

**Napa Valley College
Administration of Justice**

911 Dispatcher Certificate of Achievement (21-22 Units)

Napa Valley College awards a "Certificate of Achievement" to all candidates who have completed the following with a grade of "C" or above:

21 Units Required

Required Core Courses (10-11 Units):

CJT 296 Public Safety Dispatchers' Basic Course (4-5 units)	ADMJ 123 Intro. To Community Policing (3 units)
ADMJ 120 Intro. To Criminal Justice System (3 units)	_____

Select 3 Units From The Following Courses:

CISA 110 Intro. to Microcomputers (3 units)	CISA 170A Keyboarding 1/Pt. 1 (1 unit)
CISA 160 Database Systems (3 units)	CISA 186 Beg. Word Processing (2 units)
CISA 165 Spreadsheets (3 units)	_____

And 6 Units From The Following Courses:

ADMJ 121 Intro. to Criminal Law (3 units)	CJT 302 Criminal Justice Skills & Knowledge Modules (0.5 – 5 units)
ADMJ 122 Intro. to Criminal Procedures (3 units)	_____

And 2 Units of Physical Education:

PHYE
(2 units) _____

If you feel that you are qualified, you must complete this application and submit it to the Criminal Justice Training Center Administration Office. Once your grades have been verified by the Office of Admissions and Records, your certificate will be prepared and mailed to you. Depending on when you submit this application, it could take up to one full semester to process. **Note:** If a course is used from another college to meet a program requirement, that transcript must be on file in the Admissions and Records Office and evaluated by the evaluation technician before the certificate is awarded.

Name _____ NVC Student ID # _____
First Name, Middle Name, Last Name

Address _____
Street Number and Street Name City State Zip Code

Day Telephone _____ Dates of Attendance _____

Signature _____ Date _____

For Office Use Only - Transcript Verification:

By: _____ Date: _____

Updated: Fall 2014

*Administration of Justice (Criminal Justice Training Center)
911 Dispatcher Certificate of Achievement, 21-22 Units (Public Safety Dispatcher)
Posted: 14/15*