

COURSE NO. DM-0750

Effective Documentation Management

Register Today!

www.worldclasstraining.org



DATE & TIME

Tuesday, Sept. 5, 2017
9 AM - 4 PM



LOCATION

Weslaco Business Center
275 S. Kansas Ave.
Weslaco, TX 78596



COST

Only \$199.
*(Includes all instructional materials
and .6 CEUs)*

WE CAN HELP!

Need to create a document system to:

- Create, update and control documented information
- Control documents of external origin
- Ensure that documents are available when they are needed
- Prevent the unintended use of obsolete documents

WHAT WE WILL COVER

- ✓ What type of documents should be controlled
- ✓ Components of document systems
- ✓ Document system administration
- ✓ Going electronic from a manual system
- ✓ Auditing the system

HOW TO REGISTER

 www.worldclasstraining.org

 (956) 504-9287



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COLLEGE**