DOCUMENT CONTROL MANAGEMENT

GULF WORKING PRACTICE



COURSE **OUTLINE**

- Roles & Responsibilities of a DC
- Understanding of Construction Documents
- Types of Documents
- Structure of Documents
- Maintaining Documents (Hardcopies)
- Working with Various Documents
- MS-Excel for Document Controllers
- Maintaining Documents (Softcopies)
- Creating Document Log for Various Documents
- Excel Tricks, Tips and Templates for DCM
- Introduction to Macros
- Introduction to EDMS
- MS-Word For Document Controllers
- Letter Drafting & Creating Own Templates
- MS- Word templates for Document Controllers
- Tips & Tricks for MS Word
- Working with PDF files



COURSE INFO

Course Duration

- Approx. 10 Hours
- 5 Days
- 1 Class / Day, 2 Hrs each

You Will Get

- Powerpoint Slides
- GCC Data Bank
- Completion Certificate

Delivery Method

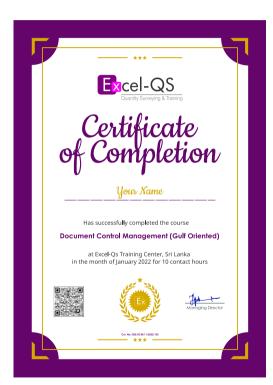
- Online Live Session (Via MS Team)
- Pre-Recorded Video Course

Medium

- Tamil
- English



SAMPLE CERTIFICATE







Want New Skills? Get in touch!



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