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## **SCHOOL CATALOG**

**3310 W. Cypress  
Suite 203 – 204  
Tampa, FL 33607  
(813)876-1616**

**School Year 2018 -2019**

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Licensed by:  
Commission for Independent Education  
Florida Department of Education  
Additional information regarding this institution may be obtained by  
Contacting the  
Commission at 325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Toll-free Telephone number 888-224-6684

# SCHOOL ORGANIZATION

## ADMINISTRATION

Joanna Marquez  
Yoranelys Peguero Rossis  
John "Pablo" Foster

School Director  
Assistant School Director  
Placement Coordinator

American Bartending School may be referred to in this Catalog as "ABS" or "School."

### **Institutional Philosophy and Objectives**

The Mixology profession has been flourishing for centuries and is becoming more sophisticated every year. The constant opening of new restaurants, clubs, lounges, bars, and hotels, coupled with the phenomenal increase in the types and variety of mixed drinks being ordered today has dramatically increased the demand for professionally trained, skilled mixologists, both male and female. Owners and managers realize that professionally trained bartenders help assure an efficient operation and customer satisfaction.

The **American Bartending School** is committed to providing a comprehensive, thorough, hands-on training program, using actual working bar equipment, in a realistic bar setting. The program is updated on a regular basis to stay current with new trends, drinks and methods used in the industry. Our graduates are job-ready mixologists with both the skills and confidence to pursue a rewarding career in bartending.

### **History – Ownership – Approvals and Memberships**

American Bartending School is located at 3310 W. Cypress St. Suite #203, Tampa FL 33607, and has been in business since 1978. American Bartending School is owned and a d/b/a of Florida Education, Inc.

### **Licensing (License #549)**

The school has been licensed by the Commission for Independent Education, Florida Department of Education, since 1978.

### **Mission of the School**

Our mission is to provide our students with a quality education on both the art and responsibility of bartending and to prepare our graduates for new career opportunities as a bartender/mixologist. The education they will receive here is heavily employer-driven to assist graduates when seeking employment. We strive to offer students a fun, active, and motivating learning environment.

### **Objective**

**American Bartending School** is a thorough training program, designed to give each student the skills and knowledge for a rewarding career in the bartending industry. Upon successful completion of the

program and meeting all program requirements to include financial obligation the student will be issued a diploma.

### **Description of Facilities**

The **American Bartending School** has 2000 sq. ft. facility, consisting of administrative offices and a classroom with a 45 ft. bar, back bar and a variety of bar-related equipment, a library area is available for students and staff. For a detailed breakdown of equipment please refer to section (Training Facilities and Equipment) under “Programs Offered.”

### **STATEMENT OF NON-DISCRIMINATION**

No person shall be excluded from participation and/or admittance in American Bartending School or be subject to any form of discrimination because of race, color, sex, national origin, religion, age, marital status, sexual orientation, veteran status, or disability.

Applicants should discuss individual needs with the admissions office prior to the registration process so that special arrangements can be made as appropriate.

### **ANTI-HARASSMENT/DISCRIMINATION**

This policy applies to all employees and students. ABS strives to maintain a school and workplace that fosters mutual respect for all employees and students. ABS is committed to and promotes harmonious, productive working relationships and learning environment. Our organization believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of both the employment relationship and the student’s learning relationship with an instructor or any member of the ABS staff. Harassment or unlawful discrimination against individuals on the basis of race, national origin, religion, sex, disability or any other classification protected by state or federal laws is illegal and prohibited by ABS policy. Such conduct by or towards any employee, student, contract worker, vendor or anyone else who does business with ABS will not be tolerated. To the extent an employee, student, vendor or other person with whom ABS interacts with or does business with engages in unlawful harassment or discrimination, ABS will take appropriate corrective action, including but not limited to the appropriate law enforcement authority. There will be no retaliation for reporting in good faith any behavior or conduct that violates this policy.

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

American Bartending School strives to maintain a supportive environment which promotes the learning of all students. American Bartending School is responsible for compliance and providing service and advocacy for students with disabilities in accordance with the Rights Afforded by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. **It is the responsibility of the student to disclose information regarding a disability if accommodations are needed.**

American Bartending School provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them

to participate in the programs and activities of the school. Students who believe they are in need of such accommodations should contact the School Director. Documentation related to students' disabilities presented to the School Director will remain confidential and will not be included in the student's academic file.

Students seeking accommodations from American Bartending School on the basis of a diagnosis of a disability are required to submit documentation to verify eligibility. Documentation of a disability consists of the providing results of current (within the past three years) professional testing, evaluation, medical or other diagnostic documentation that confirms their impairment and contains recommendations for specific accommodations.

Appropriate medical documentation is required by American Bartending School in order to provide suitable and effective accommodation or auxiliary aid for individuals requesting service. Requests that are not supported by proper documentation may not be approved. The cost and responsibility for providing this professional evaluation shall be borne by the student. Students with disabilities who are requesting accommodations should make timely and appropriate disclosures and requests, preferably at least six (6) weeks in advance of the class or activity for which accommodation is requested.

Students may be referred to agencies outside the school to gain medical documentation for services. Once a referral is made, it is the responsibility of the student to complete the steps necessary, including those mentioned below, in order to gain his/her documentation and obtain reasonable accommodations:

1. Choose a certificate, diploma, degree program, or educational service to pursue.
2. Apply to American Bartending School.
3. Once accepted into American Bartending School, it is the student's responsibility to request an appointment to meet with the School Director. The student should bring a recent (within the past three years) medical and/or psychological evaluation stating and describing his/her disability and any classroom accommodations recommended by the doctor. If the student does not have such documentation, the student is encouraged to make the appointment so the student may receive the proper confidential guidance. Current or active students shall follow the same procedures.

Any complaints or concerns regarding this policy should be presented to the School Director.

American Bartending School is responsible for the following:

1. Determining eligibility
2. Identifying appropriate accommodations
3. Notifying faculty via accommodation forms
4. Maintaining confidential records
5. Complying with ADA laws

6. Addressing complaints and/or grievances
7. Supporting faculty and staff as needed
8. Working with students

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **General Policy**

The Family Educational Rights and Privacy Act (the Act) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Act gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high-school level. Students to whom the rights have transferred are called "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

### **Educational Records**

Education records are records maintained by the school that contain information that directly relates to the student. Examples are the student's academic, financial aid, and career services files. Education records may be maintained in electronic format. The only persons authorized to access education records are those with a legitimate administrative or academic interest. Schools are not generally required by FERPA to provide an eligible student with access to academic calendars, program syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

In addition, the following records are exempt from the Act:

- The financial records of the student's parents.
- Information about other students.
- Confidential letters of recommendation to which the student has waived his or her right to inspect.
- Employment records of students who are employed by American Bartending School.



- Records created or received after an individual is no longer a student and which do not directly relate to the individual's attendance as a student at American Bartending School.
- Grades on peer-graded papers not collected and recorded by an instructor.
- Records about students made by, and only accessible to, faculty and administrative personnel.

### **Review of Records**

It is the policy of American Bartending School to periodically review education records to insure that they do not contain information which is misleading, inaccurate or otherwise inappropriate. American Bartending School may destroy records that it determines, in its sole discretion, are no longer useful or pertinent to the student's circumstances, and which ABS is not legally required to maintain.

### **Directory Information**

Directory Information means information contained in an education record of the student that would generally not be considered harmful or an invasion of privacy if disclosed.

Directory Information includes, but is not limited to:

The students name, address(es), telephone number(s), date and place of birth, program in which enrolled, extracurricular activities, credentials, awards and recognition (i.e., honors) received, last school attended, dates of attendance (i.e. enrollment periods, not daily attendance records), and student or user ID number (other than social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity that are known or possessed only by the authorized user.

Directory Information may be unconditionally released without the student's consent, unless the student has specifically requested, in writing, that the information not be released.

## **ADMISSIONS**

### **ADMISSION REQUIREMENTS**

All applicants desiring to pursue an educational program offered by American Bartending School, if accepted, are admitted to the School as regular students. To qualify for acceptance to any program of study at American Bartending School, applicant must meet the following requirements:

- 1) Students must be 18 years of age or older. (While you must be 21 years of age to drink alcohol in the state of Florida, you may legally mix and serve alcoholic beverages at the age 18 *per Fl. Statute 562.13.*)
- 2) Possess the aptitude necessary to perform the bartender training offered.
- 3) Provide a valid driver's license, state ID with photo, or valid passport.
- 4) Complete required Admissions documents.
- 5) The final decision regarding acceptance will be made by the School Director after the submission of all required documents and applicant meeting all minimum requirements stated above. It is important to note that the recommendation of the Admission Advisor is a vital component of the Admissions process and for the application review evaluation of the School Director.

Applicants please note:

### **ADMISSION PROCEDURES**

The admissions policies of ABS were developed to assure that all students have a reasonable expectation of successfully completing their chosen program. Specific prerequisites, if any, are listed in the program description section of this catalog. Prospective students with disability, please refer to the *Statement of Non-Discrimination* and *Students with Self-Disclosed Disabilities* sections in this catalog.

All prospective students must participate in an admissions interview with an Admissions Advisor. This interview will also serve as a career planning session for the prospective student. ABS's career education programs and admissions policies should be explained during this session. Program tuition and fees are provided to all applicants by the Admissions Advisor during the admissions interview.

To enroll at ABS, applicants are required to submit a completed and signed Enrollment Agreement to the admissions office. All students admitted to ABS are required to sign an enrollment agreement, which will not become legally binding unless signed and accepted by the School Director.

Special Note: A person convicted of a felony cannot be employed as a bartender in Florida for a period of five years. Furthermore, a prospective student or student with prior misdemeanor or felony convictions may experience limitations and/or denial employment opportunities.

### **Refund Policy**

A student wishing to officially withdraw should inform the School in writing. Should a student's enrollment be terminated or cancelled for any reason, the School will calculate the Institutional Refund Policy to determine if there is an outstanding balance owed to the School or a credit balance due to the student. All refunds will be determined according to the following schedule:

1. Cancellation must be made either in person or certified mail.
2. All money will be refunded if the applicant cancels within three (3) business days after signing the contract and making initial payment, but before the first class.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all moneys paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund computed by the number of hours completed to the total program hours less the registration and textbook.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within thirty (30) days of termination or receipt of Cancellation Notice.
8. A student can be dismissed at the discretion of the Director for repeated unruly behavior. That is, any behavior that detracts from the learning process of the other students or disturbs the presentation of the instructor.

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

- (1) Cancellations must be made in writing either in person or by certified mail.
- (2) All moneys 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, but before the first class.
- (3) Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all moneys paid, with the exception of the registration fee.
- (4) Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a pro rata refund of the tuition, computed on the number of hours completed to the total program hours.
- (5) Cancellation after completing 40% of the program will result in no refund.
- (6) Termination date. The termination date for refund computation purposes is the last date of actual attendance by the student, unless earlier written notice is received.
- (7) Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
- (8) A student can be dismissed at the discretion of the Director for repeated unruly behavior. That is, any behavior that detracts from the learning process of the other students or disturbs the presentation of the instructor.

## **ACADEMIC INFORMATION**

### **Definition of Clock Hours:**

American Bartending School's program instruction is offered in clock hour. Clock Hour is defined as: A period of 60 minutes with a minimum of 50 minutes of instruction.

### **Academic Schedule**

American Bartending School's classes are offered during different times of the day depending on the time of the year and scheduling preferences of students. The class schedule options are usually Morning, Afternoon, Evening and Weekends. Please check with the Admissions Office should you need to know availability of class sessions.

### **Grading System**

Students are awarded letter grades for programs completed. Grades from the preceding courses are available to each student at the beginning of the new course and become part of the student's permanent record. A "C" is the minimum grade considered satisfactory for course completion. Only the highest grade will be counted when a course has been repeated.

A Student who wishes to challenge a grade must contact the School Director within two weeks of receiving the grade. Student may not challenge grades after the two-week period. ABS records a letter grade for courses taken by students and uses a four-point grading system as follows:

Letter Grade	Numeric Grade	Interpretation	Quality Point	GPA
A	90-100	Excellent	4.0	3.5 – 4.0
B	80-89	Good	3.0	2.5 – 3.49
C	70-79	Fair	2.0	1.5 – 2.49
D	60-69	Poor	1.0	1.0 – 1.49
F	below 59	Failing	0.0	Below – 1.0
I		Incomplete	0.0	Not Computed
W		Withdraw	0.0	Not Computed

#### Incompletes (“I”)

All incompletes (“I”) are temporary in nature and the instructor must approve such work not completed. Therefore, incompletes must be made-up within 90 days or it will become an “F”.

#### Withdrawal (“W”)

Courses from which a student withdraws (“W”) will not be included in the GPA calculation and must be retaken. This will delay the student’s graduation date from a program and the student may incur additional costs. Any student who withdraws from ABS must meet with the School Director in order to complete the necessary paperwork. An official withdrawal will result in a “W” on the student’s academic record. A student who does not withdraw officially from a course or program may receive a grade of “F.”

#### Grade Point Average (GPA)

The grade point average (GPA) is computed by multiplying the grade point value for each course by the clock hours assigned to that course, adding the products and then dividing the amount by the total clock hours carried.

The following is a credit hour example:

Grade			
A	4 Clock Hours x 4.00 Grade Points =	16.0	
C	4 Clock Hours x 2.00 Grade Points =	<u>8.0</u>	
Total	8 Clock Hours		24.0 Grade Points

24 Grade Points divided by 8 Clock Hours = 3.00 GPA

#### Student Withdraw/Termination

Students considering withdrawal should discuss any problems with the School Director or a member of the School’s staff before making that decision. The School is often able to provide assistance that enables students to complete their educational goals and remain in School.

Students who withdraw from a course(s) or a program of study, must notify the School. Students must meet with the School Director and complete a withdrawal form in order to begin the official withdrawal process. An exit interview with the Business Office may also be required and scheduled. During the financial meeting, the student will receive information regarding tuition due, or outstanding debts. Official withdrawal paperwork will be sent to the student via regular US mail or certified mail.

Students who withdraw before completing their program of study or are terminated by ABS will be subject to all the terms and conditions of the Institution’s Refund Policy. Students are responsible for any tuition

or textbook charges incurred by dropping, and if he/she officially withdraws or stops attending all of his/her classes, the student may be required to repay all or part of the financial aid disbursed to him/her at the time of withdrawal/termination.

### **Repeated Courses**

Any failing course grade must be completed prior to graduation. Students repeating a course will be required to pay for the course and must receive written approval from the School Director before attempting the course.

### **Make-Up Work**

Students must follow the class schedule they chose at registration. Students must complete all missed course work to receive appropriate academic credit for course. It is the student's responsibility to assure that any course work missed due to absences or any other reason is completed in an acceptable manner to the instructor. Instructors may offer to make-up one course at his/her discretion. More than one course make-ups will require School Director written approval. Students are encouraged to work closely with their instructors in completing any make-up work or assignment.

### **Certificate**

ABS will award a Certificate to students who fully meet all graduation requirements in their program of study.

### **Academic Transcript**

All transcript requests must be submitted in writing with a written authorization for release of records and submission of the transcript fee (\$10), if applicable. All financial obligations must have been met in order to release an official academic transcript. A graduate may obtain one (1) copy of his/her academic transcript, at no charge, if requested within one (1) year from his/her graduation date. Additional copies or a copy after one (1) year from having graduated can be obtained by paying the transcript fee. All non-graduates, including active students, must also pay transcript fee.

### **Attendance**

In an effort to develop appropriate work ethic, ABS students are expected to attend all class sessions. Absences may result in a lowered achievement rating and an undesirable record. Absences in excess of one (3) courses may be deemed excessive and may result in the following actions:

1. Verbal and/or written warning
2. Retention advising
3. Student performance probation, suspension or termination
4. Ineligible for make-up time/work

Attendance determinations will be made on an individual, case-by-case basis. In the event of an absence, it's the student's responsibility to make arrangements with the instructor to complete any missed work. The instructor will then decide, at his/her discretion, if the student should be permitted to make up missed work. Instructors members may refer students to the Academic Advising at any time.

If a student is ill or an emergency arises, the student must notify his/her instructor as soon as possible. Excused absences may be permitted by instructor. However, an excused absence does not excuse the student from the responsibility of having to make up the coursework missed.

### **Tardiness**

Punctuality is important to being successful in school and in the workplace. Being punctual is an important step towards developing the discipline and excellent work ethic ABS graduates will need. All students are expected to arrive to class on time.

## **SCHOOL RULES AND REGULATIONS**

Students are expected to respect the rules and regulations of the school. Professional behavior, a positive attitude, and courtesy towards instructors, staff, and other students is expected.

### **Performance Probation**

A student may be placed on Performance Probation for any of the following reasons:

1. Unacceptable academic performance.
2. Excessive absenteeism or tardiness.
3. Inappropriate behavior.
4. Not adhering to ABS's rules and regulations.
5. Failing grade for a course

At the end of the performance probationary period, if the student has successfully met the performance probation requirements and satisfied the deficiencies, the student will be removed from performance probation. Conversely, if the student has not successfully met the performance probation requirements and satisfied the deficiencies by the end of the performance probationary period, the performance probationary status or period may be extended or the student will be suspended from the program of study. Students placed on performance probation remain eligible for financial aid.

### **Conduct**

All students are expected and required to conduct themselves in keeping with the highest standards. Any inappropriate behavior that tends to distract other students or disrupt instruction will not be permitted and may result in probation, suspension, and/or dismissal. This includes any conduct that the instructor or administration considers as being disruptive to the educational environment and/or operation of the school. Any form of hazing is strictly prohibited.

### **Grievance Policy**

ABS strives to have an excellent relationship with its students and, as such, we work hard at keeping all student communication open and accessible in order to timely address student needs. It is understood that the health and safety of students and staff are the ABS's primary concern. In the event of extreme cases, it may be necessary for ABS to take immediate disciplinary action. In such cases, ABS's emergency disciplinary procedure constitutes administrative action being followed up with one-on-one meeting with student/staff member or providing timely written notice, and/or reporting to appropriate authorities. In

the event that a student complaint emerges, including complaints pertaining to fair consumer practices, students are expected to resolve such grievances in an appropriate, constructive, and timely manner. It is incumbent upon ABS faculty members to immediately report to the School Director any potential student complaint or potentially necessary disciplinary action. Most student complaints are often resolved through open dialogue with the parties involved. Any student grievance not resolved by the instructor and/or Academic Coordinator must be presented to the School Director for resolution. If, at any time, a student requests to speak to the School Director, such request must be granted without further inquiry. The School Director will meet with the student in an effort to reach a resolution. If the School Director's efforts do not result in a satisfactory resolution to the student, the School Director is to request the student to submit a formal written grievance for final consideration and resolution. A formal grievance can only exist if it is submitted in written form to the School Director. The School Director will respond to a formal grievance, in writing, within five (5) business days. Grievances not resolved at the institutional level may be presented to the licensing and/or accreditation agencies listed in this catalog. For instructions on how to file a complaint against the school, please go to: Florida Department of Education's Commission on Independent Education website at <http://fldoe.org/policy/cie/file-a-complaint.stml>, mailing address 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32399-0400, telephone number (888)224-6684, by fax at (850)245-3238, or email [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org); and/or the Council on Occupational Education, at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, Telephone 880-917-2081, [www.council.org](http://www.council.org).

### **Termination**

A student may be terminated for, but not limited to, failure to meet the policies and procedures of satisfactory academic progress, attendance, poor academic performance, non-payment of tuition, unsatisfactory conduct or violation of any of the rules and regulations stated in this catalog.

### **Weapons Policy**

This policy applies to all employees, students, and visitors. Guns, knives and instrument or devices that may be considered possible weapons are not permitted on the premises of ABS. If this policy is violated, the police may be called and the offender escorted off the school premises. Student and/or employee offenders may be terminated, suspended, or put on probation at the discretion of the administration.

### **Drug and Alcohol Policy**

This policy applies to all employees and students. The School strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on School property (or any site during work or scheduled instruction time), or in connection with any school-sponsored activity. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. Violation of this policy by an employee or student is grounds for disciplinary action, up to and including termination from employment and suspension or expulsion from School. Referral to a rehabilitation facility and/or referral for criminal prosecution may occur where appropriate. Any student or employee selling drugs at the aforementioned properties and/or during scheduled instruction time will be immediately dismissed or terminated from the School and referred to the appropriate legal authority for prosecution.

### **Food and Beverages**

No food or beverages are permitted inside the classrooms, labs or instruction areas. A designated area has been established for students to relax during breaks from academic activities.

**Smoking Areas**

ABS's building is a non-smoking area. Students wishing to smoke may do so in the outdoor designated areas during approved breaks or non-instruction time.

**Dress Code**

Student shall dress in a manner acceptable to employers in their field of study. Students are expected to maintain a neat, professional appearance.

**Graduation Requirements**

In order for a student to be eligible for graduation and receive a Certificate, the student must meet each of the following requirements:

1. Successful completion of all required courses for the program within its maximum time frame;
2. A cumulative grade point average (GPA) of 2.0 or higher; and
3. Fulfill all financial obligations to American Bartending School.

Any student that does not meet any of the above requirements may not receive his/her Certificate.

**Financial Obligations**

Tuition and program fees shall be paid in accordance to the terms delineated on the Enrollment Agreement and/or the institutional loan agreement. Students are encouraged to make an appointment with the Business Office if they experience circumstances that may interfere with prompt payments. Certificates and transcripts will not be issued by ABS unless the student has met all requirements including the satisfaction of all financial obligations.

ABS will address all delinquent accounts first with the student. Depending on the circumstances, all reasonable payment options will be explored. All accounts declared "seriously delinquent" by the Business Office may be referred to a collection agency.

**Career Services**

ABS's desire is to prepare each graduate to the point that they feel very confident when is time to search for employment and seek new career opportunities.

ABS is always looking for the best ways to develop positive relationships with employers in our community that can hire graduates of our programs. ABS's Career Services office works to connect each student with prospective employers through a variety of resources, including networking and referrals. We provide job placement assistance to students such as: Employer targeting, interview preparation, goal setting, job search assistance, and techniques for maintaining long-term employment success.

Assisting graduates in finding employment after graduation is a major goal of our student services. However, such assistance can only be provided in a meaningful manner when total cooperation exists between the graduate and ABS.

Therefore, the student must:

1. Demonstrate personal integrity, adult sense of responsibility, and high ethical standards. ABS assists its graduates in finding employment opportunities with employers in the professions for



which we train, and we will not violate their trust in and respect for our school by recommending a student who does not demonstrate these personal qualifications.

2. Accept the responsibility to “market yourself” effectively to employers and actively cooperate with our placement coordinators.
3. Provide true and accurate background information in the development of a resume and preparation for interviewing.
4. Graduates are strongly urged to keep the Career Services advised of any acceptance of job offer, changes in employment, or personal contact information.

The Career Services personnel can offer advice and meaningful guidance. Employment after graduation cannot be guaranteed. Securing employment is the graduate’s responsibility. Graduates must make independent attempts to secure employment and not rely solely on the Career Services personnel to “place” them in a position.

ABS wants you to find the very best career opportunities. This is why we will use as many resources as possible to assist graduates in securing employment. The training at ABS is designed to prepare students for entry-level employment and no guarantees of jobs or wages are made. **It is important to note that NO guarantee of employment or placement is or can be made by ABS, nor can any such guarantee be made by anyone working for ABS.**

ABS strongly encourages all graduates to take advantage of the placement services provided. At ABS, assisting graduates in finding employment and career opportunities is paramount. Job placement assistance is provided to all graduates at no additional charge.

### **Satisfactory Standards of Academic Progress Policy**

A final grade of 70% or above is required to pass each course and graduate. The student will be aware of his/her progress as a series of reviews and a mid-term are given in addition to the final exam. Records of Academic progress are furnished to the student and all Student Records are permanently maintained by the School.

### **Programs Offered**

BARTENDING/MIXOLOGY – 101

Number of Weeks.....1 to 5

Clock Hours.....40

**Note:** If Bartending/Mixology – 101 is ever canceled, all students enrolled at the time will be allowed to complete the program.

## Training Facilities and Equipment

ITEM	SIZE	QUANTITY
Bar	45 feet	1
Back bar	45 feet	1
Instructors bar	9 feet	1
3-compartment bar sink	5 feet	7
Ice bins	2 feet	8
Speed racks (double)	3 feet	14
Soda gun system	7 button	13
Ice scoops	Small	13
Cocktail strainer	Regular	13
Bar mat	Regular	13
Sink brush	Triple	13
6-compart condiment tray	Regular	13
Shaker sets	Regular	13
Pourers	Regular	80 doz.
Fruit cutting boards	Medium	13
Bar towels	Regular	10 doz.
Muddlers	Small	13
Bar stools	30 inch	24
Glassware	Assorted	88 doz.
Fruit cutting knives	Small	13
Cash register	10 dept.	1
Commercial bar blender	32 oz.	4
Commercial drink mixer	Single	2
Ice machine	1200 #	1
Beer keg (cutaway)	Standard	2
Liquor bottles	Standard	80 doz.
Ready serve juice&crm storer	1 qt.	12 doz.
Condiments, sip sticks, napkins	Assorted As needed	
White board	2ft X 3ft	1
Color TV	32	1
DVD	Standard	1
Tables	2 – Top	10
Chairs	Standard	24

Academic Program

**BARTENDING/MIXOLOGY 101**

Courses are numbered using a letter prefix representing the name of the program.

<b>Courses #</b>	<b>Course Name</b>	<b>Clock Hours</b>
BMX-01	Martinis and Manhattans	4
BMX-02	Highballs	4
BMX-03	Classic Cocktails & Fruit Juice Drinks –	4
BMX-04	Cream Drinks & Coffee Drinks	4
BMX-05	Liquor & Liqueur Rocks Drinks	4
BMX-06	Tropical & Tall Drinks	4
BMX-07	Beer & Wine Fruit Cutting	4
BMX-08	Shooters Cordials	4
BMX-09	Responsible Liquor Service	4
BMX-10	Testing	4
	<b>Total Clock Hours</b>	<b>40</b>

1 clock hour represents 50 minutes of instruction in the presence of an instructor plus a 10 minute break.

<b>Name of Program</b>	<b>Program Number</b>	<b>Length in Weeks</b>	<b>Total Class Hours</b>	<b>Total Program Cost</b>
Bartending/ Mixology 101	1	1, 2, 2 ½ or 5	40	\$420.00

Tuition.....\$475.00  
 Registration .....\$100.00  
 Textbook..... \$ 75.00

The course is designed to be completed either in one week by taking two classes per day or two weeks by taking either the morning, afternoon or two and half evening classes. The 5 week program is completed by attending eight hours per Saturdays only. Student will receive his/her textbook on the first day of class.

**Course Description**

**MARTINIS & MANHATTANS BMX-01**

**Clock Hours 4**

All lessons although different in name, use the same format. First, there is a short lecture on the specific drinks to be taught by the instructor followed by the drink description, the appropriate glass to be used for that drink, the proper mixing method, the ingredients of the drink, and the proper garnish. This procedure is used by the instructor for all lessons whether it be on martinis, highballs or tall drinks, etc..

The lesson covers popular martinis, manhattans and rob roys and how they are made, either up or on the rocks. A lecture and demonstration precedes student practice. This lesson will be particularly relevant for those students seeking employment in restaurants and lounges. As time permits, a review of previous lessons is also practiced.

**HIGHBALLS BMX-02****Clock Hours 4**

The highball lesson covers the basic drink category of highballs. The drink name is followed by the proper glass, which in this lesson is a highball glass, followed by mixing method, proper ingredients, and garnish. Highballs are common amongst any establishments with full liquor we highly recommend reviewing these before going in for interviews. A lecture demonstration begins the lesson, followed by practical application of all students.

**CLASSIC COCKTAILS & FRUIT JUIC DRINKS BMX-03****Clock Hours 4**

This lesson covers drinks such as Sours, Daiquiris, and Margaritas, etc. As implied by the name of this section, classic, these drinks hold universal appeal and are a frequently used part of every bartender's repertoire. The basic ingredient in all of these drinks is sour mix. A lecture and demonstration of all drinks in this category by the instructor precedes practical application of this lesson by the students.

**CREAM DRINKS BMX-04****Clock Hours 4**

This lesson deals with cream drinks, which are usually referred to as after dinner drinks. They are a great opportunity of a decadent upsell after a meal. Cream drinks must either be shaken or blended. A lecture and demonstration of all the drinks in this lesson, by the instructor, precedes practical application by each student.

**LIQUOR & LIQUEUR ROCKS DRINKS BMX-05****Clock Hours 4**

This lesson covers rocks drinks and two liquor and liqueur drinks. Drinks such as a gimlets, Sazeracs, etc., are taught. These drinks are particularly strong and we highly recommend offering water backs to your guests when they order one. A lecture and demonstration of all drinks in the lesson by the instructor precedes student participation.

**TROPICAL & TALL DRINK BMX-06****Clock Hours 4**

This lesson covers drinks such as the Collins, Singapore Sling, Mai Tai & Pina Colada. Again, the basic ingredient is sour mix. For bartenders who will be working here in Florida these cocktails are particularly big sellers! From nightclubs, to poolside bars, to restaurants these will be integral parts of your cache as a bartender/ mixologist. A lecture and demonstration of all drinks in this lesson by the instructor precedes student participation.

**BEER/ WINE & FRUIT CUTTING BMX-07****Clock Hours 4**

This lesson deals with proper handling, cooling and pouring of beer. We also cover different varietals of wine, pairing suggestions (which wine should be served with which food), as well as proper glasses and serving temperatures. We then demonstrate how to safely cut fruit and prepare drink garnishes. Proper food handling and storage techniques are also covered.

**SHOOTERS CORDIALS & COFFEE DRINKS BMX-08****Clock Hours 4**

This lesson covers layered drinks as well as other types of shooters as well as hot coffee drinks. Shooters "shots" are very popular among all types of establishments but should be a particular focus for those students who are looking to work in nightclubs. Similar to all other lessons, there is a lecture and demonstration by the instructor of all drinks in the lesson.

**RESPONSIBLE LIQUOR SERVICE****Clock Hours 4**

In this lesson the instructor covers alcohol awareness, alcohol absorption, factors affecting absorption, blood alcohol levels, effects of alcohol, Dram shop laws and responsible liquor service. This is by far and away the most

important thing you will learn here! Focus, take notes, ask questions, and as you continue your bartending career continue to review and reeducate yourselves on these as they can periodically change!

**TESTING BMX-10**

**Clock Hours 4**

Final Testing (both written and practical) is completed. We try to tailor these examinations to the various subsets of the service industry you've each told us you want to work in! Testing may be a little stressful for some of you but so is working behind a bar on a busy night! Please, don't be scared of this; you've done your notecards, studied, practiced making these drinks over and over, reviewed, and are 100% prepared to conquer your finals!

**INSTRUCTORS**

**JOHN "PABLO" FOSTER – TEACHES BARTENDING/MIXOLOGY- 101, HAS OVER 13 YEARS EXPERIENCE IN THE HOSPITALITY INDUSTRY.**

# SCHOOL CALENDAR

## Classes Start Weekly

For those students who are going to complete the 40 hour program in one week, the schedule of classes is as follows: (1/2 hour lunch break)

### 1 Week Class

Monday	9:30 AM – 6:00 PM
Tuesday	9:30 AM – 6:00 PM
Wednesday	9:30 AM – 6:00 PM
Thursday	9:30 AM – 6:00 PM
Friday	9:30 AM – 6:00 PM

For those students who are going to complete the 40 hour program in two weeks of morning or afternoon classes, the following schedule pertains to them:

### 2 Week Day Classes

Mon.	9:30 AM- 1:30 PM or 2:00- 6:00 PM
Tues.	9:30 AM- 1:30 PM or 2:00- 6:00 PM
Wed.	9:30 AM- 1:30 PM or 2:00- 6:00 PM
Thurs.	9:30 AM- 1:30 PM or 2:00- 6:00 PM
Fri.	9:30 AM- 1:30 PM or 2:00- 6:00 PM

For those students who are going to complete the 40 hour program in two weeks of evening classes, the following schedule pertains to them:

### 2 ½ Week Night Class

Monday	6:30PM- 10:00PM
Tuesday	6:30PM- 10:00PM
Wednesday	6:30PM- 10:00PM
Thursday	6:30PM- 10:00PM
Friday	Off

### WEEKEND CLASS 5 Weeks (1 hour lunch break)

Saturday	9:00 AM- 5:30 PM
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### HOLIDAY SCHEDULE School Closed

The following holidays are observed by the American Bartending School: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day and New Years Day.

### HOURS OF OPERATION

Monday to Thursday:	9:00AM to 10:00PM
Friday:	9:00AM to 2:00PM
Saturday:	9:00AM to 2:00PM