

**FAB 290: Bar Operations Management**  
**University of Nevada, Las Vegas**  
**William Harrah College of Hotel Administration**

**Course: FAB 290, Bar Operations Management**

**Spring Semester, 2022**

**Class Sessions: Thursday, 11:30 AM to 2:15 PM**

**Class Location:**

**Instructor: Professor**

**Contact Information:**

**Course Objectives:**

A basic course designed to develop the skills and knowledge, combined with a great deal of practical experience necessary to function as a bar manager in the hospitality business. This course also serves as the pre-course (not a pre-requisite) for the food and beverage culminating courses and the capstone course, FAB 467/468x. Upon the completion of this course, you should be able to:

- Know a brief history of alcoholic beverages and the development of bar and beverage industry in the US
- Mix drinks using the appropriate methods and tools
- Understand the importance of standardized recipe in mixology
- Learn how to produce beer, wine, and spirits, and the basic differences among them
- Be certified in serving alcoholic beverages with care, identify intoxicated guests, and deal with them
- Set up, break down, and maintain a bar, as well as to use the bar tools and equipment
- Demonstrate the appropriate guest service skills and procedures
- Learn and demonstrate daily beverage inventory and to cost and price drink recipes

**Required Text:**

Profitable Beverage Management, John A. Drysdale, Copyright 2015 by Pearson

You must purchase the book by ordering the book directly from the Pearson Publications website or ANY OTHER source you may find it. Please give yourself enough time to receive the book in time. See below for more information.

Note: UNLV Bookstore does NOT carry this textbook.

Profitable Beverage Management

1st Edition

John A. Drysdale

ISBN-13: 978-0-13-507877-8

here is the link for direct buy



<https://www.pearson.com/store/p/profitable-beverage-management/P100000303873/9780133139631>

### **Course Requirements:**

All students must be at least 21 years old and will have to provide a valid state/government issued photo ID on the first day of class.

According to the State of Nevada Liquor laws, in order to handle and serve alcoholic beverages, you must have a valid Serving Alcohol with Care (SAWC) certificate. All students must be certified before the end of the 5<sup>th</sup> week (Sunday, February 25), 2022, in order to continue in the class. You may obtain this certificate by taking an online class. There are multiple sources online as well as in-person offered by various institutions. It is your responsibility to obtain the SAWC certificate before the above date. Failure to submit the pictures of both sides of the SAWC certification online on or before the above date could result in dismissal from the course.

### **Attire Policy for Practical Sessions:**

#### **Read very carefully!**

The normal attire for the class and lab is:

long pants and close-toed shoes. **No sandals/flip-flops are allowed during any practical work starting the 2nd week of class.** This policy is for your protection from broken glass and accidentally dropping sharp objects on your toes. Violation of this policy results in dismissal from that particular class and the loss of absence points.

### **Course Structure:**

The class starts on time and will be in session for the entire scheduled period. The sessions are allocated to lectures, guest speakers, field trips, and mixology practice. As part of their practical work, **the students are also required to work THREE FIVE-HOUR shifts as follows:**

1. To operate the Southern Wine and Spirits bar (where the class meets and at the Stan Fulton Building) during the FAB 467 meals from 9:00 AM to 2:00 PM or 3:00 to 9:00 PM. These meals are on selected Tuesdays, Wednesdays, or Thursdays, on specific weeks, which will be provided to you by the instructor during the second week of class.
2. To work at various catering functions on or off campus. More information about these functions will be given by the instructor on the first day of class or as soon as available.
3. For each of your functions, you are responsible to print and bring with you a Student Evaluation Form (posted on webcampus), which will be filled out and signed by the instructor/manager/supervisor on duty for that function. **These** evaluation forms will remain with the instructor/manager/supervisor on duty and

will be sent to the Bar Operations instructor through campus mail. Failure to comply with this policy would result in a zero for the function.

4. The students are also responsible to set up, breakdown, and clean up the bar before and after each lab demonstration, practice, or function. They are also expected to exhibit proper classroom/lab etiquette and protocol.
5. Respect the College's drinking policies, which prohibit the consumption of any alcoholic and non-alcoholic beverages (except water) during any of the class related sessions/functions. Consumption of water or other permitted non-alcoholic beverages must be in designated areas only. During our mixology practices, you may only taste with a straw and dispose (spit out) the alcoholic beverages made at the bar for educational and training purposes. Violation of this policy could result in immediate dismissal from the course.

The use of cell phone and other personal communication devices are NOT permitted during class, lab, and any of the functions. No electronic or digital devices are allowed during the quizzes and the final exam. It is highly recommended that all cell phones be turned off and put away for the duration of each session. The instructor has the right to deduct 10 POINTS from the total points each time the student uses his/her cell phone, or if the use of the phone is too much, the instructor reserves the right to ask the students who use cell phones to leave the class, which would result to a zero for attendance.

### **Attendance:**

Attendance and participation are required for this course. Students are expected to arrive on time, participate in setting up, breaking down, practices, and discussions, and to remain in the class for the entire session. There will be 50 points deducted for each unexcused absence (75 points deducted for missing any of the scheduled functions without prior notice) and 10 points deducted for each 10 minutes late arrival and early departure. This means that even ONE-minute late arrival or early departure could result in 10 points deduction.

Longer than 30 minutes late arrival and early departure will be marked an absence with the loss of 50 points. **Missing a scheduled function is penalized by losing 75 points.** **Missed classes cannot be made up unless agreed and arranged between the student and the instructor two weeks in advance of the absence.** If you have a true emergency or illness and must miss class, and if the instructor is notified in advance, at his discretion, **the instructor may allow you to make up double of the hours that you missed by** working extra shifts if available. The instructor will follow all the university policies regarding making up assignments and points due to absences for religious holidays or school-sponsored athletic events.

COVID and other illnesses related absences are considered excused and we encourage the student to FULLY comply with the CDC and the University policies. For this, the student will be given a chance to make up the hours later into the semester by attending an extra lunch service or a food and beverage function on or off campus to make up the hours.

**Note that the cleaning day, December 6, will count as a class session.**

### **Uniform Policy for functions:**

#### **Read very carefully!**

The normal uniform for the meals on and off campus will be a white long-sleeved button-up shirt (tucked in pants), bow tie, black dress trousers, black socks to cover the ankle, and black shoes. The College will provide the bowties. This uniform may vary according to the particular function and location. No open toed shoes are allowed behind the bar. The students who violate this policy will be sent home and will be given a zero for attendance for that day.

**Students who are not in clean, pressed, and proper uniform at any scheduled function will not be allowed to attend the event and will be given a zero for attendance and a zero for the practical work evaluation. Violating the class policies would not give you a makeup opportunity.**

### **Course Evaluation and Assessment:**

- **Quizzes:** There will be a quiz every week at the end of each class session. The instructor will determine the starting time and the duration of the quiz. This time is usually 10 minutes. The quiz will cover the assigned material in the textbook and those discussed during the previous classes and the labs. There are 9 quizzes planned for the semester, but if for any reason the number of quizzes vary, the total points for this assessment category would be adjusted accordingly. Also, please note that the quizzes will be given online at a predetermined time during class hours should this course move to remote learning because of the COVID 19 or any other reason.
- **Final Exam,** which is scheduled for Thursday, April 28, will consist of two parts, written and practical. The exam will cover the material discussed from the beginning of the semester. Please note that quizzes and the exam cannot be made up unless prior arrangements have been made. Emergency situations will be dealt with according to the College and the University policies. Written and valid/verifiable documentation is necessary for emergency situations.
- **Bar design assignment:** The student is required to design and draw a bar according to the lectures and the material assigned in the textbook. See the Module and the instructions.
- **Functions Evaluations:** Each student is evaluated by the function's supervisor for his/her performance on an evaluation sheet, which the student would have to print and take to the function. This form is on webcampus. The total points for these three functions will be the total of 150 points (50 points for each). The total points for each function would be adjusted if the number of functions reduced or increased. For example, if the functions are reduced to 2, the total would be adjusted to 100 points. This category of assessment would be eliminated if the class moves to remote learning because of COVID.

- Instructor's evaluations of the student's participation and attitude in class and class discussions and practical sessions for the entire semester as well as the student's compliance with the class policies and procedures.

### Course Grade:

Grades for this course will be assigned on the following basis:

- Weekly Quizzes: **135 points (9 @ 15 points each)**
- Exam: **300 points** (written 200, practical 100)
- Functions Evaluations: **150 points** (50 points per function)
- Instructor's Evaluations of the Student's performance, participation, compliance with policies, and attitude in classroom, functions, and mixology practices: **75 points**
- Bar Design Assignment: **50 points** (details on webcampus)
- Introduction Discussion: **5 points**
- **TOTAL POSSIBLE POINTS: 715 points**

### GRADING SCALE:

Grade	Range %
A	93 – 100%
A-	90 – 92.9%
B+	87 – 89.9%
B	84 – 86.9%
B-	80 – 83.9%
C+	77 – 79.9%
C	74 – 76.9%
C-	70 – 73.9%
D+	67 – 69.9%
D	64 – 66.9%
D-	60 – 63.9%
F	0 – 59.9%

### Course Schedule:

The following schedules and the lecture topics may change throughout the semester without prior notice.

If students are absent, depart early, or late to class, it shall be their responsibility to make themselves aware of any and all class announcements, assignments, instructions, date and/or classroom changes, course material covered in class and on the exams, etc.

Cleaning day and Semester Review (Module 16) counts as a class session and attendance is mandatory. On this day, we clean and organize the bar and the storage rooms, which we have used throughout the semester for our practical experience and functions.

### Schedule Table

Module	Topic
1	Let's Get Started - Syllabus review and Introductions discussion History and Scope of the Industry
2	Bar Layout and Design
3	Bar set-up, Breakdown, and Bar Tools
4	Production and Mixology, Part 1
5	Production and Mixology Practice 1
6	Production and Mixology Practice 2
7	Wine Education
8	Fundamentals of Spirits Education
9	<b>SPRING BREAD RECESS</b>
10	Beer Education
11	Controlling and Selling to a Profit
12	Marketing
13	Organization of Bars
14	Mixology Practice and Cocktail Competition
15	Final Exam
16	Clean-up and Semester Review

### Lunch Service Dates:

#### Events pending:

**TAG Global Spirits Awards being held at Mandalay Bay,**  
TAG Global Spirits Competition, Judging & Consumer Events  
February 23, 24, 25, 26, 2022

#### CDF Educational Taste of Excellence:

**Saturday, March 19, 4:00 to 10:00 PM, Westgate Las Vegas Resort & Casino**

# University Policies

## Public Health Directives

Face coverings are currently mandatory for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](https://www.unlv.edu/coronavirus/health-requirements), <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), [https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being administratively withdrawn from the course.

## Academic Misconduct

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

## Auditing a Course

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

## Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course. Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance.

Recorded lectures may not be broadly released to anyone, but made available exclusively to those students enrolled in the class during the particular academic term. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

## **Copyright**

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](#) is available at <https://www.unlv.edu/provost/copyright>.

## **Disability Resource Center (DRC)**

The [UNLV Disability Resource Center](#) (Student Services Complex, SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

## **Final Examinations**

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](#), <https://www.unlv.edu/registrar/calendars>.

## **Identity Verification in Online Courses**

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](#), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a



substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

## **Incomplete Grades**

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

## **Library Resources**

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

## **Missed Classwork**

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Classwork policy, under Registration Policies, on the [Academic Policies](https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=) webpage, <https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=>.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student

submits official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

## **Rebelmail**

Rebelmail is UNLV’s official email system for students and by University policy, instructors and staff should only send emails to students’ Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

## **Tutoring and Coaching**

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

## **UNLV Writing Center**

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908.

Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

### **Diversity Statement**

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](https://www.unlv.edu/about/statements-compliance), <https://www.unlv.edu/about/statements-compliance>.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.