DOCUMENT CONTROL MANAGEMENT

GULF WORKING PRACTICE

Global
Institute of
Quantity Surveying

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

Delivery Method

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

You Will Get

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

Medium

- Tamil
- English

SAMPLE **CERTIFICATE**

Certificate of Completion

Global Institute of Quantity Surveying

Your Full Name

Has successfully completed the course

Professional Working Practice in XXXXXXXXXXXXXXXX (Gulf Oriented)

at Global Institute of Quantity Surveying (GIQS), Sri Lanka in the month of August 2023 for 50 contact hours

E - CERTIFICATE

★★★

Value addition to your resume

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

GLOBAL INSTITUTE OF QUANTITY SURVEYING
Kalmunai, Amparai,
Sri Lanka,
32300.

+94754304301

courses@thegiqs.com

www.thegiqs.com