



## Administration and Secretarial



**SCANDINAVIAN ACADEMY**  
Training and Development



# Course: Document Control

Code	City	hotel	Start	End	price	Hours
604	Jakarta (Indonesia)	Hotel Meeting Room	2024-06-03	2024-06-07	3950 €	25

## Course Description

Document Control Course will give each participant a professional foundation within technical document control. Document Controller Course is designed to provide a professional development opportunity for those who want work in the role of document controller. We have a team of experienced industry experts who offer Document Controller Course. During the Document Control Course, our expert trainers will teach you all the aspects related with Document Control and help you develop your professional skills. After completing Document Controller Course, you will surely be able handle all types of documentation fluently and easily.

## Course Objective

- Explain the requirements for document control traceability, auditability, quality and consistency
- Understand the role of the document controller and his or her interfaces
- List and perform critical quality checks to run on technical documentation
- Understand what a deliverable is and how it is managed.
- Ensure traceability of documents, comments, distribution and transmittals
- Understand and explain the requirements of the electronic document management system

## Course Outline

- **Basics of Document flow.**
- **Management (Soft and Hard Copies).**
- **Different Documentation and related project activities.**
  - Filing - Numbering, arranging etc.
  - Letter coding - A, B, C etc.
  - Data wise, Number wise Files.
  - Front cover/Index
  - File shifting procedure
  - Submittals
  - Transmittals
  - Soft and Hard Copies of Documents
- **Traceability**
- **MIS**
- **Practical case studies on each area with Work Sheets.**



- **Software's included: MS Word, MS PowerPoint and MS Excel**



**The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.