

# Ace Bartending Academy



## School Catalog

For State of Florida Operations Only

Effective January 1, 2010

VOLUME 2

### MIAMI

3900 NW 79<sup>th</sup> Ave Suite 445  
Doral, FL 33166  
305-718-8680

### ORLANDO

4761 S Orange Ave  
Edgewood, FL 32806  
407-214-5874

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

# Table of Contents

School Purpose & Mission.....	3
Contact Information.....	3
Operating Hours.....	3
Licensure.....	4
Tobacco & Alcohol Policy.....	4
Mobile Telephone Policy.....	4
Food & Drink Policy.....	4
Admissions Policy & Requirements.....	4
Financial Aid.....	4
Tuition.....	4
Job Placement Assistance.....	4
Faculty.....	4
Student Conduct.....	5
Student Complaint Procedure.....	5
School Library.....	5
Counseling for Students.....	5
Re-Enrollment by Students.....	5
Student Services.....	5
Cancellation of Program by School.....	5
Credits Earned from other Schools.....	7
Class Dates & Schedule.....	6
Program.....	6
Program Outline.....	6
Grading / Standards of Progress.....	7
Diploma Issuance.....	7
Refund Policy.....	8
Safety & Security / Fire Emergency.....	9

## 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**

Ace Bartending Academy has two locations in Florida (the greater Miami and Orlando areas). Our physical address in the Miami area is 3900 NW 79<sup>th</sup> Ave Suite 445, Doral, FL 33166. Our physical address in the Orlando area is 4761 S Orange Ave, Edgewood, FL 32806.

### **Telephone**

The direct telephone number to the school is:

Miami: 305-718-8680

Orlando: 407-214-5874

### **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 Miami classroom is 800 square feet / the Orlando classroom is 650 square feet and provide adequate chairs and tables for students. The classrooms are 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:

Thanksgiving (3<sup>rd</sup> Thursday in Nov)  
Christmas (Dec 25)                      New Years (Jan 1)

## **Licensure**

Ace Bartending Academy is licensed by the Commission for Independent Education, Florida Department of Education.

Additional information regarding this institution may be obtained by contacting the Commission for Independent Education at: 325 W Gaines St Suite 1414, Tallahassee, Florida 32399-0400 / Toll-free telephone number: 888-224-6684.

## **Faculty**

The instructor for the bartending course is: Danielle Kelleher.

## 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 18 years of age.
- Must be a US citizen or legal 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. However, in an effort to make the tuition easier to pay, students may pay the tuition in two equal installments, payable the first and sixth day of class.

### **Tuition**

The tuition for the bartending course is \$599. The tuition can be paid by cash, money order, or credit card. Personal checks are not accepted.

### **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.

### **Student Complaints**

Students may make complaints about any aspect of the school (including course and faculty) in writing to: Ace Bartending Academy, 2251 N Rampart Blvd Box 393, Las Vegas, NV 89128. The school Administrator will try to resolve the complaint with the student in a timely manner. If the school and student fail to reach an acceptable resolution, the student may contact the Commission for Independent Education at 325 W Gaines St Suite 1414, Tallahassee, FL 32399 or by phone toll free at 888-224-6684.

### **School Library**

A library of bartending related books, drink recipe guides, trade publications, a dictionary, a thesaurus, and employment publications will be available to students. The library consists of bookshelves located inside of the classroom.

### **Counseling**

Students who are in need of counseling with regard to an academic problem may speak in private with their instructor or with the school's Administrator.

### **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. A student who must re-enroll due to failing the course must pay another full tuition.

### **Cancellation of Program by School**

If the school cancels the program for which a student has paid, the student will receive a full refund of all tuition monies paid.

### **Student Services**

The school will provide counseling and job placement assistance to students, however, the school does not guarantee employment.

## **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.

A student acting in a manner deemed inappropriate by the school may be expelled. Inappropriate behavior consists of: violating any policy contained in this catalog, harassment/annoyance of other students or faculty, destruction of school property, not remaining quiet during class, engaging in criminal activity while on the school premises, cheating on exams.

## PROGRAM INFORMATION & OUTLINE

### **Program Title**

Bartending

### **Program Length**

30 hours (10 days Mon-Fri)

### **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> 2009). Each student who enrolls in the program is given one copy included with their tuition.

### **Course Dates & Schedule**

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.

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

Credits earned from other schools are not accepted by Ace Bartending Academy. It is at the sole discretion of another school if credits earned by students at Ace Bartending Academy will be accepted by said school.

### **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.

### **Grading / Standards of Progress**

Students enrolled in the course will be required to pass a final exam by answering 75% of the questions correctly. The final exam will consist of two parts: written and performance. If a student does not pass the final exam, the student will be afforded the chance to re-take the exam two more times. A student who fails the exam three times will be required to re-take the entire course.

A = 90-100  
B = 80-89  
C = 70-79  
D = 50-69  
Failure = 49 & below

### **Diploma**

Upon successful completion of the program, students will be issued a diploma by Ace Bartending Academy. Diplomas will only be issued after students complete all requires hours, subject matter, and pass the final exam.

## **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 property 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

If a student's enrollment is terminated or cancelled for any reason, all refunds will be made according to the following refund schedule. This refund policy is in compliance with Florida Administrative Code 6E-1.0032(i):

1. Cancellation must be made via certified mail, electronic mail, or in person.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment, before the start of class.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first day of class, will result in a refund of all monies paid with the exception of the registration fee.
4. Cancellation after attendance has began, but prior to 40% completion of the program, will result in a pro-rated refund computed by the number of hours completed over the total hours of the program.
5. Cancellation after completion of 40% of the program will result in no refund.
6. Termination Date = the last date of physical class attendance by the student, unless earlier written notice is received by the school.
7. Refunds will be made within 30 days of cancellation date.

## **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.