

be advertising our school locally and working with local business to help students land an entry level position.

Employment Results: We want our students to give us progress reports after graduation and beyond. We will keep track of responses through our data base and e-mail.

Programs Success: We will be doing surveys with employers to get some feedback on our graduates. Students have the opportunity to take and fill out a survey and mail them back to us with feedback on our courses.

9) Student Complaints: We will set up a time to discuss the student's complaints and concerns in private and work on a resolution from there. If the student's complaint or concern is not resolved satisfactorily, the student may contact the Education Approval Board of Wisconsin at 608-266-1996

10) Summary: Students will not walk out of here experts(even doctors need 5 years or more additional training after their classroom training)but they will have a good understanding about this industry, how it works and how it can be fun and rewarding. We will give and show you the tools it takes to succeed. We want to make these classes fun for them and recommend others to us. It is a fun industry and the rewards can be great!

See website for new monthly class schedules.

Preliminary Monthly Schedule: Full Course

Day Class	Monday thru Friday 10 am to 2 pm. 5 days	20 hours
Night Class	Mon. & Tues. Nights- 6 pm to 10:00 pm 5 nights	20 hours
Weekend Classes	Saturdays 9:00-5:30 3 Days 2-8 hr Days/1-4hr day	20 hours

Bartending Courses- Our Advanced Bartending Course will be 20 hours long. We will be offering a day class which will be 4 hours long for 5 days and one night class which will be Monday and Tuesday nights for 3 weeks. We will offer classes on Saturday from 8:30am to 5pm. One 10 minute break will be given during the 4 hours. Students can take a shortened version, Sessions 1 and 2 or just Session 1, the Responsible Alcohol Service Training. Students will enter the class where they will receive a course outline which also can be used for taking notes. Students will learn the basics of responsible beverage service, mixology, beer, wines, liquors, liqueurs, cleaning, organization, with a focus on customer service. A certificate will be issued for the advanced course completion and each student will receive a bartender’s training manual with recipes. Another certification will be issued for the completion of the Responsible Alcohol Service course and passing the test.

Topics and Time Covered:

1) Industry Overview, Knowledge, Skills and Testing	Approx.	1 hour
*Covering the industry and testing.		
2) Customer Service and Responsibilities		1 hour
* Customer service for bartenders		
3) Bar Set-up, Breakdown and organizing		1 hour
*Opening and closing duties and efficiency.		
4) Facilities, Supplies and Equipment		1 hour
*Getting familiar with your work areas.		
5) Bartending Skills		2 1/2 hours
*Actual Hands on training		
6) Products, Recipes and Procedures		9 hours
*Correct recipes and presentation and role playing.		
7) Interviewing Techniques-*Questions and Answers.		<u>1/2 hour</u>
	Total Classroom	16 hours
8) *Responsible Alcohol Service Training for Licensing		4 hours
**Needed to get bartenders license.		
	Total	20 hours

**The course for bartender licensing is approved by the Wisconsin Department of Revenue and complies with Wisconsin Statutes 125.04 and 125.17 for certification requirements.

8) Employment Assistance: We will be offering a short segment on interviewing and job leads for the full 20 hr. bartending course only. The Certificate of Completion does not guarantee employment. Local businesses will know of our school and we may refer students to them without knowing of their current job availabilities. Businesses will be able to post employment opportunities at our school and on our web site. We will also

3) Tuition, Fees and Refunds: The full bartending course, five sessions is \$295.00 which will include a detailed class outline and training manual and job lead assistance. The short version, two sessions, is \$125.00. 50% deposit is required and the remainder due the first day of class. We accept cash, checks and credit cards. Refunds and Partial Refunds: The student is entitled to a full refund to be paid in 10 working days if the student cancels enrollment within 3 business days of acceptance of enrollment. The student is entitled to partial refund if they complete less than 60% of the scheduled class time less \$50.00 application fee. The refund is pro rated to the number of days of class and is payable up to 40 business days after the withdrawal.

4) Advanced Standing: There are no educational prerequisites required to attend our classes and no credit will be given for previous education or experience. The student will be required to attend each day of class to qualify for Certificate of Completion. We will be training people on bartending. Our training will be taught as if the student has no prior bartending experience.

5) Student Progression. We want our students to learn and the best way to learn is repetition and testing. Students will participate and we will be reviewing and testing and reviewing again. As long as the student comes to each class, they will get a Certificate of Completion. The student will receive their certificate on the last day of class. A second certificate will be issued at the time of completing the online responsible beverage training. Students do not receive any type of degree with the certificate. Students Records: Student completion records will be kept on file for an indefinite amount of time. Such information will only be available to school management and government agencies, if requested.

6) Code of Student Conduct: Students will be expected to act in a professional manner. Any student disrupting class will be asked to leave and will be allowed back in for the next scheduled class but will need to make up that day before a certificate is issued. If you are asked to leave a class, it is considered missing a full day and will need to be made up. If a refund is preferred, refer to the refund policy above.

Attendance, Tardiness and Leaves: Students will be expected to be at every class. We will have a daily sign up sheet and the instructor will sign on the corresponding day of training in their student outline handbook. If they miss a day, they can make up that day during another class as long as the class is not full. Any missed days of class must be made up on the corresponding day of another class. The students will not get their **Certificate of Completion** until they attend every class. **Tardiness and missed days.** Up to 1/2 hour late is considered tardiness. More than one hour late is considered a full day missed. Students receive only one excused tardiness.

Leave of Absence: There are no special conditions or credits for leaves. Missed classes because of leave can be made up in the future classes, if there is room.

Dismissal and Readmittance: Students are here to learn. Any student that is asked to leave classes twice will not be allowed back in the class. There is no probationary period or appeals. Refer to refund policy above.

7) Calendar: We do not have a set monthly schedule for classes but will know them 2 months in advance. We want to schedule classes around industry events and holidays.

The Bar School

School Catalog
Published 05/05/2006
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Mission Statement:

To help people learn and understand the key points for success in the bar and beverage industry.

Philosophy:

To do what it takes to help our students learn and grow their careers and income in the bar and beverage industry.

Topics covered in this catalog are:

- 1) Organization and General Information
- 2) Admissions and Entrance Requirements
- 3) Tuition, Fees and Refunds
- 4) Advanced Standing
- 5) Student and Progress Records
- 6) Code of Student Conduct
- 7) Calendar
- 8) Employment Assistance
- 9) Student Complaints
- 10) Summary

1) Organization and General Information: Hi! My name is Philip Stanley and I own and operate The Bar School and will be the instructor for the bartending classes. I have been in the bar and restaurant business for over 20 years and graduated from U.W Stout in Hotel/Restaurant Management. We are located at 1033 Caledonia Street in La Crosse, WI. We have a small facility and our maximum class size is 8 people. We have a regular working bar with a real bar atmosphere. The bar is complete with coolers, sinks, cash register, blenders, ice bins, ice machine, supplies, beverage dispensing system and most of the supplies that a bartender would come across on the job. This program is approved by the Educational Approval Board of Wisconsin.

2) Admissions: The only requirements for admission are to be 18 years old when registering, pay your required fees and that there is room in the class. There is no previous education or experience required. You will be accepted when all the three requirements are met. Deadline: You will be able to sign up for classes until they are full.