DOCUMENT CONTROL MANAGEMENT

GULF WORKING PRACTICE

Excel-QS
Quantity Surveying & Training

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
- Internet & E-Mail

COURSE **INFO**

Course Duration

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

You Will Get

- ✔ Powerpoint Slides
- ✔ Real Working Templates & Formats
- ✔ GCC Data Bank
- ✔ Completion Certificate

Delivery Method

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

Medium

- ✔ Tamil
- ✔ English

SAMPLE **CERTIFICATE**

Excel-QS
Quantity Surveying & Training

Certificate of Completion

Your Name

_____

Has successfully completed the course

Document Control Management (Gulf Oriented)

at Excel-Qs Training Center, Sri Lanka
in the month of January 2022 for 10 contact hours

Managing Director

Cer. No: EQS/DCM/11/2022/125

E - CERTIFICATE

★★★

Value addition to your resume

Want **New Skills?**
Get in touch!

Excel-QS
Quantity Surveying & Training

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