

SOUTH TEXAS SCHOOL OF BARTENDING

SCHOOL CATALOG

425 S. International Blvd.
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History of South Texas School of Bartending

South Texas School of Bartending is the first Bartending School in Weslaco, Texas which resides in the Rio Grande Valley. Dedicating ourselves and our school to the best training, S.T.S.B. although young has over 26 years of experience. Located in the Hometel Hacienda Center on 425 S. International Blvd., South Texas School of Bartending has all new facilities and equipment. Built in November 2005, S.T.S.B. has all the potential to be the leading bartending school in South Texas. We offer introduction to bartending courses that focuses on free pouring/shot pouring, speed drills, customer service, Texas state laws and many other subjects. We pride ourselves on our training and the ability to teach the student effective and efficient ways to become a bartender. We offer many techniques which will enable the bartender to keep up with today's demands on the food and beverage industry. With different Speed and accuracy drills, the student will have a better understanding of real world scenarios which we act out during class. With our trained staff, we can accommodate to each students unique style of bartending. We take our time and change our teaching styles to help the student better grasp the material.

Description of Available Space, Facilities, and Equipment

At S.T.S.B., training to become a professional bartender is made easier due to its equipment and facilities. Students train behind an actual bar with bar stools. The environment is set to resemble an

authentic bar with tables, chairs, and neon signs. Behind our bar is a stainless steel ice bin and a four compartment sink with drip dry locations set on both ends. Along with our two door three compartment beer cooler and our liquor display case, our school has all state of art equipment that makes learning so much easier and more enjoyable. We have over 30 liquor bottles, plastic pourers, storm pourers, 3 metal shakers, blenders, cutting boards, garnish trays, metal and glass jiggers, bar spoons and most types of glassware that makes its way through the bar business is available at our school. The class room or “bar” has plenty of space that holds four tables along with two booths. A total of 30 people can sit comfortably. Men and Women bathrooms are located outside of the school and in the hallway of the main building. Water fountains and beverage vending machines line the hallway as well.

Equipment	Number and Description	Age	Student:Equipment Ratio
Bar	1 each, 16ft	New	6:1
Ice Bin	1 each, 12 inches deep & 2 feet wide (True)	New	1:1
Sinks	4 each, 4 compartment sinks (True)	New	2:1
Beer Cooler	1 each, (True) 2 door 3 compartment cooler	New	1:1
Liquor Bottles	30 each, various vendors	New	6:1
Glassware	47 each, (Libbey)	New	6:1
Storm Pourers	6 each, (Libbey)	New	2:1

Directory of All Staff

1. Director — Ruben Villanueva Jr.
2. Owner — Ruben Villanueva Jr.
3. Instructor — Ruben Villanueva Jr. has been in the Food and Beverage Industry for over 26 years. Bar Management along with private party banquets and Catering has become his specialty. Trained in the art of Mixology and Customer Service, Mr. Villanueva is a great key asset to this institution. He has trained many bartenders and wait staff while being a Bar Manager/Bartender and a master of Mixology.

4. Fees and Tuition

Item	Amount
Tuition (includes instruction, lab, books, and supplies)	\$300.00
Registration / Administrative Fee	\$100.00
Books and Supplies	Included in tuition
Other Expenses	\$0.00
TOTAL COST OF THE PROGRAM	\$400.00

Items above are subject to cost change. No interest is charged. If a student cancels after the 72-hour cancellation period and does not enter school, the school may retain the \$100.00 registration / administrative fee.

5. Holidays to be observed

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Day, New Year's Eve and Day.

Enrollments are Monday thru Friday 10am – 5pm. Students can make arrangements to visit the school on Saturday for enrollment. Classes will start every third week during weekday classes. Saturday classes will vary due to the availability of seating.

6. Normal Hours of Operations

School Hours: Monday thru Friday, 10am – 10 pm

Office Hours: Monday thru Friday, 10am – 6pm

Admissions Requirements & Enrollment

- Students must be at least 18 years or older
- Students must be able to read and write English

Enrollments are Monday thru Friday, 10am – 5pm. Students can make arrangements to visit the school on Saturday for enrollment. When enrolling, the student must pay the full tuition to secure a seat. There are no charges for repeat training or a refresher course or extended training to meet graduation requirements. When returning for a refresher course, S.T.S.B. must be notified 2 days in advance.

Cancellation and Refund Policy

When you reserve a seat at S.T.S.B., no other student can take that seat away unless you officially withdraw.

A full refund of all monies paid will be made to any student who cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student. This full-refund right is statutory and is not subject to approval or agreement by any school official.

A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance, expressed in clock hours. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following: (a) the last date of attendance, if the student is terminated by the school; (b) the date of receipt of written notice of withdrawal from the student; or (c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school.
4. If a student enters the program and withdraws or is otherwise terminated, the school may retain not more than \$100 in administrative fees charged for the entire program. The minimum refund of the remaining tuition, fees, and other charges will be the pro rata portion that the number of hours remaining in the portion of the program for which the student has been charged after the effective date of termination bears to the total number of hours in that portion of the program. A student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. A full refund of all tuition and fees paid is due and payable, as an absolute statutory right and without any requirement of school-official agreement or approval, in each of the following cases: (a) S.T.S.B. does not accept the student; (b) educational service is discontinued by the school, preventing the student from completing the course; or (c) the student's enrollment was procured as a result of any

misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

6. Refunds will be totally consummated within 60 days after the effective date of termination.

Refund Policy for Students Called to Active Military Service

A student of the school who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the portion of the program the student does not complete following withdrawal AND cancellation of any remaining unpaid balance for the incomplete portion;
- (b) a grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor of the program determines that the student has: (i) satisfactorily completed at least 90 percent of the required coursework for the program; and (ii) demonstrated sufficient mastery of the program material to receive credit for completing the program.

Program Outline

Program Title: Mixology

Program Description: Students will learn the art of Mixology, speed and accuracy, product knowledge, customer service and gain experience behind an actual bar. This training allows the student to become employed as a professional bartender. With the experience gained at S.T.S.B., any student will have the insight to apply anywhere a server is needed.

Subject Title	Clock Hours Lec/Lab/Total
Opening Setup-Closing Procedures/High Balls	1 / 3 / 4
Bartender’s Responsibilities/Juice Highballs	1.5 / 2.5 / 4
Texas State Laws/Cream Drinks	1 / 3 / 4
Customer Service/Martinis & Manhattans	2.5 / 1.5 / 4
Beer	1.5 / 2.5 / 4
Liquor	1.5 / 2.5 / 4
Wine	1.5 / 2.5 / 4
Free Pouring/Shot Pouring	2 / 2 / 4
Mixology	2 / 2 / 4
Frozen and Layered Drinks/T.A.B.C.	1 / 3 / 4
Total Hours	15.5 / 24.5 / 40

Upon completing the course, the student will receive a certificate of completion. Courses taken Monday thru Thursday will last 2 hours a day for 2 weeks.

Subject Descriptions

Opening Setup-Closing Procedures

This subject teaches students to learn the basic setup of a fully functional bar. They will be able to identify all the necessary equipment a bar needs to function on a regular basis. Closing procedures will show the student exactly where all products belong and how they are stored. (Lec. 1 hr / Lab 3 hrs / Total 4 hrs) Prerequisites: NONE

Bartenders Responsibilities

Students will learn the various tasks that bartenders will deal with on a daily basis such as: handling money, controlling his/her atmosphere, stocking products, dealing with customers and the most common attitudes they will bring into the bar. (Lec. 1.5 / Lab 2.5 / Total 4 hrs) Prerequisites: NONE

Texas State Laws

Students will learn about Liquor laws dealing with bar times, gambling, firearms and happy hour laws. They will be able to use these laws to protect themselves and the establishment. (Lec. 1 / Lab 3 hrs / Total 4 hrs) Prerequisites: NONE

Customer Service

Students will learn how to approach customers and how to interact with them. Fast and efficient service will be learned. Students will also learn the “4 minute” time limit which will allow them to service the customer quickly and accurately. (Lec. 2.5 hrs / Lab 1.5 hrs / Total 4 hrs) Prerequisites: NONE

Mixology

Students will learn to mix a variety of drinks. They will learn different types of liquor densities and how each type of liquor and liqueur will interact with each other. Students will learn which garnishes will go with each mixer. (Lec. 2 hrs / Lab 2 hrs / Total 4 hrs) Prerequisites: NONE

Beer

Students will learn the five types of beers found world wide. The subject will discuss the different types of techniques used to brew beer. Students will also learn the damaging factors that will affect the beers taste. (Lec. 1.5 hrs / Lab 2.5 hrs / Total 4 hrs) Prerequisites: NONE

Liquor

Students will learn about the different types of liquors made around the world along with the fermentation of every type of liquor. Students will also learn about the types of liquors and liqueurs sold in bars in Texas. This subject will also teach the students about the “proof system.” (Lec. 1.5 hrs / Lab 2.5 hrs / Total 4 hrs) Prerequisites: NONE

Wine

Students will learn the various types of fortified, table and sparkling wine. Students will learn the proper techniques of serving and storing wine. (Hands on training on opening bottles of wine and champagne.) (Lec. 1.5 hrs / Lab 2.5 hrs / Total 4 hrs) Prerequisites: NONE

Free Pouring/Shot Pouring

Students will learn to accurately pour alcohol in a high volume establishment. Free pouring will allow the student to pour an exact shot without using a jigger. (Lec. 1.5 hrs / Lab 2.5 hrs / Total 4 hrs)

Prerequisites: NONE

Frozen and Layered Drinks

This subject will teach students to blend frozen drinks using the proper blenders and the appropriate mix. Students will learn to make the mixers from scratch. Students will also learn to cut fruit garnishes by drink order. (Lec. 1 hrs / Lab 3 hrs / Total 4 hrs) Prerequisites: NONE

Students will be required to take quizzes, a Mid Term Exam and a Final Exam. Students must pass every test with a 70 or better to pass the course. 8 quizzes and 2 Exams will be given. Overall distribution of grades is as follows:

Grading	%
Quizzes (8)	20
Mid Term	40
Final	40
Total	100

South Texas School of Bartending

Opening/Closing Procedures

Subject Description:	This subject teaches students the basic setup of a fully functional bar. They will be able to identify all necessary equipment a bar needs to function on a regular basis. Closing procedures will show the student exactly where all products belong and how they are stored. (High Ball Drinks)
Subject Hours:	4 clock hours (1 hour lecture, 3 hours lab)
Performance Objectives:	setup a full bar; recognize all the necessary materials used in a bar; wash glasses; stock all products; pour quickly and accurately High Ball drinks
Prerequisites:	None
Required Textbooks:	South Texas School of Bartending Manual: Mixology 101, Ruben Villanueva Jr., 2006
Instructional Methods:	1. Lecture 2. Back Bar/Bar (Hands On) 3. 4 compartment wash sink
Instructor Student Ratio:	6:1
Daily Content Outline:	Opening Setup & Closing Procedures (High Ball Drinks)
Basis of Grades:	Quiz 100%

South Texas School of Bartending

Bartenders Responsibilities

Subject Description:	Students will learn the various tasks that bartenders will deal with on a daily basis. They will know how to handle everyday situations brought forth by customers. (Juice High Ball Drinks)
Subject Hours:	4 clock hours (1.5 hours lecture, 2.5 hours lab)
Performance Objectives:	dealing with customer situations; handling money; stocking beer, liquor, wine; setting up the bar atmosphere; pour quickly and accurately Juice High Ball Drinks
Prerequisites:	None
Required Textbooks:	South Texas School of Bartending Manual: Mixology 101, Ruben Villanueva Jr., 2006
Instructional Methods:	1. Lecture 2. Bar/Back Bar (Hands On)
Instructor Student Ratio:	6:1
Daily Content Outline:	Bartender's Responsibilities (Juice High Ball Drinks)
Basis of Grades:	Quiz 100%

South Texas School of Bartending

Texas State Laws

Subject Description:	Students will learn about Liquor laws dealing with bar times, gambling, firearms and happy hour laws. They will be able to use these laws to protect themselves and the establishment. (Cream Drinks)
Subject Hours:	4 clock hours (1 hour lecture, 3 hours lab)
Performance Objectives:	knowledge on laws pertaining to the bar business; able to determine if laws are being broken; recognize every aspect of T.A.B.C. laws; pour quickly and accurately Cream Drinks
Prerequisites:	None
Required Textbooks:	South Texas School of Bartending Manual: Mixology 101, Ruben Villanueva Jr., 2006
Instructional Methods:	1. Lecture 2. Bar/Back Bar (Hands On)
Instructor Student Ratio:	6:1
Daily Content Outline:	Responsible knowledge on Texas Liquor Laws (Cream Drinks)
Basis of Grades:	Quiz 100%

South Texas School of Bartending

Customer Service

Subject Description:	Students will learn how to approach customers and how to interact with them. Fast and efficient service will be learned. Students will also learn the “4 minute” time limit which will allow them to service the customer quickly and accurately. (Martinis & Manhattans)
Subject Hours:	4 clock hours (2.5 hours lecture, 1.5 hours lab)
Performance Objectives:	“4 minute” time limit; know the greeting introduction; fast accurate service; basic service etiquette (Martinis & Manhattans)
Prerequisites:	None
Required Textbooks:	South Texas School of Bartending Manual: Mixology 101, Ruben Villanueva Jr., 2006
Instructional Methods:	1. Lecture 2. Bar/Back Bar (Hands On)
Instructor Student Ratio:	6:1
Daily Content Outline:	Learn how to quickly and accurately service customers. (Martinis & Manhattans)
Basis of Grades:	Quiz 100%

South Texas School of Bartending

Mixology

Subject Description:	Students will learn to mix a variety of drinks. They will learn different types of liquor densities and how each type of liquor and liqueur will interact with each other. Students will learn which garnish will go with each mixer. Students will understand how to legally strengthen and weaken drinks.
Subject Hours:	4 clock hours (2 hours lecture, 2 hours lab)
Performance Objectives:	understand each liquor/liqueurs densities; know which mixer can and cannot go with certain liquors/liqueurs; change the taste of the cocktail without actually adding more or less alcohol
Prerequisites:	None
Required Textbooks:	South Texas School of Bartending Manual: Mixology 101, Ruben Villanueva Jr., 2006
Instructional Methods:	1. Lecture 2. Bar/Back Bar (Hands On)
Instructor Student Ratio:	6:1
Daily Content Outline:	Learn the art of Mixology and how drinks are made.
Basis of Grades:	Mid Term 100%

South Texas School of Bartending

Beer

Subject Description:	Students will learn the five types of beers found world wide. This subject will discuss the different types of techniques used to brew beer. Students will also learn the damaging factors that will affect the beers taste.
Subject Hours:	4 clock hours (1.5 hours lecture, 2.5 hours lab)
Performance Objectives:	distinguish the different types of beers by their color; know which temperature goes with each type of beer; know the life expectancy of bottle, can and keg beer
Prerequisites:	None
Required Textbooks:	South Texas School of Bartending Manual: Mixology 101, Ruben Villanueva Jr., 2006
Instructional Methods:	1. Lecture 2. Bar/Back Bar (Hands On)
Instructor Student Ratio:	6:1
Daily Content Outline:	Distinguish all types of beers by color, temperature and brewing process.
Basis of Grades:	Quiz 100%

South Texas School of Bartending

Liquor

Subject Description:	Students will learn the different types of liquors made around the world along with fermentation of every type of liquor. Students will also learn the types of liquors and liqueurs sold in bars in Texas.
Subject Hours:	4 clock hours (1.5 hours lecture, 2.5 hours lab)
Performance Objectives:	know the different types of liquors and their origins; can efficiently distinguish liqueur flavors
Prerequisites:	None
Required Textbooks:	South Texas School of Bartending Manual: Mixology 101, Ruben Villanueva Jr., 2006
Instructional Methods:	1. Lecture 2. Bar/Back Bar (Hands On)
Instructor Student Ratio:	6:1
Daily Content Outline:	Distinguish all types of liquors by their flavors. Know the fermentation process.
Basis of Grades:	Quiz 100%

South Texas School of Bartending

Wine

Subject Description:	Students will learn the various types of fortified, table and sparkling wine. Students will learn the proper techniques of serving and storing wine.
Subject Hours:	4 clock hours (1.5 hours lecture, 2.5 hours lab)
Performance Objectives:	know the different types of wines and their origins; know the different types of temperatures each wine should be served at; open wine and champagne bottles
Prerequisites:	None
Required Textbooks:	South Texas School of Bartending Manual: Mixology 101, Ruben Villanueva Jr., 2006
Instructional Methods:	1. Lecture 2. Bar/Back Bar (Hands On) 3. Corkscrew
Instructor Student Ratio:	6:1
Daily Content Outline:	Distinguish all types of wines by their colors and temperatures. Recognize the most common wines used in Texas.
Basis of Grades:	Quiz 100%

South Texas School of Bartending

Frozen and Layered Drinks

Subject Description:	Students will learn to blend frozen drinks using the proper blenders and the appropriate mix. Students will learn to make the mixers from scratch. Students will also learn to cut fruit garnishes by drink order. (Tropical & Frozen Drinks)
Subject Hours:	4 clock hours (1 hour lecture, 3 hours lab)
Performance Objectives:	Be able to blend frozen drinks accurately and quickly. Be able to layer shots and frozen drinks. (Tropical & Frozen Drinks)
Prerequisites:	None
Required Textbooks:	South Texas School of Bartending Manual: Mixology 101, Ruben Villanueva Jr., 2006
Instructional Methods:	1. Lecture 2. Bar/Back Bar (Hands On) 3. Blender
Instructor Student Ratio:	6:1
Daily Content Outline:	Learn to blend frozen drinks. Learn to layer shots and drinks.
Basis of Grades:	Quiz 100%

South Texas School of Bartending

Free Pouring & Shot Pouring

Subject Description:	Students will learn to accurately pour alcohol in a high volume establishment. Free pouring will allow the student to pour an exact shot without using a jigger. (Shooters)
Subject Hours:	4 clock hours (1.5 hours lecture, 2.5 hours lab)
Performance Objectives:	pour an exact measured shot by free pouring; be able to pour more than one drink at one time by free pouring (Shooters)
Prerequisites:	None
Required Textbooks:	South Texas School of Bartending Manual: Mixology 101, Ruben Villanueva Jr., 2006
Instructional Methods:	1. Lecture 2. Bar/Back Bar (Hands On) 3. Jigger
Instructor Student Ratio:	6:1
Daily Content Outline:	Learn the exact count on a measured free pour. Learn to use a jigger.
Basis of Grades:	Final Exam 100%

Satisfactory Progress

Students are required to maintain a grade average of 70 or higher. When a student is failing, a meeting will be set up either before or after a class has taken place to discuss steps in raising the student's grades. If a student and the instructor feel he/she needs more time behind the bar, the student can take extra days if he/she feels it necessary. The class is 10 days in length so on the 6th day after the Mid Term Exam, students will be notified where he/she stands on their grade level. Progress report will be given.

If the student cannot pass any of the quizzes then he/she will be terminated for unsatisfactory progress. Students that are terminated for unsatisfactory progress will not be readmitted until one grading period has passed. A student who is obligated for a full refund will receive an Incomplete if he/she leaves for an undisclosed reason unrelated to the student's academic status. The student has a 12 month period to reenroll and complete the course without paying any fee.

Students at S.T.S.B. will be allowed 3 absences before he/she will be dropped. At the beginning of the class there is a 10 minute grace period for the student to walk in and not be counted absent. If the student is dropped because of being absent, he/she will not be allowed to enroll until the next class begins or the next grading period. Students who are absent can do makeup work either before or after class has been scheduled. The instructor and the student will figure the best time to do makeup work.

Make up work does not remove an absence.

Students are required to behave in a professional manner throughout the entire class. Students will be written up on each occasion. By the third write up, the Director will make the decision to drop the student if necessary. Students can be terminated by 3 ways: Being absent 3 times, Conduct, and Unsatisfactory academic progress. Students will not be allowed to reenroll until the next grading period. The Director will make the decision to allow students to reenroll depending on the type of termination. Upon graduation, students must have a 70 or higher grade point average, and at least 36 Hours completed.

If the student has any unresolved grievances, they must direct them to:

Texas Workforce Commission

Career Schools and Colleges

Room 226T, 512-936-3100

101 East 15th Street

Austin, Texas 78778-0001

www.texasworkforce.org/careerschools

“Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.”

Catalog Certification

“The information contained in this catalog is true and correct to the best of my knowledge.”

I certify that I am the Owner and Director of South Texas School of Bartending and that the Cancellation and Refund Policy in this Catalog has been revised effective August 26, 2026 to comply with Texas Education Code §§ 132.061 and 132.0611 and Texas Workforce Commission Career Schools and Colleges requirements.



Ruben Villanueva Jr.

Owner / Director

South Texas School of Bartending

Date: August 26, 2026