

# ***ABC***

## ***BARTENDING SCHOOLS***

### **CATALOG**



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Commission For Independent Education  
2650 Apalachee Parkway, Suite A  
Tallahassee, Florida 32301  
(850) 245-3200**

# ABC BARTENDING SCHOOLS

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## ***Educational Philosophy***

The faculty and administration of ABC Bartending School are dedicated to providing a meaningful education to individuals who seek success in the field of bartending.

This program is designed to give each student the knowledge of the skills and techniques needed to be a professional, competent and confident bartender or barmaid.

### ***Ownership/Governing Body:***

Tony Sylvester's ABC of Bartending, Inc.  
d/b/a/ ABC BARTENDING SCHOOLS

School is Owned and Governed by:

Tony Sylvester  
3419 North Dixie Highway  
Ft. Lauderdale, FL 33334

## ***Administrative Staff & Faculty***

Chief Designated Administrator.....Tony Sylvester  
Admissions.....Barbara Chillemi  
Placement, Instructor, Ft. Laud/WPB.....Brandon Sullivan  
Instructor, Ft. Lauderdale.....Gina Gonzales

Instructor, WPB.....Brian Meola

Admissions/ Placement, Tampa.....Dan Bygden  
Placement, Instructor, Tampa.....Angela Thompson

Administrator, Miami/ Miami Beach.....Mark Drobiarz  
Placement/ Instructor, Miami/ Miami Beach.....Monica Cowen  
Instructor, Miami/ Miami Beach.....Enriche Fuchs  
Instructor, Miami/ Miami Beach.....Lazaro Fidalgo  
Instructor, Miami.....Michael Blanco

Instructor, Placement/Jacksonville.....Dan Gulino

Instructor, Orlando.....Noel Shaw  
Placement, Jacksonville/ Orlando.....Bonnie Oster Shaw

## ***Facilities and Equipment***

The Ft. Lauderdale school occupies 1,000 sq. ft; Miami school 1175 sq. ft Orlando School 950 square ft Jacksonville School 850 sq. ft. Tampa 1200 sq ft and the WPB school 895 sq ft. Each school has a classroom set-up as an actual lounge. They are equipped with bars, back bars, bar stools, sinks, post guns, glasses, mixing equipment, bottles, cash registers, reference books, cutting boards, ice picks, knives and other bar outfitting. The bar contains eight (8) stations allowing a maximum of twelve (12) students per class, providing each student with personalized, individual instruction important in learning the techniques of bartending.

## ***Admission Requirements***

All applicants must be 18 years old and must not have been convicted of a felony. If the applicant has been convicted of a felony, the applicant understands that taking and completing this program will be for his/her own personal use and not for employment purposes. A previous knowledge of bartending or the bartending field is not necessary. After each applicant's review by the director the student will be notified as to his/her acceptance. Once the student has been accepted they will be subject to the school's refund and cancellation policy.

**NO CREDIT WILL BE GIVEN FOR PREVIOUS TRAINING.**

## ***Counseling***

An instructor is available to all students who seek counseling concerning academic problems.

## ***Class Schedule***

Full Time: 40 clock hours in 2 consecutive weeks.

Classes are held Monday through Friday and weekends.

8:00 am to 12:00 noon or 9:00 am to 1:00 pm

12:00 noon to 4:00 pm or 1:00 pm to 5:00 pm

6:00 pm to 10:00 pm

1-week program from 9:00 am to 5:00 pm, Monday through Friday.

Weekends 6 Week Program 9:00 am-12:30 pm Sat & Sunday \*

Private lessons may be set for you at the Instructor's discretion.

Enrollment is accepted during the school's hours of operation or by appointment only.

\*(class offered in relation to demand/min.#of students required)

## ***Progress and Grading***

Students will be graded on a daily basis, based on the following grade schedule:

100-90 =	A
89-79 =	B
78-69 =	C
69-60 =	D

Anyone receiving a grade below 60 will fail and must take the class over again. A permanent set of records for each student will be kept at the school and is available to the student upon request. Every student will be issued a "Certificate of Completion" upon satisfactory fulfillment of all program requirements.

Work Study Program: All Students who enroll in the school are entitled to participate in the school's work-study program by being placed with Advance Hospitality Services Inc. a catering service doing private parties when they are available.

All students will earn between \$10-\$15 per hour clear while working plus tips. To work in the school Work Study Program, you must have black & whites (black shoes, slacks and a white shirt). Please advise your instructor or director if you would like to enter the program upon enrollment.

## ***Attendance and Conduct***

Students' attendance shall be punctual. Students must notify the school in advance of all intended absences. Classes that are passed must be made up with a grade of satisfactory to complete this program. All arrangements will be made by the instructor as to the date and time of making up the work.

The following applies to student absences:

Any two (2) absences without a valid reason result in dismissal. Any two (2) tardies in excess of fifteen (15) minutes constitute one (1) absence.

Any leave of absence must be granted by your instructor or director, with a maximum length of one year.

Students have the right to an appeal by applying to the director in writing within 24 hours of notification of dismissal. One teacher shall be chosen by the student to review the dismissal with the director. If the review is satisfactory, the student must make up all class hours or begin with a new class at the next available session. There will be no extra cost to the student.

All conduct must be in an orderly fashion. Any misconduct, unsatisfactory work progress or poor attendance will result in dismissal.

## ***Appearance***

Our students are required to be neat in appearance. All students are encouraged to maintain a professional attitude at all times and to dress and conduct themselves accordingly. We reserve the right to dismiss any student whose conduct does not conform to our school standards.

## ***Resolving Complaints***

All complaints should be discussed with the school Director. ABC Bartending Schools will make every effort to resolve complaints in a reasonable and timely manner. If the school Director and student fail to reach a reasonable solution, the student may direct grievances to the Commission for Independent Education 2650 Apalachee Parkway, Suite A; Tallahassee, FL 32301 850-245-3200.

## ***Repetition of Subject***

An average grade of 80% is considered minimum progress for written and practical application examinations at our school. In case of failure by any student, the student will be given eight (8) hours of class time in which time they shall prepare to retake the final examination. Any student terminated for unsatisfactory progress will not be accepted for re-enrollment.

**Housing is not provided by, the School**

## ***Refund and Cancellation Policy***

Should any applicant/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 applicant is not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment. Once classes start the three day cancellation is void. 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-.
  - A. The third (3rd) business day, but before the first class will result in a refund of all monies paid, with the exception of the registration fee.
  - B. Entering the program of training, but prior to 50% completion of the program, the tuition charges made by the school to the student shall not exceed 50% of the Cost plus the Registration Fee. The refund will be on a prorated basis on the number of hours completed to the total program hours.
  - C. Completing 50% of the program, student is not entitled to any refund as a matter of right and is obligated for the Total program cost.



## ***Cancellation of Program***

In the event that ABC Bartending School cancels courses present students and pre-registered students will get a full refund of all monies paid.

## ***Termination***

Misconduct, unsatisfactory work progress and/or poor attendance will be grounds for termination by the School prior to completion of the program.

## ***Placement Assistance***

Our school, while it cannot guarantee placement, will provide its students with assistance in finding suitable employment. Placement assistance is available upon satisfactory completion of the course.

## ***Holidays***

There will be no classes on the following holidays:

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

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

## ***Educational Objective***

Our program is designed to train in the art and techniques of Bartending. Upon graduation you will be prepared to fill any position of a bartender or barmaid.

## ***Bartending and Mixology Program Outline***

A clock hour is defined as fifty (50) minutes of instruction per hour.

### **A-1, Lesson 1**

1. Bar and its Equipment (2 hour): Our students will be introduced to the bar and the equipment they will be using in the field.

### **A-2, Lesson 2**

2. Everyday Service Procedures (2 hours): Our students will learn the fundamental dos and don'ts of bartending and how to communicate with their customers.

### **A-3, Lesson 3**

3. Fundamental Opening Procedures (2 hours): Our students will learn how to properly set up a bar.

### **A-4, Lesson 4**

4. How to Handle Cocktail Checks (1 hour): Students will learn the proper procedures for handling cocktail checks and dining room checks, as well as the use of the cash register

### **A-4, Lesson 4 cont.**

5. Abbreviations and Measurements (1Hour): Symbols, abbreviations and measurements will be encountered

### **A-5, Lesson 5**

6. Serving the Customer (2Hours): 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

### **A-6, Lesson 6**

Basic Bar Management (1Hour): Our students will be given a clearly defined comprehensive look for making a profit for the success of any bar operation.

### **A-7, Lesson 7**

8. Duties and Responsibilities (2 hours): Our students will learn the primary responsibilities of a bartender to his/her employer.

### **A-8, Lesson 8**

9. Liquor Industry (2Hours): Our students will be acquainted with the definitions, processes involved in making liquors, beers and wines and general information pertaining to the industry.

### **A-9, Lesson 9**

10. Preparing Juices (1 hour): Our students will learn the preparation of different juices and mixes

### **A-10, Lesson 10**

11. Preparing Your Garnishes (1 hour): Our students will learn the preparation of lemon, lime and orange garnishes, plus some others.

### **LAB**

12. Mixology and Bartending (22 hours): Our students will be taught 150 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.

The school operates on a seven (7) day workweek.