# SSM 77 – BASICS OF BAR-CODING

The industrial use of barcodes can be traced back as far as the 1960s. Some of these early implementations were used to identify rail road cars. Common barcodes started appearing on grocery shelves in the early 1970s as the UPC code to automate the process of identifying grocery items. Today, barcodes are just about everywhere and are used for identification in almost all types of business. When barcodes are used in business processes, procedures are automated to increase productivity and reduce human error. Bar-coding should be used whenever there is a need to accurately identify or track something.

*WHO SHOULD ATTEND?*

This course is aimed at junior and mid-level managers who wish to integrate e-commerce practices into their everyday work routines.

*COURSE CONTENTS*

## Session 1 – Uses of Bar-coding

- What is bar-coding?
- What information is stored in bar-coding?
- Precise identification of products and merchandise
- Less paperwork

## Session 2 – Using the Bar-coding equipment

- The Bar-code wand, scanner and handheld scanners
- Update information regularly
- The numerical code structures
- Size and colours used in bar-coding

## Session 3 – Bar-coding FAQs

- Barcodes and RFID
- Choosing the best Barcode type
- Reading Barcodes
- Barcode Area Efficiency
- Conversion Table and Specifications for MILS, CM and Inches