

# Ace Bartending Academy



## School Catalog

*For State of Nevada Operations Only*

***Effective January 1, 2017***

**4079 N Rancho Dr Ste 170  
Las Vegas NV 89130  
702-450-8800**

*Published by LVPA, Inc. d/b/a Ace Bartending Academy*

**[www.AceBartending.com](http://www.AceBartending.com)**

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## **WELCOME**

The staff at Ace Bartending Academy would like to welcome you to our school and to the exciting field of bartending! This school catalog details our school's policies and was designed to inform, protect, and prepare you for the time you spend at our school and onward in your new career. Should you have any questions about our school or bartending in general, do not hesitate to ask us. Congratulations on your new career move!

## **ABOUT OUR SCHOOL**

### **Our Purpose**

We exist to help our students achieve their goal of a new career choice by understanding their individual needs and delivering quality education.

### **Our Mission**

To be the premier provider of bartending education by offering quality instruction provided by qualified and experienced instructors, in an environment that stimulates learning and knowledge retention. Our bartending program provides students with the skills necessary to obtain gainful employment in the bartending field.

### **Location**

Our physical address is: 4079 N Rancho Dr Ste 170, Las Vegas, NV 89130. This is just south of the Rancho/Craig intersection behind the Timbers Bar.

Our mailing address is: 2251 N Rampart Blvd Box 393, Las Vegas, NV 89128.

### **Telephone**

The direct telephone number to the school is: 702-450-8800

### **Our Classrooms**

Our classroom is a reflection of the commitment our school has to our students. The classroom was designed to mimic an actual bar and lounge. The classroom is 850 square feet and provides adequate chairs and tables for students. The classroom is equipped with a fully functioning bar (including beverage dispensers, glasses, liquor bottles, garnishes, and cutlery). The equipment used in the classroom is restaurant grade. A restroom is available for students.

### **Operating Hours**

School staff is available to answer telephone calls Monday – Friday 8am – 6pm and Saturdays 10am – 3pm. Walk-ins are available by appointment.

The school will be closed, and no class given, on the following holidays:

Dec 24, 25, 26, 31

Jan 1

All Federal and State holidays

### **Licensure**

The school is licensed by the Nevada Commission on Postsecondary Education.

### **Faculty & Ownership**

The school is owned by LVPA, Inc. The instructor for the bartending course is: Don Butner.

# GENERAL POLICIES

## **Tobacco & Alcohol Policy**

Smoking/chewing tobacco products are strictly prohibited inside of the school building. Students may use tobacco while physically outside of the school building. Students are required to dispose of cigarettes appropriately and not litter the grounds.

## **Alcohol Policy**

Students are forbidden to consume alcohol on the school premises. Students who arrive to school intoxicated will be expelled.

## **Mobile Telephone Policy**

Due to the level of distraction they cause, students are not permitted to use mobile telephones while in the classroom. Telephones must be completely turned off at all times. Students who use mobile communication devices will be asked to leave the classroom.

## **Food & Drink Policy**

Our school takes pride in having a clean facility. Therefore, we do not permit students to bring food or open drink containers into the classroom. Bottled drinks are permitted.

## **Admissions Policy & Requirements**

In order to enroll for any course a student:

- Must be 21 years of age.
- Must be a US citizen or resident alien with a valid social security number.
- Must be proficient in the English language.
- Must have full use of their arms and be able to stand for a minimum of 3 hours.
- Must pay the tuition amount on or before the start date of their course.

## **Financial Aid/Financing**

The school does not offer financial aid or financing.

## **Tuition**

The tuition for the bartending course is \$499. The tuition can be paid by cash, money order, or credit card. Personal checks are not accepted. Discounts and coupons may be offered occasionally for the full bartending or introductory bartending course. Students will pay the lowest advertised tuition.

## **Job Placement Assistance**

The school will assist students in finding gainful employment in the bartending field upon graduation. Students will be alerted verbally as to what employment opportunities exist within a 60 mile radius of the school. These employment opportunities will also be posted on the 'jobs board' in the classroom. Students may also voluntarily register their email address with the school's list serv; every Friday the list of employment opportunities will be emailed to graduates. While the school will work diligently on assisting students find employment, we cannot guarantee employment or specify future monetary income amounts. The job placement assistance program is offered as a free-of-charge, complimentary service to students.

## **Re-Enrollment**

A student who withdraws from the program due to an emergency situation may re-enroll at no additional cost to complete the program at a future date. Re-enrollment requires approval from the school Administrator.

## STUDENT CONDUCT

### **Anti-Harassment**

Students have the right to enjoy their learning experience in an environment free from harassment. If students feel they are being harassed by other students, this matter should be brought to the attention of their instructor or the school's Administrator.

Students found to be engaging in the harassment of other students or school faculty will be expelled.

### **Anti-Discrimination**

The school will not discriminate against students based on their nationality, age, race, color, creed, familial status, disabilities, gender, or sexual orientation.

### **Anti-Violence**

Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. The school does not permit weapons in the classroom, including knives and firearms. Students with firearm permits are not permitted to carry their firearms while in the classroom.

Students found to be carrying weapons in the classroom, or students making verbal threats against other students or faculty will be expelled.

### **Student Behavior**

Students are expected to act appropriately while in the classroom. Appropriate behavior means using social manners, respect for instructors and other students, respect for school property and remaining quiet while in the classroom.

**Inappropriate behavior consists of:** violating any policy contained in the school catalog, harassment/annoyance of other students or faculty, destruction of school property, not remaining quiet during class, habitual cell phone use, engaging in criminal activity while on the school premises, cheating on exams, using obscene/derogatory language, verbal or physical fighting, arguing with school staff, not following directions of school staff, financially profiting from any type of transaction with other students, or any other behavior school staff deems detrimental to the overall learning environment.

## PROGRAM INFORMATION & OUTLINE

### **Program Title**

Bartending

### **Program Length**

30 hours

### **Program Description**

The bartending program educates students in both theory and practical experiences which will prepare them for employment in the professional bartending field. Students will receive a thorough education which includes mixology (approximately 200 drinks), health & safety, shift set up, bartender tools, terminology, garnishes, and glassware. The program is aimed at ensuring students develop characteristics needed to succeed in the bartending profession.

## **Program Goals**

- Education using theory and practical experiences in all areas of bartending that will enable students to obtain gainful employment as a bartender.
- Development of customer service, communication, employer, and co-worker communication skills.
- Instill knowledge of entry-level skills required of an employee in a bar, lounge, or restaurant.
- Preparation of students to pass the school's final written and performance exam.

## **Course Text Book**

The text book used in the bartending course is titled *Ace Bartending Student Bartending Guide* (published January 1<sup>st</sup> 2013). Each student who enrolls in the program is given one copy included with their tuition.

## **Course Dates & Schedule & Attendance**

A new bartending course starts each Monday.

Day class is M-F 10am-1pm; Night class is M-F 6:30pm-9:30pm.

One clock hour is defined as 50 minutes of class time and 10 minutes of break time.

Students must attend for the full 30 hours to receive their certificate. Absences of any kind are defined as student not being present in the classroom. Students must make up absences to obtain their certificate.

## **Credits Earned from Other Schools / Transfer of Credits**

Credits earned from other schools are not accepted by Ace Bartending Academy.

## **Final Exam**

Students will be required to complete a performance evaluation exam at the end of the program. The exam will be comprised of both a written test and a performance test. Students will have to score a 75% on each test to pass.

## **PROGRAM DESCRIPTION**

The program titles indicate courses that make up the entire program. Courses titled "BAR" are lecture format and are taught sequentially as listed below. Course titled "LAB" are hands on training.

**BAR-1** – (1hr) Overview of Bartending Business – Students will learn key terminology used in the bartending field, a general overview of sports bars/local taverns/Indian casinos, and job application.

**BAR-2** – (2hrs) Distilled Beverages – Students will learn the differences of spirits/wines/beers, their history and production methods.

**BAR-3** – (1.5hrs) Garnishes – Students will learn how to cut fruit, the terminology of garnishes, and appropriate garnish-drink matching.

**BAR-4** – (2hrs) Micromanagement of the Bar – Students will learn sidework, bartender's tools and equipment, the areas that make up the bar, and the different types of glassware used.

**BAR-5** – (1.5hrs) Bartender Etiquette – Students will learn customer service skills and coworker interaction.

**BAR-6** – (2hrs) Calling Orders – Students will learn the appropriate sequential calling orders of drinks when working with cocktail waitresses, how to properly serve wine, and the brand names of liquors.

**LAB** – (20hrs) Students will practice pouring drinks while acting in the capacity of a bartender at our fully functional classroom bar.

## Refunds

- This is the refund policy that applies to the tuition money you paid for your course.
- This refund policy is in compliance with Nevada Revised Statute chapter 394.449 (this is the law that stipulates how refunds are to be paid to students enrolled in vocational schools in Nevada).
- In order to obtain a refund, you must make a written course withdraw on the school's official withdraw form. If you fail to attend class without notifying the school, you are considered withdrawn.
- A refund due will be paid to you within 15 calendar days of withdraw. Refunds will be in the form of a credit to your credit card or a company check. No cash refunds will be given.
- Withdraw date = date you notify school in writing of your intent to withdraw.

### DETERMINING REFUND AMOUNT

If the school fails to provide the course for which you have paid, you will receive a 100% refund. *Example: you paid \$400 for the course. The school cancels the course. You will receive a \$400 refund.*

If you withdraw, are expelled, or fail to appear for the course before 18 hours of class time has elapsed from your start date, you will receive a refund minus a 10% penalty fee AND minus an hourly prorated fee. Time is measured from start date through to withdraw date, regardless of in-between absences. *Example: you paid \$400 for the course and withdraw after 9 hours of class time has elapsed from your start date. There are 30 total class hours which equal \$13 per hour. You will receive a \$243 refund ( $\$400 \times 10\% = \$40$  |  $\$13 \times 9 \text{ hours} = \$117$  |  $\$400 - \$40 - \$117 = \$243$ ).*

If you withdraw, are expelled, or fail to appear for the course after 18 hours of class time has elapsed from your start date, you will not be due a refund.

## **Safety & Security**

- Students should park their cars as close to the classroom building as possible.
- Students should walk out to their cars in groups.
- Female students should never walk to their cars alone.
- If students see suspicious activity, they should alert faculty immediately.
- The Police Dept can be summoned by calling “911”.

## **Fire Emergency**

- If smoke or fire is detected, alert faculty immediately.
- Do not try to extinguish a fire; exit the building immediately.
- Only after you are safely out of the building, summon the Fire Dept by calling “911”.
- Make sure other students who are in the restroom or office are alerted to the emergency situation.