



PROGRAM

5th Follett Comprehensive Training Course
October 19-22, 2010, 8:00am-5:00pm
Brokenshire College
Madapo Hills, Davao City

Day 1 (October 19)

- **Follett Site Setup and Operations**
- **Catalog Set-up**
- **Patron Set-up**
- **Circulation Set-up**
- **OPAC Set-up**

Day 2 (October 20)

- **Marc21 (Bibliographic and Authority Format)**
- **Cataloging**
- **Pre-processing Software**
- **OPAC**
- **Web Collection Plus**

Day 3 (October 21)

- **Patron Conversion Utility**
- **Patron Maintenance**
- **Circulation Desk**
- **Statistics Available**
- **Reports**
- **New in Version 6.4**

Day 4 (October 22)

- **Inventory**
- **Utilities**
- **Conversion**

RESERVATION

Yes please reserve slot/s for me/us at the 5th Follett Comprehensive Training Course

Name 1 _____

Name 2 _____

Name 3 _____

Name 4 _____

Institution _____

Address _____

Phone _____ **Fax** _____ **Email** _____

Training fee is P7,000 each person inclusive of lunch and snacks and training materials, with 15% discount for those with current support. All sessions are hands-on, one computer per participant. Please fax this form to **02 3250027** or email your registration info to eisi@eisi.com.ph.

You may also register online at www.eisi.com.ph/events.html

For questions call 8436571 or 8453507. Payments may be made in cash or cheque payable to our service and training affiliate **AKLATAN.NET Solutions**.

Your reservation does not guarantee a slot at the course unless confirmed by us.

We could provide travel information such as hotel/pension houses and transportation. However we could not make bookings for you.

All topics indicated above are indicative of the content of the course and may be changed without prior notice.

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