

**Tompkins Cortland Community College**  
**Master Course Syllabus**

**Course Discipline and Number: HRMG 107**  
**Course Title: Safe Alcohol Handling**

**Year: 2018-2019**  
**Credit Hours: 1**

**Attendance Policy:** *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

**Services for Students with Disabilities:** *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

**Course Description**

The principles of responsible alcohol transactions, which include understanding alcohol laws, evaluating intoxication levels, dealing with difficult situations, and checking identification, are covered. Students prepare for industry certification testing. If the final exam is passed with a 80% grade or better, certification is awarded by the National Restaurant Association. Additional fee required. Prerequisites: Prior completion or concurrent enrollment in MATH 090 and RDNG 116 if required by placement testing. 1 Cr. (1 Lec.) Fall and spring semesters.

**Course Context/Audience**

This course is required in the Hotel and Restaurant Management A.A.S. Wine Marketing A.A.S., and Culinary Arts A.A.S. degree programs.

**Basic Skills/Entry Level Expectations**

**Writing:** W0 Very limited or no writing skills are required.

**Math:** M1 If required, the student must be concurrently enrolled in MATH 090. Very basic mathematical skills are required.

**Reading:** R3 Basic college level reading required. Concurrently enrolled in RDNG 116 if required

**Course Goals**

The student will be evaluated on the degree to which student learning outcomes are achieved. A variety of methods may be used such as tests, class participation, projects, homework assignments, etc. Students will complete a National Restaurant Association ServSafe Alcohol Test proctored by an approved instructor by the NRA.

**Course Objectives/Topics**

<b>Objective/Topic</b>	<b>% Course</b>
Alcohol Law and Your Responsibility <ul style="list-style-type: none"><li>• Your Responsibility as a Seller or Server of Alcohol</li><li>• The Role of the Liquor Authority</li><li>• Laws Restricting Alcohol Service</li></ul>	25%
Recognizing and Preventing Intoxication <ul style="list-style-type: none"><li>• Alcohol and the Body</li></ul>	25%

<ul style="list-style-type: none"> <li>Assessing a Guest's Level of Intoxication</li> <li>Preventing Guests from Becoming Intoxicated</li> </ul>	
<b>Checking Identification</b> <ul style="list-style-type: none"> <li>Acceptable Forms of Identification</li> <li>Verifying Identification</li> <li>When to Check IDs</li> <li>The Proper Procedure for Checking IDs</li> <li>Using ID Readers</li> <li>Dealing with a Fake ID</li> </ul>	25%
<b>Handling Difficult Situations</b> <ul style="list-style-type: none"> <li>Handling Intoxicated Guests</li> <li>Handling Potentially Violent Situations</li> <li>Handling Illegal Activities</li> <li>Documenting Incidents</li> </ul>	25%

**General Education Goals - Critical Thinking & Social/Global Awareness**

<b>CRITICAL THINKING OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
Students will be able to <ul style="list-style-type: none"> <li>➤ develop meaningful questions to address problems or issues.</li> <li>➤ gather, interpret, and evaluate relevant sources of information.</li> <li>➤ reach informed conclusions and solutions.</li> <li>➤ consider analytically the viewpoints of self and others.</li> </ul>	NA
<b>SOCIAL/GLOBAL AWARENESS OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> <li>➤ Students will begin to understand how their lives are shaped by the complex world in which they live.</li> <li>➤ Students will understand that their actions have social, economic and environmental consequences.</li> </ul>	Students learn the dangers of alcohol and improper handling and service of patrons. These have social, economic, legal and cultural consequences. The students learn about these outcomes via video presentation, lecture, discussion, and peer sharing.

**Instructional Methods**

This course will include lectures, class discussion, videos, articles from professional publications, and/or case studies that the students will summarize and/or present in class.

**Methods of Assessment/Evaluation**

Method	% Course Grade
Written Exams	60%
Quizzes/Assignments	30%
Attendance/Participation	10%

**Text(s)**

Fundamentals of Responsible Alcohol Service Fundamentals, English, with exam answer sheet – Additional fees for certification may apply.

**Bibliography**

No resources specified

**Other Learning Resources/Available via the National Restaurant Association**

ServSafe Alcohol Instructor Guide  
English, Instructor Guide - SSAIG2

ServSafe Alcohol Instructor Toolkit w/5-In-1 DVD  
Instructor Toolkit, English, 5-in-1 DVD, Instructor Guide, lapel pin - ITDVD2

ServSafe Alcohol Instructor Toolkit w/5-In-1 VIDEO  
Instructor Toolkit, English, 5-In-1 VHS, Instructor Guide, lapel pin - ITVID2

ServSafe Alcohol Instructor Toolkit w/5 DVD Set  
Instructor Toolkit, English, Five DVD Set, Instructor Guide, lapel pin - IT5D2

**Other Learning Resources**

<b>Audiovisual</b> No resources specified
<b>Electronic</b> See National Restaurant Association (NRA) resources
<b>Other</b> <i>Restaurants and Institutions</i> <i>Restaurant News</i> <i>Dietary Manager</i>