

Certificate Course in Professional Bartending (CCPBT) (63)

Syllabus

Six Months Programme with 02 Months of Internship



**National Council for Hotel Management & Catering Technology
A-34 Sector 62, Institutional Area,
NOIDA 201 309**

CERTIFICATE COURSE IN PROFESSIONAL BARTENDING (CCPBT)

Eligibility: Senior Secondary (10+2) or equivalent.

Duration: 16 Weeks+08 Weeks of industry exposure

TEACHING AND EXAMINATION SCHEME

| No. | Subject code | Subject | Hours per week | Term Marks |
|--------------------|--------------|--|----------------|------------|
| THEORY | | | | |
| 1 | CPBT-01 | Beverage Basics | 04 | 100 |
| 2 | CPBT-02 | Bar Operations | 02 | 50 |
| 3 | CPBT -03 | Beverage Management | 02 | 50 |
| TOTAL | | | 08 | 200 |
| PRACTICAL | | | | |
| 1 | CPBT -04 | Beverage Service | 06 | 100 |
| 2 | CPBT -05 | Mixology Mocktail/Cocktail | 08 | 100 |
| 3 | CPBT -06 | Flaring/Workshop/Field visit | 04 | - |
| 4 | CPBT -07 | Information Technology (POS/Fidelio/ IDS/Opera) | 04 | 50 |
| 5 | CPBT -08 | Communication (Soft Skills) | 02 | 50 |
| TOTAL | | | 24 | 300 |
| GRAND TOTAL | | | 32 | 500 |



BEVERAGE BASICS -CPBT-01

TIME ALLOTTED: 04 HOURS PER WEEK

MAXIMUM MARKS: 100

Learning objectives: At the end of this course, a candidate shall be able to

1. Explain the basic concepts of Beverage Service.
2. Prepare different types of Mocktails and Cocktails,
3. Differentiate the Mocktails & Cocktails
4. Handle different types of situations in bar.
5. The course is planned for candidates to develop knowledge, inputs required at the entry and supervisory level of a star hotel.

| UNIT | CONTENT |
|------|--|
| 1 | NON-ALCOHOLIC BEVERAGES A. Classification (Nourishing, Stimulating and Refreshing beverages) B. Juices and Soft Drinks C. Cocoa & Malted Beverages D. Barista (Coffee Bar) |
| 2 | ALCOHOLIC BEVERAGE A. Introduction and definition B. Classification of alcoholic beverage C. Production process –brief D. Label of wine bottle/distilled beverage E. Storage of alcoholic beverage, Storage of wine & beer F. Service of alcoholic beverages |
| 3 | MOCKTAILS A. Basics of Mocktail Making B. Methods of Mocktail making C. Measuring equipment & Techniques D. Recipe & methods of 10 Classic Mocktail Making <ol style="list-style-type: none">I. Shirley TempleII. Virgin MaryIII. Sparkling Peach PunchIV. Non-alcoholic SangriaV. Virgin Strawberry DaiquiriVI. Virgin CosmopolitanVII. Virgin Pina ColadaVIII. Mai Tai Mocktail Party PunchIX. Blue Lagoon MocktailX. Appeltini Mocktail |
| | E. Recipes of Five Contemporary Mocktail (As per instructor choice) |



COCKTAILS & MIXED DRINKS

- A. History & Definition
- B. Classification
- C. Recipe & methods of Classic Cocktails
 - I. Alexander
 - II. B&B
 - III. Between the sheets
 - IV. Side car
 - V. Gin fizz
 - VI. Gin sling
 - VII. Gimlet
 - VIII. Tom Collins
 - IX. Martini – Dry & Sweet
 - X. Pink lady
 - XI. Daiquiri
 - XII. Pina colada
 - XIII. Mojito
 - XIV. Margarita
 - XV. Tequila sunrise
 - XVI. Bloody Mary
 - XVII. Screw driver
 - XVIII. Whiskey sour
 - XIX. Rob roy
 - XX. John Collins
 - XXI. Manhattan – Dry & Sweet
- D. Recipes of Ten Contemporary Cocktails (As per Instructor Choice)
- E. Craft Cocktails
- F. Mixology Terms



BAR OPERATIONS -CPBT-02

TIME ALLOTTED: 02 HOURS PER WEEK

MAXIMUM MARKS: 50

Learning objectives: At the end of this course, a candidate shall be able to

1. Explain basic concepts of Bar Service.
2. Prepare duty roaster of Bar
3. Handling opening and closing of Bar duties of operation.

| UNIT | CONTENT |
|------|--|
| 1 | BAR A. Introduction and definition of Bar B. Types of Bar (Introduction and definition) I. Cocktail Bar II. Dispense Bar C. Bar layout – Physical layout of Bar I. Area of bar II. Front Bar III. Back bar IV. Under bar D. Bar equipment E. Bar stock |
| 2 | STAFFING OF BAR A. Hierarchy B. Job description C. Duty roaster D. Attributes of Bar Staff |
| 3 | BAR OPERATIONS A. Bar licensing B. Opening & Closing Duties C. Microbrewery D. New trends in bar |
| 4 | MANAGING BAR A. Developing efficiency B. Standard Operating Procedure of bar operations |



BEVERAGE MANAGEMENT- CPBT-03**TIME ALLOTTED: 02 HOURS PER WEEK****MAXIMUM MARKS: 50****Learning objectives:** by the end of this course the learner shall be able to

1. Explain basic concepts of inventory control, purchasing, receiving, and storage process.
2. Perform the task of production and cost control.
3. Handle/ manage the cash counter/Billing procedure
4. To calculate the revenue and will handle different types of situation in bar.

| UNIT | CONTENT |
|------|--|
| 1 | INVENTORY CONTROL <ol style="list-style-type: none"> A. Importance B. Objective C. Method D. Levels and technique E. Perpetual inventory F. Monthly inventory G. Pricing of commodities H. Comparison of physical and perpetual inventory |
| 2 | BEVERAGE CONTROL <ol style="list-style-type: none"> A. Purchasing B. Receiving C. Storing D. Issuing E. Production control F. Standard recipe G. Standard portion size H. Bar frauds I. Book maintained J. Beverage control |
| 3 | SALES CONTROL <ol style="list-style-type: none"> A. Procedure of cash control B. Machine system C. ECR D. NCR E. Preset machines F. POS (IDS/Fidelio/Opera) G. Reports H. Thefts I. Cash handling |



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MENU

- A. History & Definition
- B. Menu structure
- C. Planning
- D. Pricing of menus
- E. Menu as marketing tool
- F. Constraints of Menu
- G. Food & wine paring



BEVERAGE SERVICE PRACTICAL-CPBT-04

TIME ALLOTTED: 08 HOURS PER WEEK

MAXIMUM MARKS: 100

Learning Objectives: At the end of this course, a candidate shall be able to:

1. Use different types of glassware to serve different alcoholic and non-alcoholic beverages.
2. Prepare cocktails according to accepted standards.
3. Render different type of beverage service as per SOP.
4. Practice responsible service of liquor.
5. Prepare Food & Wine combination Menu

| UNIT | CONTENT |
|------|--|
| 1 | A. Service of Tea and coffee B. Service of Non-alcoholic beverages C. Serving from the coffee machine D. Service of coffee variations |
| 2 | A. Wine service – Service of Table wines, Sparkling wine, Aromatized wines and Fortifiedwines. B. Food and wine harmony C. Wine appreciation |
| 3 | A. Service of different types of beer |
| 4 | A. Service of Spirits B. Service of liqueurs |
| 5 | RESPONSIBLE SERVICE OF LIQUOR A. Preventing trouble B. Complaints and Refusal of Service C. Potential Problem Situations D. Reacting to Trouble E. Recording Incidents |



MIXOLOGY MOCKTAIL/COCKTAIL -CPBT-05

TIME ALLOTTED: 08 HOURS PER WEEK

MAXIMUM MARKS: 100

Learning Objectives: At the end of this course, a candidate shall be able to:

1. Prepare cocktails according to accepted standards.
2. Render different type of beverage service as per SOP.
3. Practice responsible service of liquor.

| UNIT | CONTENT |
|------|--|
| 1 | Preparation of garnishes and mixes for the bar |
| 2 | Setting up a mock bar |
| 3 | Storage of wines, beer and spirits |
| 4 | PREPARATION AND SERVICE OF CLASSICAL COCKTAILS A. 20 Classic cocktails preparation and 10 contemporary Cocktails preparation as mentioned in theory B. Service of Popular cocktails C. Craft Cocktails |
| 5 | Raising of toast in formal sit-down banquets, setting up of a dispense bar in banquets |



FLARING -CPBT-06

TIME ALLOTTED: 04 HOURS PER WEEK

Learning Objectives: At the end of this course, a candidate shall be able to:
Perform the task of flaring/Juggling

| UNIT | CONTENT |
|------|--|
| 1 | Basic bar flaring moves (Guest lectures depending upon the skill set available) Juggling/field visit |

References:

1. **Bartending for Dummies** by Ray Foley; Wiley Publishing, Inc.
2. **The bar & Beverage Book** by Costas Katsigris, Chris Thomas; John Wiley & Sons, Inc.
3. **The Complete Bartender** by Robyn M. Feller; Barkley Books, New York



INFORMATION TECHNOLOGY -POS/ FIDELIO/ IDS/ OPERA-CPBT-07

TIME ALLOTTED: 04 HOURS PER WEEK

MAXIMUM MARKS: 50

Learning Objectives: At the end of this course, a candidate shall be able to:

1. Operate /Handle Software of Fidelio/ IDS/ Opera in coordination with F&B Management

| UNIT | CONTENT |
|------|--|
| 1 | POS |
| 2 | Fidelio/IDS/ OPERA |
| 3 | Practical exposure of the available software for KOT/ punching/ ordering etc. and generating reports |

COMMUNICATION (SOFT SKILLS) -CPBT-08

TIME ALLOTTED: 02 HOURS PER WEEK

MAXIMUM MARKS: 50

Learning Objectives: At the end of this course, a candidate shall be able to:

1. C.V. writing
2. Cover letters
3. Formal letter- official/ business

| UNIT | CONTENT |
|------|-----------------------------------|
| 1 | C.V. writing Cover letters |
| 2 | Formal letter- official/ business |
| 3 | Situation handling |
| 4 | Customer service |
| 5 | Complaint handling |
| | TOTAL |

