGY

To learn more visit

WLAC.edu/Career-Ed

Part-time & Online Paths Offered

ETL Developer & Alumna Allison Bennett

*“I saved probably \$40,000 by going to
West LA College before transferring to UC Irvine.
On the other side, you can make a lot of money.”*

engineers start here

At West, future engineers can complete lower division Bachelor degree requirements for less before transferring to a university as a junior. And, they can gain experience in classes like Introduction to Science, Engineering & Technology (ENG GEN 101)

typical earnings \$66,500 - \$163.300 salary.com

Certificate Programs 3 to 12 MONTH PROGRAMS

- Business Application & Database Management
- Computer Network & Security Management
- Computer Science Information Technology
- Mobile Application Development
- Network & Information System Security
- Web Support & Administration

Associate Degrees 2 YEAR PROGRAMS

- Engineering
- Computer Network & Security Management
- Computer Science Information Technology
- Computer Web Support & Database Administration

- **Computer Science - Associate Degree for Transfer**

This is one of 24 Associate Degrees for Transfer offered at West.

These special degrees provide [guaranteed admission and streamlined transfer to the Cal State Universities](#)

WLAC.edu/Academic/Associate-Degree-for-Transfer.aspx

Network Engineer & Alumnus Darrin Taylor

“Even if you don’t want to get a degree, West has certification tracks that can get you off the ground running and you can get a job in a few months.”

quick start

Lab Technician

1 YEAR PROGRAM

In the LA region, entry level pay rates for biotechnology jobs range from \$17 to \$19 per hour. With more experience and education, your hourly wage could go as high as \$30 per hour!

Industries who need biotech include:
scientific research, health
care, manufacturing,
quality control and more





Bachelor of Science - Dental Hygiene

4 YEARS

Through our partnership with West Coast Dental, students get paid while they train and have an opportunity to get hired once they complete the program.

nearly \$110,000
is the average salary of
Dental Hygienist in California
and West is the only Los Angeles
community college to offer a
Bachelor's Degree in this discipline



**complete
university
requirements
for less**

Before transferring to UCLA as a junior and Pre-Med student, Umar Rahman saved thousands of dollars by completing lower division classes at West.

HEALTH CARE

Be ready to work in
3 months to 2 years
earning between
\$35,000 to \$52,500 per year

Certificates & Associate Degrees

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