



Culinary Arts Department

RSTO 1301-271

Beverage Management In-Person

Course Description: A study of the beverage service of the hospitality industry including spirits, wines, beers, and non-alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

Instructor:

Chef Kevin M. Booker, CCC

Email: kbooker@southplainscollege.edu

Phone: (806) 716-4315

Office Hours: LBC146, Monday/Wednesday 11:00am – 2:00pm, Friday 9:00am – 11:00pm
by appointment only (email to schedule)

Class Hour and Room: Lab D, M/W 9:30am-11am

Exam Schedule: The Final date and time is TBD.

Required Text: ManageFirst: Bar and Beverage Management w/ Online Voucher + ManageFirst Exam
Prep: Food and Beverage, 2nd Edition ISBN-13: 978-0-13-472035-7

Required Materials: One inch, 3 ring binder

Online QUIZZES can be found under the **Course Content** Tab on the Blackboard Homepage. Access codes must be purchased. Chapter assignments are also available on Blackboard. Students MUST print out the chapter notes prior to class lecture.

NOTE: LOG INTO PEARSON THROUGH BLACKBOARD. DO NOT GO DIRECTLY TO THE Pearson WEBSITE.

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

Grading Policy:

1. There will be **no** Make-up on Homework Assignments or Exams.
2. Assignments will be assigned in class and must be completed before leaving class. Only Quizzes will be outside of class homework through MyPearsonLab. You must register through Blackboard using your access key so you can access quizzes. If you've already bought an access code, you may register with the access code without payment. If you do not have an access code, you will be asked to pay before you can access to the online assignments.
3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".
4. Class attendance and attention will be crucial to the student's successful completion of this course. Attendance will not be taken. You are allowed 2 excused absences throughout the semester, but you are still expected to complete all assignments by the due date.
5. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F
6. The grading will be based on the following assignment:

Homework:	30%
Quizzes:	30%
Field Project:	10%
Final:	30%
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	100%
7. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

Notes:

- Your first Online quiz will open on Wednesday, January 18th and be due on Thursday, January 26th. ALL OTHER WEEKS THROUGHOUT THE SEMESTER, QUIZZES will be available starting on Friday's at 8am and be completed during class on Wednesdays. If absent, the online quiz will still be due by the following day (Thursday) at 11:59pm.
- In the event of an absence, any missed in class work can be turned in first thing on the next scheduled class day with a 20%-point reduction for being late. Any in class assignment that is not turned in first thing before class starts or incomplete will receive a 0% grade.
- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The **Final** for this course will be over all chapters and is a ManageFirst Certification Test. Date and time TBD.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

Classroom Etiquette: Students should arrive on time for class and be in full, required uniform. All cellphones, laptops, and bags are not allowed in the lab space. Only required materials such as textbooks, binders, knife kits, and pens are allowed to be in class. Lockers will be assigned for student use, students must bring their own lock if desired. No outside food or drink is allowed in class except for a closable water bottle. All students are responsible for cleaning up after themselves. No one will leave class until the lab is clean and approved by the instructor.

Required Uniform: Students should ALWAYS be in full uniform for ALL classes. Clean/wrinkle free chef coats, pants, caps, and non-slip shoes are required. Students SHOULD NOT wear any jewelry except for a snug to the wrist watch, and a wedding band/ring that are permitted. Student's personal hygiene is EXTREMELY important. Clean hair, hands, and fingernails are a part of the uniform as well.

Topics: The list of selected topics may be modified during the course of the semester. The instructor will notify the class of any changes to the topic list.

Student Services:

As a student of South Plains College, there are multiple services available to you at no extra charge. To access these services or find out more about them; from the SPC home page click on "Student Services" tab, then click on "Health and Wellness", then on the drop-down menu click "- Health and Wellness" again. These services include **Mental Health Resources, Counseling @ SPC, Student Health, Disability Services, Drug & Alcohol Prevention, Title IX Pregnancy, Emergency Resources** (The South Plains College Emergency Resources Listing is where you can find community food assistance, help paying bills, and other free or reduced cost programs available to students and the community.), and **Texan Food Pantry** (The Texan Food Pantry provides non-perishable food and toiletries to any currently enrolled South Plains College student or employee who need a little extra help.).

South Plains College's Notices

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

OPTIONAL STATEMENT - Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1

ATTENDANCE: (along with your Instructor's Policy)

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Course Outline
RSTO 1301-271 Beverage Management

Week	Quiz Open/Due Date	Topic	Lecture/In Class Assignments	Reading Assignment
1	1/16 - 1/19	Culinary Student Expectations	Day 1: No Class Monday (Holiday) Day 2: Course Orientation	
2	1/23 - 1/26	Alcoholic Beverages	Day 1: Ch. 1 lecture, Case Study Day 2: Review for Learning, Ch. 1 Quiz	Chapter 1
3	1/30 - 2/2	The Legal Aspects of Alcoholic Beverage Service	Day 1: Ch. 2 lecture, Case Study Day 2: Review for Learning, Ch. 2 Quiz	Chapter 2
4	2/6 - 2/9	The Professional Service of Alcoholic Beverages	Day 1: Ch. 3 Lecture, Case Study Day 2: Review for Learning, Ch. 3 Quiz	Chapter 3
5	2/13 - 2/16	Beer	Day 1: Ch. 4 Lecture, Case Study, Day 2: Review for Learning, Ch. 4 Quiz	Chapter 4
6	2/20 - 2/23	Wine	Day 1: Ch. 5 Lecture, Case Study, Day 2: Review for Learning, Ch. 5 Quiz	Chapter 5

7	2/27 - 3/2	Spirits	Day 1: Ch. 6 Lecture, Case Study, Day 2: Review for Learning, Ch. 6 Quiz	Chapter 6
8	3/6 - 3/9	Bar Management	Day 1: Ch. 7 Lecture, Case Study, Day 2: Review for Learning, Ch. 7 Quiz	Chapter 7
	3/13 - 3/16	Spring Break	Spring Break	Spring Break
9	3/20 - 3/23	Purchasing, Receiving, Storing, and Issuing	Day 1: Ch. 8 Lecture, Case Study, Day 2: Review for Learning, Ch. 8 Quiz	Chapter 8
10	3/27 - 3/30	Controlling Bar Cost	Day 1: Ch. 9 Lecture, Case Study, Day 2: Review for Learning, Ch. 9 Quiz	Chapter 9
11	4/3 - 4/6	Marketing Beverage Products Responsibly	Day 1: Ch. 10 Lecture, Case Study, Day 2: Review for Learning, Ch. 10 Quiz	Chapter 10
12	4/10 - 4/13	Field Projects	Field Projects	Field Projects
13	4/17 - 4/20	Review/Practice Tests	Day 1: Review Day 2: Practice Test	Review all Chapters
14	4/24 - 4/27	Finals	Finals	Finals
15	5/1 - 5/4	Lab only Finals	Lab only Finals	Lab only Finals
16	5/8 - 5/11	Deep-Clean	Attendance is	Mandatory

*Print out the chapter notes each week and put in a binder.