

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
NORTHERN ONTARIO HOSPITALITY AND TOURISM INSTITUTE  
SAULT STE. MARIE, ONTARIO, CANADA

COURSE OUTLINE

COURSE TITLE: BAR MANAGEMENT

CODE NO.: HMG 100 SEMESTER: 1

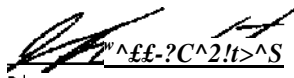
PROGRAM: HOTEL AND RESTAURANT MANAGEMENT

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DATE: 1998 06 01 PREVIOUS OUTLINE DATED: 1997 06

APPROVED:

  
N, SCHOOL OF BUSINESS  
& HOSPITALITY

  
DATE

TOTAL CREDITS: 3

PREREQUISITES: NONE

LENGTH OF COURSE: 2 HRS./WK. TOTAL CREDIT HOURS: 34

**I. COURSE DESCRIPTION:**

This course will provide students with theoretical as well as practical training in beverage management, production and service. Specifically, students will develop their knowledge and skills to successfully prepare and responsibly serve alcoholic beverages in a public environment under the guidelines of the Liquor Control Board of Ontario and the "Smart Serve" course developed by the Ontario Hospitality Industry. All students will utilize their newly-acquired knowledge and skills from this course in the fully operational dining room (The Gallery), as well as internal and external banquet functions.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course the student will demonstrate the ability to:

- 1) Understand and apply the regulations for "Smart Serve" as a certified server.

**Potential elements of the performance:**

- \* understand facts about alcohol and alcohol consumption
- \* understand how alcohol affects the body
- \* recognize signs of intoxication
- \* understand the legal rights and responsibilities
- \* explain the civil liability
- \* discuss the types of licences
- \* write house policies
- \* create a safe and enjoyable atmosphere
- \* practice prevention and intervention techniques
- \* assess risks for owners and managers

- 2) Explain the types of liquor licences and endorsements.

**Potential elements of the performance:**

- \* identify the types of licences and endorsements under the Liquor Licence Act of Ontario (L.L.A.O.)
- \* discuss the limitations and restrictions for each licence
- \* understand the liabilities within each licence
- \* adhere to the service guidelines established in the L.L.A.O.

- 3) Identify distilled products. \*

**Potential elements of the performance:**

- \* discuss the types of spirits that are distilled
- \* list all of the ingredients required to produce a given distilled product
- \* list the steps in the production process of spirits

- 4) Identify fermented products.

**Potential elements of the performance:**

- \* list the types of alcoholic beverages which are fermented
- \* list the ingredients required to produce wine
- \* list the ingredients required to produce beer
- \* list the steps in the production process of wine
- \* list the steps in the production process of beer
- \* identify correct storage techniques and procedures
- \* demonstrate correct opening and serving techniques for wine, champagne and beer

- 5) Prepare and serve cocktails.

**Potential elements of the performance:**

- \* differentiate between the three preparation methods
- \* select proper glassware
- \* mix drinks in the correct sequence using the proper technique
- \* prepare and use appropriate garnish and ice
- \* serve cocktails in a professional manner
- \* demonstrate a knowledge of the recipes of the most commonly served cocktails
- \* provide verbal or written knowledge of all cocktails

- 6) Open and close a bar.

**Potential elements of the performance:**

- \* check requisition from previous shift and pick up order
- \* receive keys from the instructor (supervisor)
- \* perform opening inventory
- \* set up bar according to established format
- \* practice responsible pouring and serving methods
- \* perform closing inventory
- \* prepare requisition based on established bar stock
- \* store and lock up all products
- \* follow the principles of sanitation
- \* return key to instructor

- 7) Develop ongoing personal professional development strategies and plans to enhance leadership and management skills for the hospitality environment.

**Potential elements of the performance:**

- solicit and use constructive feedback in the evaluation of her/his knowledge and skills
- identify various methods of increasing professional knowledge and skills
- \*apply principles of time management and meet deadlines
- recognize the importance of the guest, the server-guest relationship, and the principles of good service

**III. TOPICS**

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

- \* Smart Serve certification
- \* Liquor licences and endorsements
- \* Spirits
- \* Beer and Wine
- \* Cocktails
- \* Operating and managing a bar

**REQUIRED RESOURCES/TEXTS/MATERIALS:**

Smart Serve workbook and video, Hospitality Training Organization of Ontario Liquor Licence Act of Ontario, Queen's Printer

Morelli, Carmine, A Guide to Bartending. Vancouver Community College Press, Vancouver, 1994.

Morelli, Carmine, Recipes. A Guide to Bartending Vancouver Community College Press, Vancouver, 1994.

#### IV. EVALUATION PROCESS/GRADING SYSTEM

##### FINAL GRADE REPORTING

A+	90% - 100%	Consistently outstanding
A	80% - 89%	Outstanding Achievement
B	70% - 79%	Consistently Above Average
C	60% - 69%	Satisfactory
R	Below 60%	Repeat - objectives have not been met
CR	Credit exemption	
X	A temporary grade, limited to extenuating circumstances, giving a student additional time to complete course requirements	

**NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory performance.**

##### EVALUATION

Tests / Project	70%
Labs	20%
Student professionalism (Attendance, dress code, conduct)	10%
	_____
Total	100%

##### GUIDELINES RE GRADING:

##### ASSIGNMENTS:

Since one of our goals is to assist students in the development of proper business habits, assignments will be treated as reports one would provide to an employer, i.e. in a timely and businesslike manner. Therefore, assignments will be due at the beginning of class and will be 100% complete. All work is to be word processed, properly formatted, assembled and stapled prior to handing in. No extension will be given unless the student and the instructor have come to an agreement prior to the due date.

**TESTS:**

If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the instructor prior to the test or as soon as possible and provide an explanation which is acceptable to the instructor, in cases where the student has contacted the professor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that test.

**V. SPECIAL NOTES****Dress Code**

All students are required to wear their uniforms while in the hospitality and tourism institute, both in and out of the classroom.

**Special Needs**

If you *are* a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the professor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.

**Plagiarism**

Students should refer to the definition of "academic dishonesty" in the "Statement of Student Rights and Responsibilities." Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.

**Retention of Course Outlines**

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Substitute course information: available at Registrar's Office.

**The professor reserves the right to modify the course as deemed necessary.**