

# Bartender Express

## SCHOOL CATALOG

### Bartending & Mixology



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# STUDENT NOTES

## **ADMINISTRATIVE STAFF & FACULTY**

Director

Sharris Henry

Administrator

Brittany Freeman

Instructor

Marsha Brown

### **FACULTY:**

All faculty members are experienced in their field of training. All faculty members are licensed in states requiring licensing by the appropriate licensing authority.

### **DISCLAIMER:**

The student should be aware that some information in the catalog might change. It is recommended that students considering enrolling in the school check with the schools web site ([www.BartendersExpress.net](http://www.BartendersExpress.net)) or the school Director to determine if there has been any change from the information provided in the catalog. Any changes made to this or any subsequent catalogs are documented with the Georgia State Board of Post-secondary Education within ten days of the change.

### **EQUAL OPPORTUNITY POLICY:**

Bartender Express are committed to a policy of equal opportunity and does not discriminate on the basis of age, sex, race, color, creed, national origin or disability in the administration of educational and admission policies, scholarships, employment practices or school administered programs. Any harassment by students or staff based on discrimination is strictly forbidden.

### **EDUCATIONAL PHILOSOPHY:**

THE FACULTY AND ADMINISTRATION OF ABC BARTENDING SCHOOLS ARE DEDICATED TO PROVIDING A MEANINGFUL EDUCATION TO INDIVIDUALS WHO SEEK SUCCESS IN THE FIELD OF BARTENDING. THE PROGRAM IS DESIGNED TO GIVE STUDENTS THE KNOWLEDGE, SKILLS AND TECHNIQUES NEEDED TO BE A PROFESSIONAL, COMPETENT AND CONFIDENT BARTENDER OR BARMAID.

### **PROGRAM OF TRAINING:**

Bartending and Mixology, textbooks and starter kit are included as part of the cost of tuition.

# **BARTENDERS EXPRESS**

## **LEGAL CONTROL:**

The school, Bartenders Express, are wholly owned and operated by Sharris Henry and Brittany Freeman Bartenders Express LLC, Inc. of Atlanta, GA.

## **LICENSING:**

Bartenders Express is licensed by the State board of Nonpublic Career Education

## **FACILITIES:**

Each school has a classroom set-up as an actual lounge. They are equipped with bars, back bars, stools, sinks, post guns, glasses, mixing equipment, bottles, reference books, cutting boards, knives and other bar outfitting. Bartenders Express provides each student with personalized, individual instruction important in learning the techniques of bartending.

## **SCHOOL HOURS AND CLASS SESSIONS:**

Bartenders Express is open Monday thru Thursday from 10:00 A.M. to 9:00 P.M.

## **CLASS SIZE:**

2 Teacher to 15 students

## **ADMISSION REQUIREMENTS AND PROCEDURES:**

Bartenders Express maintains an open-door policy with regard to admissions. The school reserves the right to require an interview with the applicant prior to acceptance. Bartenders Express accepts students without regard to race, religion, sex, or national origin. All applicants must be 18 years old and have command of the English language. A high School Diploma or GED is not required.

## **TRANSFER CREDIT/ ADVANCED STANDING**

The school does not give advanced standing or credit for previous training.

## **TERMS:**

The school reserves the right to make such changes in regulations, curriculum, and charges as it deems necessary without previous notice and with the approval of the appropriate licensing agency.

## **ATTENDANCE:**

Students are expected to be in class for the prescribed number of hours for which they have enrolled. Due to the short number of hours of the program any absences would be detrimental to accomplishing the objectives of the program. We strongly recommend that students are present for the entire program. Excessive lateness and leaving early will be counted as absences. Keeping good attendance in school will benefit you both in your training and employment.

## **TARDINESS:**

Lateness to class disrupts the learning process, is unfair to the instructor and those students who arrive on time, and would not be tolerated. All students who are ten minutes late or more for class or leave ten minutes prior to marked absent for that hour. Students demonstrating a pattern of lateness will be asked to discuss this situation with their instructor in an effort to solve this problem. Continued lateness may result in the student's probation or suspension.

## **EARLY DISMISSAL:**

Any student desiring early dismissal from class must have a valid reason. Early dismissal from class is granted at the sole discretion of the school's management staff.

## **MAKE-UP WORK**

Classroom work missed because of absence can be made up through arrangements with your instructor's. Make-up work, however does not remove an absence. Absences exceeding 5% of instructional hours must be made up in supervised work, documented by faculty, in order for the student to receive credit. Otherwise, his or her graduation date will be extended by the number of hours missed. Attendance at make-up sessions will be permanently recorded in an attendance register maintained by the instructor.

## **LEAVE OF ABSENCE:**

Only one leave of absence may be granted to a student in any 12-month period. All requests for a leave of absence should be addressed to the school Administrator. There are no additional tuition charges to a student who returns from an approved leave of absence within the prescribed time.

## **WITHDRAWAL & DISMISSAL:**

The school reserves the right to terminate a student for the following reasons:

- Unsatisfactory progress, attendance or behavior
- Noncompliance with rules & regulations of the institution
- Tuition Delinquency

In such an event, Bartender Express will inform the student in writing of the effective date of expulsion. Tuition that results in overpayment will be refunded within 30 days. If a student withdraws before a module ends without appropriate documentation, then all work done during that module is lost. Course credit and grades are given only for completed modules.

## **APPEAL PROGRESS:**

Any student who wishes to appeal a decision of administration must do so in writing. The written appeal must be made within five days and addresses to the School Administrator

## **RE-ENTRY:**

Student will be permitted to re-enter at the discretion of School Administrator and after a review of their academic records.

## **ORIENTATION:**

Orientation will be given to all new students. The purpose of the orientation is acquainting the goals of the school, its rules, regulations the objectives of the course study.

## **HOUSING:**

The school does not provide housing

## **PLACEMENT:**

Our placement service provides assistance at the time of graduation. However, while placement service may be provided, it is understood that the school cannot promise nor guarantee employment to any student to any student or its graduates.

## **TRANSCRIPTS:**

Students requesting a transcript must do so in writing. There is no fee for the first transcript, additional transcripts can be sent for a fee of \$5.00. Please send a self-addressed, stamped envelope with any request for a transcript. The school reserves the right to withhold a transcript if the student's financial account is in the arrears.

## **TUTORIAL SERVICES:**

Tutorial services are available on an individual basis. Any student interested in attending a tutoring session should contact the school administrator to make necessary arrangements.

## **STUDENT CONDUCT DRESS AND RESPONSIBILITIES:**

All students are expected to observe acceptable standards of conduct and to behave in a mature manner. Behavior, dress, attitude, attendance must be consistent with the student's career objectives. Students are required to wear proper attire (bartenders express shirt with jeans). Students are not permitted to wear shorts, torn, dirty or inappropriate clothing. The school prohibits radios, tape recorders or other devices that interfere with the learning environment.

## **GRIEVANCE RESOLUTION PROCEDURES:**

If any student has a complaint, grievance, or dispute it must be submitted to the Program Director in writing within 3 day at the local address on this document. The program director will contact the student to set up a convience time to discuss the matter and will then act upon the complaint, grievance, or dispute, within 10 days of the receipt of the complaint, grievance, dispute. The program director will submit to the student in writing the course of action within 30 days of their meeting. The grievance process should be fully adhered to before attempting any further action.

## **STANDARDS OF ACADEMIC PROGRESS:**

Bartenders Express conducts classes twelve months a year, with the exception of the holiday listed in catalog. The course description section of the catalog gives the length of program. The refund policy is according to the state in which the student takes the Program. Please see the Refund and Cancellation Policy.

Final grades are given and permanently recorded at the end of a program. Every student will be given a Grade Report Card showing the final grade. An average grade of %80 is considered minimum progress of written and practical application examinations at the Bartenders Express. In case of failure, the student will be given eight hours of class time in which they shall prepare to retake the final examination. Any student terminated for unsatisfactory progress will not be accepted for reenrollment.



## GRADING SYSTEM

|                   |                   |    |
|-------------------|-------------------|----|
| GRADE POINT       | 4.0               | A  |
| 90-100            | 3.5               | B+ |
| 85-89             | 3.0               | B  |
| 80-84             | 2.5               | C+ |
| 75-79             | 2.0               | C  |
| 70-79             | <b>GRADE</b>      |    |
| <b>EQUIVALENT</b> | <b>EQUIVALENT</b> |    |
| 65-69             | 1.0               | D  |
| BELOW 65          | FAILING           | F  |

## MAXIMUM PROGRAM LENGTH:

The maximum program length is the maximum time period a student is permitted to complete a program. A student must complete the entire training program in no more than 1.5 times its standard program lengths. Failure complete the program during the allotted time period will result in the student's termination.

## MINIMUM STANDARDS OF ACADEMIC PROGRESS:

A student must meet the following minimum standards of academic achievement to successfully complete the program All students must attain a minimum grade point average of 2.0 grade point average at a standard midpoint of the program. By the end of the maximum program length, the student must have achieved a 3.0 grade point average.

## GRADUATION:

A student must have a cumulative grade point average of at least 3.0, have complete all requirements of the course and satisfied all financial obligations before he or she is eligible to graduate. The school awards a certificate of completion for all courses.

## ENROLLMENT AND START DATES:

New Students may enroll at any time. New classes start at frequent intervals, usually each week. Consult an admission representative for the date of the next starting class.

## **REFUND AND CANCELLATION POLICY:**

Should any applicants/student cancel or be terminated for any reason, all refunds will be made according to the following policy and schedule.

1. All monies will be refunded if the school does not accept the applicant or if the students cancel within 3 business days after signing the Enrollment Agreement and making initial payments. The contract will be considered valid and binding when the student starts the class, even if the start date is within 3 business day period. An applicant not requesting cancellation by his/her specified starting date will be considered a student.
2. Cancellation must be made in person or by certified mail.
3. The termination date for refund computation purposes is the last date of actual attendance by the student, unless earlier written notice is received.
4. All refunds will be made within 30 days of termination or receipt of cancellation notice.
5. If a student should be terminated or request cancellation of the Enrollment Agreement after one of following –
  - a) The third day (3<sup>rd</sup>) business day, but before the first class will result in refund of all monies paid with the exception of the registration fee.
  - b) Students with valid and binding contracts (Enrollment Agreements) who withdraw after scheduled class begins are responsible for full tuitions and waive all right to refund of any monies to paid to date.

## **CURRICULA:**

|               |   |
|---------------|---|
| Program Name  | Bartending  |
| Objective     | To train individuals for entry level position as Bartenders |
| Prerequisite  | None  |
| Course length | 40 hours  |

## **THE SCHOOL OBSERVES THE FOLLOWING HOLIDAYS:**

New Year's Eve  
New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Christmas Eve  
Christmas Day

Any classes scheduled to start on holiday will begin the following day. Instruction missed due to holiday will be made up in a day and times designated by your instructor.

## **PRICE SCHEDULE**

**PROGRAM: BARTENDING & MIXOLOGY 40 Hours**

*Non- Refundable Fee \$100.00*

*Tuition \$299.00*

*Books & Supplies \$0.00*

**Total \$399.00**

## **Course Description:**

### **Introduction to Bartending**

The student is introduced to the world of Bartending Student became familiar with types of Bars, second shift and closing the bar, duties and responsibilities of the Bartended, alcoholic Beverage laws and customer service.

### **Preparing the Bar:**

Student learn how to use the different equipment at Bar, learn the proper glassware for the different drinks and how to prepare the fruit and garnishes and different juices and mixes.

### **Mixology & Bartending**

In this unit the student learns how to prepare and serve the drinks. Students learn various techniques and 150 different recipes.

Different drink recipes.

### **Name Brands**

Student become familiar with the “Name Brands” used in the Liquor Industry, they learn all about dinner drinks and their ingredients, brandies, champagne. Beer and Ale, non-alcoholic drinks and what wines to recommend with meals

### **Monies & Forms:**

Students became familiar with the cost, inventories and controls in running a bar. They are introduced to a variety of forms used by Bartenders, how to work the Cash Registrar and handle the various forms of Tabs and monies. Students also learn the practice of tipping.

### **Private Parties**

The student learned how to set up a bar for private function using a base in this unit the student learns how to set up a bar for a private function using a base of 100 people.

### **Career Development**

Student will learn how to increase their speed at the bar and still maintain accuracy and good customer service. They learn about career opportunities and how to find a job.

## BARTENDING PROGRAM OUTLINE :

### Your Duties and Responsibilities (1 hour):

Our students will learn the primary responsibilities of a bartender to his/her employer.

### Your Bar and its Equipment (2 hours):

Our students will be introduced to the bar and the equipment they will be using in the field.

### Everyday Service Procedure (1 hour):

Students will learn the fundamental dos and don'ts of bartending and how to communicate with their Customers.

### Basis Fundamental Opening Procedures (.5 hours):

Our students will learn how to properly set up a bar.

### Preparing your Garnishes & Mixes (1 hour):

Our students will learn the preparation of lemon, lime and orange garnishes, plus the preparation of different juices and mixes.

### How to handle Cocktail Checks (.5hours):

Students will learn the proper procedure for handling cocktail checks and dining room checks, as well as the use of the cash register.

### Mixology & Lab (25.5 hours):

Our student will be taught 250 drink recipes and will be given the opportunity during lab time to work behind the bar to practice the recipes and techniques so that they become second nature.

### Abbreviations and Measurements (.5 hours)

Symbols, abbreviations and measurements will be encountered.

### Serving the Customer (2 hours)

Our students will learn the do's and don'ts of dealing with their patrons. They will learn how to handle customer problems and the legalities that apply to the Bartending Profession will also be covered.

### Fundamental Closing Procedures (.5 hours)

Our students will learn how to breakdown the bar, as well as closing duties and responsibilities.

### The Liquor Industry (3 hours)

Our students will be acquainted with the definitions, process involving making liquors, wines and beers, and general information pertaining to the industry

### Basis Bar Management (2 hours):

Our students will be given a clearly defined and comprehensive look at making a profit for the success of any bar operation.