



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

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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:**

Culinary Lab D

M/W 9:30am-11am

**Exam Schedule:** The Final date and time is TBD.

**Required Text:** Manage First: Bar and Beverage Management w/Exam Voucher, 2<sup>nd</sup> Edition

**ISBN: 978-0-86612-816-2**

**Required Materials:** One inch, 3 ring binder

Online Quizzes can be found under the **Course Content** Tab, under the individual week folders on the Blackboard course page. These will need to be complete each week for their corresponding chapter. Chapter assignments are also available for download on Blackboard. Students **MUST** print out the chapter notes prior to class lecture.

**For Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, click here:**

[Syllabus Statements \(southplainscollege.edu\)](http://southplainscollege.edu/SyllabusStatements)

**ATTENDANCE:** (along with your Instructor's Policy)

When an unavoidable reason for class absence arises, (For example, hospitalization, immediate family members death, or 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 designated 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.

**Grading Policy:**

1. **Due Dates:** All required coursework must be completed in the allocated time. There will be no Make-up on Homework Assignments or Exams, outside of special circumstances to be determine on a case-by-case basis.
2. **Assignments:** Will be assigned in class and must be completed before leaving class. Only the online Quizzes will be completed outside of class as homework. These will be found on blackboard under "Course Content" tab.
3. **CHEATING/ PLAGURISM:** 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. **ATTENDANCE:** Class attendance and attention will be crucial to the student's successful completion of this course. Attendance will 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:

In Class Assignments:	30%
Quizzes:	30%
Field Project:	10%
Final:	30%
	<hr/>
	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 15th and be due on Thursday, January 23rd. ALL OTHER WEEKS THROUGHOUT THE SEMESTER, Quizzes will be available starting on Fridays at 8am and be due Thursdays by 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, prior to start of class, 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 and bags are not allowed in the lab space. Only required materials such as textbooks, binders, knife kits, and pens (laptops if using for taking notes) 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 Department approved non-slip, closed toe shoes are required. Students SHOULD NOT wear any jewelry except for a snug wristwatch, and/or a wedding band/ring. 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.](#)).

**Course Outline**  
**RSTO 1301-271 Beverage Management**

Week	Quiz Open/Due Date	Topic	Lecture/In Class Assignments	Reading Assignment
1	1/13 - 1/16	<b>Culinary Student Expectations</b>	Day 1: Course Orientation Day 2: Ch. 1 lecture, Case Study	
2	1/20 - 1/23	<b>Alcoholic Beverages</b>	Day 1: <b>No Class Monday (Holiday)</b> Day 2: Review for Learning, Ch. 1 Quiz	Chapter 1
3	1/27 - 1/30	<b>The Legal Aspects of Alcoholic Beverage Service</b>	Day 1: Ch. 2 lecture, Case Study Day 2: Review for Learning, Ch. 2 Quiz	Chapter 2
4	2/3 - 2/6	<b>The Professional Service of Alcoholic Beverages</b>	Day 1: Ch. 3 Lecture, Case Study Day 2: Review for Learning, Ch. 3 Quiz	Chapter 3
5	2/10 - 2/13	<b>Beer</b>	Day 1: Ch. 4 Lecture, Case Study, Day 2: Review for Learning, Ch. 4 Quiz	Chapter 4
6	2/17 - 2/20	<b>Wine</b>	Day 1: Ch. 5 Lecture, Case Study, Day 2: Review for Learning, Ch. 5 Quiz	Chapter 5
7	2/24 - 2/27	<b>Spirits</b>	Day 1: Ch. 6 Lecture, Case Study, Day 2: Review for Learning, Ch. 6 Quiz	Chapter 6
8	3/3 - 3/6	<b>Bar Management</b>	Day 1: Ch. 7 Lecture, Case Study, Day 2: Review for Learning, Ch. 7 Quiz	Chapter 7
9	3/10 - 3/13	<b>Purchasing, Receiving, Storing, and Issuing</b>	Day 1: Ch. 8 Lecture, Case Study, Day 2: Review for Learning, Ch. 8 Quiz	Chapter 8
	3/17 - 3/20	<b>Spring Break</b>	<b>Spring Break</b>	<b>Spring Break</b>
10	3/24 - 3/27	<b>Controlling Bar Cost</b>	Day 1: Ch. 9 Lecture, Case Study, Day 2: Review for Learning, Ch. 9 Quiz	Chapter 9
11	3/31 - 4/3	<b>Marketing Beverage Products Responsibly</b>	Day 1: Ch. 10 Lecture, Case Study, Day 2: Review for Learning, Ch. 10 Quiz	Chapter 10
12	4/7 - 4/10	<b>Field Projects</b>	Field Projects	Field Projects
13	4/14 - 4/17	<b>Review/Practice Tests</b>	Day 1: Review Day 2: Practice Test	Review all Chapters
14	4/21 - 4/24	<b>Finals</b>	<b>Finals</b>	<b>Finals</b>
15	4/28 - 5/1	<b>Lab only Finals</b>	<b>Lab only Finals</b>	<b>No Class</b>
16	5/5 - 5/8	<b>Deep-Clean</b>	<b>Attendance is Mandatory</b>	

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