

ELIGIBILITY FOR ADMISSION

The following persons are eligible to enroll in Barstow Community College:

- Any high school graduate, OR
- Any person who has passed the High School Proficiency Exam or the General Educational Developmental (GED) test, OR
- Any person 18 years of age or older who can profit from instruction, OR
- Any K-12 students meeting the criteria listed under "Special Admission of Minor Students." (call for information)

Financial Aid

Barstow Community College knows that for some students college may still be beyond reach. The College takes pride in a personal approach to helping students meet the cost of education. A variety of resources are available including grants, fee waivers, and part-time employment on campus. Application for all Barstow Community College financial aid programs begin by completing the Free Application for Federal Students Aid. (FAFSA). Information regarding the financial aid programs and resources available at Barstow Community College can be found on the financial aid website at www.barstow.edu/financialaid.

Students are urged to contact the Financial Aid Office when they register to see if they qualify for any type of financial aid.

For more information or assistance, contact the Financial Aid Office at (760) 252-2411, ext. 7205



Barstow Community College
2700 Barstow Road
Barstow, California 92311

Phone: 760-252-2411 ext 7700
Fax:760-252-6754 OR 252-6748

BARSTOW COMMUNITY
COLLEGE

Beginning in Fall 07

COURSE OFFERINGS IN LOGISTICS / WAREHOUSE OPERATIONS



Barstow Community College
2700 Barstow Road
Barstow, California 92311

COURSES

Logistic/Warehouse Operations is one of the fastest growing careers in the area. Start working toward gaining the required knowledge now.

WARE 50- Forklift Operations 1 Unit
Training in forklift and other industrial powered trucks typically used in the warehousing and distribution industries including operation, inspection, basic maintenance and safety in accordance with CalOSHA standards. Upon successful completion of course, the student will receive certification in accordance with CalOSHA to operate forklifts.

WARE 52 - Introduction to Warehousing and Logistics 3 Units
Concepts in warehousing and distribution processes and techniques, including distribution planning and terminology; transportation methods; OSHA safety rules and regulations; shipping; marketing and receiving procedures; and inventory control.

WARE 55- Principles of Logistics 3 Units
Concepts in product distribution, including supply chain management, integrated logistics and activities.

WARE 57- Materials Management 1 Unit
Covers the basics of supply chain management, manufacturing planning, and control systems, purchasing, and physical distribution

BADM 51- Business Math
3 Units

Application of basic arithmetic to business transactions and activities. Improve computational skills, (addition, subtraction, multiplication, division), working number and word problem using whole numbers, fractions, decimals, percents, interest, and equations to solve problems.

BADM 101- Attitude and the Workplace
1 Unit

This course is designed to provide the participant with certain key skills in the area of attitude so that they may effectively maintain a positive attitude in the workplace and at home. The participant will be introduced to the concepts of how attitudes are communicated, the three types of attitudes, and how to adjust ones attitude. Topics will also include the primary causes of bad attitude, turnaround strategies to battle them, and specific techniques to raise the attitudes of others.

BADM 102- Dealing with Difficult People
1 Unit

This course will explore the causes and impact that conflict can have on customer service. Students will learn strategies and techniques for resolving tough issues and how to turn a difficult customer into a loyal one.

BADM 103- Mastering Communication
1 Unit

This course covers verbal and non-verbal communications, as well as, superior listening skills. The communication process model will be discussed as well as barriers to effective communications. The course also

covers various techniques to improve the clarity of communication.

BADM 104- Time and Stress Management
1 Unit

This course explores ways in which time and stress impacts employee performance ability. Furthermore, the course will also cover the utilization of time management techniques needed to increase employee efficiency and productivity.

WARE 59- Introduction to Purchasing
3 Units

Covers the basics of purchasing principles and management, including objectives and organizations, key purchasing variables, applications, and systems and controls.

MANY OF THESE CLASSES ARE OFFERED ONLINE.

CALL TODAY!!!



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