

VWT-275: WINERY COMPLIANCE AND RECORDKEEPING

Effective Term

Fall 2025

CC Approval

02/07/2025

AS Approval

02/13/2025

BOT Approval

02/20/2025

COCI Approval

05/15/2025

SECTION A - Course Data Elements

CB04 Credit Status

Credit - Degree Applicable

Discipline

Minimum Qualifications	And/Or
Agricultural Business and Related Services (Any Degree and Professional Experience)	

Subject Code

VWT - Viticulture and Winery Technology

Course Number

275

Department

Viticulture and Winery Technology (VWT)

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Winery Compliance and Recordkeeping

Short Title

Winery Compl & Recordkeeping

CB03 TOP Code

0104.00 - *Viticulture, Enology, and Wine Business

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

B - Advanced Occupational

Rationale

This is an update to an existing Viticulture and Enology course

SECTION B - Course Description

Catalog Course Description

This course provides an introduction to federal, state and county laws and regulations for California wineries. Topics include: bonded winery establishment; winery operations recordkeeping; label compliance; government reporting.

SECTION C - Conditions on Enrollment**Open Entry/Open Exit**

No

Repeatability

Not Repeatable

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites**SECTION D - Course Standards****Is this course variable unit?**

No

Units

1.00

Lecture Hours

18.00

Outside of Class Hours

36

Total Contact Hours

18

Total Student Hours

54

Distance Education Approval**Is this course offered through Distance Education?**

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent

SECTION E - Course Content**Student Learning Outcomes**

Upon satisfactory completion of the course, students will be able to:

1. Explain applicable federal, state and local regulations for wineries.
2. Demonstrate skills required in the workplace.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Propose the establishment of a bonded winemaking facility.
2. Arrange to acquire the required permits for a bonded winemaking facility.
3. Create a system of winery operations record keeping.
4. Describe the use of software to facilitate compliance.

5. Demonstrate knowledge of the required elements for wine labeling.
6. Propose a wine label and seek approval.
7. Prepare monthly reports of winery operations.
8. Arrange for payment of excise tax.
9. Set up a licensing arrangement with the California Alcoholic Beverage Control board.
10. Prepare and submit State of California Board of Equalization quarterly reports and pay state tax.
11. Explain winery safety and sanitation regulations.
12. Explain regulations around common winery chemicals including ozone and sulfur dioxide.
13. Arrange for compliance with county regulations.

Course Content

1. Establishment of a bonded winemaking facility
2. Acquisition of required permits for a bonded winemaking facility
3. Winery operations record keeping
4. Software available to aid in compliance
5. Required elements for wine labels
6. Label approval process
7. Monthly report of winery operations
8. Payment of excise tax
9. State of California Alcoholic Beverage Control board (ABC) licensing
10. State of California Board of Equalization quarterly reports and payment of state tax
11. County-level regulations
12. Winery safety and sanitation regulations
13. Reporting regulated winery chemicals
14. Compliance with county regulations
15. Shipping regulation variance

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Discussion	Discussion of ways to comply with labelling requirements.
Lecture	Lecture on maintaining Alcoholic Beverage Control Board licenses.

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Essays/Papers	A term paper in which the student describes the acquisition of a bond for a bonded winemaking facility. A term paper in which the student describes compliance with wine labelling regulations.
Exams/Tests	Exam question regarding the requirements for monthly reports.

Assignments

Reading Assignments

Assigned reading from the class textbook (example: "Establishment of Winemaking Premises" from "Title 27" laws and regulations).

Assigned reading from class handouts (example: "Basic Mandatory Wine Label Requirements").

Writing Assignments

Writing:

Essay or short paper (example: a short-term paper in which the student describes the acquisition of a bond for a bonded winemaking facility).

Essay or short paper (example: a short-term paper in which the student describes compliance with wine labelling regulations).

Other Assignments

Scavenger hunt answering specific questions from the TTB's Wine Labeling website

SECTION F - Textbooks and Instructional Materials

Material Type

Manual

Author

United States TTB

Title

Beverage Alcohol Manual (BAM) for Wine

Publisher

United States TTB

Year

2018

Course Codes (Admin Only)

ASSIST Update

No

CB00 State ID

CCC000456225

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No