



Course Catalogue

Welcome to ZanEdU

At ZanEdU, it is all about you, the student. It is about your learning experience. We feel privileged to be able to offer courses that are not designed to benefit the college first, but are designed to give you the opportunities you deserve to get an education in managing all forms of documentation, data files, and communication. Courses that are accessible and held to the same international consistency, making the education transferable to the Certified Documentation and Data Management Association around the world.

We hope you enjoy your learning experience, and we look forward to helping you grow.



We take the confidentiality of each individual's private information seriously. All information provided to ZanEdU is collected under privacy laws and regulations, and as such, we will not share our students' academic, financial, contact, or personal information. Information will only be used to facilitate enrolment, to contact you regarding ZanEdU courses, surveys, and business, for administering any student related activities, and for internal statistical purposes.



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Alphabetical Listing of All Available Courses

Course Code	Course Name	Length in Hours	Cost (CAD)	Recommended Prerequisites	Channel A HO DC	Channel B FDC	Channel C FAB DC	Channel D MOD DC	Channel E Corp DC
CI-DM-001	Corporate Documentation Levels Explained	10	\$205.00	GB-DM-005	X	X	X	X	X
CI-DM-002	Creating, Modifying, and Publishing Corporate Documentation	10	\$205.00	CI-DM-001	X	X	X	X	X
CI-DM-003	Managing Reviews and Corporate Documentation from External Parties	10	\$205.00	CI-DM-002	X	X	X	X	X
CI-DM-004	Corp DM Numbering, Storage and Securities, and Continual Improvement	10	\$205.00	CI-DM-003	X	X	X	X	X
EB-DM-001	Introduction to Engineering Documentation Management	10	\$170.00	GB-DM-005	X	X	X	X	
EI-DM-001	Overview of Engineering Groups and Authentication Requirements	10	\$140.00		X	X	X	X	
FI-DM-001	Construction Documentation and Processing Incoming Facility Files	10	\$170.00	GB-DM-007		X			
FI-DM-002	Processing Facility Generated and Asset Management Documentation	10	\$170.00	FI-DM-001		X			
FI-DM-003	Managing As Built Redlines and Requests for Information (MOC)	10	\$170.00	FI-DM-002	X	X			

Course Code	Course Name	Length in Hours	Cost (CAD)	Recommended Prerequisites	Channel A HO DC	Channel B FDC	Channel C FAB DC	Channel D MOD DC	Channel E Corp DC
FI-DM-004	Managing System Turnover Manuals and Data Book Updates	10	\$170.00	FI-DM-003		X			
FI-DM-005	Facility Infrastructure and IT Integration Relating to DM	10	\$170.00	FI-DM-004		X			
GB-DM-001	Document Management History and Introduction	10	\$140.00		X	X	X	X	X
GB-DM-002	Elements of Creating a Facility	10	\$140.00	GB-DM-001	X	X	X	X	
GB-DM-003	Elements of Project Management	10	\$140.00	GB-DM-002	X	X	X	X	
GB-DM-004	Elements of Facility Construction	10	\$140.00	GB-DM-003	X	X	X	X	
GB-DM-005	Corporate DM Introduction	10	\$140.00	GB-DM-004	X	X	X	X	X
GB-DM-006	Creation of Drawings and Introduction to Publishing Documentation	10	\$170.00	GB-DM-005	X	X	X	X	X
GB-DM-007	Introduction to Facility Documentation and Managing Modifiable Files	10	\$170.00	GB-DM-005	X	X	X	X	
LI-DM-001	Overview of Land, Survey, and Well Data and Documentation Management	10	\$200.00		X				
LI-DM-002	Well and Survey Documentation Management	10	\$200.00	LI-DM-001	X				



Course Code	Course Name	Length in Hours	Cost (CAD)	Recommended Prerequisites	Channel A HO DC	Channel B FDC	Channel C FAB DC	Channel D MOD DC	Channel E Corp DC
LI-DM-003	Application of Land, Well, and Survey Documentation and MOC	10	\$200.00	LI-DM-002	X				
MI-DM-001	Creating and Modifying Modifiable Drawing Files	10	\$170.00					X	
MI-DM-002	Modifiable Documentation File Management and Digital Metadata	10	\$170.00	MI-DM-001				X	
MI-DM-003	Modifiable File Requirements and 3D Model Numbering	10	\$170.00	MI-DM-002				X	
MI-DM-004	Storage and Security of Controlled and Working Modifiable Files	10	\$170.00	MI-DM-003				X	
MI-DM-005	Chain of Custody, Indexing, and Concurrent Modification of Files	10	\$170.00	MI-DM-004				X	
PI-PM-001	Construction Through the Ages	10	\$170.00			X			
PI-PM-002	Construction Management Defined and Project Delivery Methods	10	\$170.00	PI-PM-001		X			
PI-PM-003	Design and Construction Project Stages, and Project Team Composition	10	\$170.00	PI-PM-002		X			



Course Code	Course Name	Length in Hours	Cost (CAD)	Recommended Prerequisites	Channel A HO DC	Channel B FDC	Channel C FAB DC	Channel D MOD DC	Channel E Corp DC
PI-PM-004	Construction Claims, Contracts, and Project Governance	10	\$170.00	PI-PM-003		X			
PI-PM-005	Reviewing Industry Facility Accidents	10	\$170.00	PI-PM-004		X			
SB-DM-001	Introduction to Documentation Management Software (DMS) Requirements	10	\$170.00	GB-DM-005	X	X	X	X	X
SI-DM-001	Repository, Uploading, and Metadata Type Requirements in DM Software	10	\$170.00	SB-DM-001	X	X	X	X	X
SI-DM-002	Numbering and Revisioning Requirements of a DMS	10	\$170.00	SI-DM-001	X	X	X	X	X
SI-DM-003	Searchability, Metadata, Usability, and Workflow Requirements of a DMS	10	\$170.00	SI-DM-002	X	X	X	X	X
SI-DM-004	Access, Modifiable File Management, and Security Requirements in a DMS	10	\$170.00	SI-DM-003	X	X	X	X	X
SI-DM-005	Reporting, Transmitting, Auditing, and Integration Req of DM Software	10	\$170.00	SI-DM-004	X	X	X	X	X
VB-DM-001	Introduction to Vendor Submission DM and Email Management	10	\$170.00	GB-DM-005	X	X	X	X	



Course Code	Course Name	Length in Hours	Cost (CAD)	Recommended Prerequisites	Channel A HO DC	Channel B FDC	Channel C FAB DC	Channel D MOD DC	Channel E Corp DC
VI-DM-001	Setting Submission Expectations for Vendor Documentation	10	\$205.00	VB-DM-001	X	X	X		
VI-DM-002	Receiving and Numbering Vendor Documentation Submissions	10	\$205.00	VI-DM-001	X	X	X		
VI-DM-003	Expediting and Reviewing Vendor Documentation Submissions	10	\$205.00	VI-DM-002	X	X	X		
VI-DM-004	Submitting Documentation from the Vendor, Data Books, and Storage	10	\$205.00	VI-DM-003	X	X	X		



Course Descriptions and Objectives (by category)

Corporate Governance Specific Category	
CI-DM-001	Corporate Documentation Levels Explained
Outline	In this course, students will learn the four different levels of corporate governance documentation and how those levels define the various corporate documents in various organizations.
Objectives	Describe the purpose and role of corporate documentation management in an organization, understand the components of the different levels, and explain the interaction between the levels.
CI-DM-002	Creating, Modifying, and Publishing Corporate Documentation
Outline	This course reviews the workflows and requirements for creating corporate documentation, for modifying the files, and for publishing corporate documentation.
Objectives	Apply the processes to create and modify corporate documentation, recreate the various workflows, and explain the control of modifiable corporate files.
CI-DM-003	Managing Reviews and Corporate Documentation from External Parties
Outline	Students will learn how to manage the review of corporate documentation, and the tracking mechanisms for internally created and externally sourced corporate documentation.
Objectives	Recount control of external and internal corporate governance documentation, and explain indexing and tracking methods.
CI-DM-004	Corp DM Numbering, Storage and Securities, and Continual Improvement
Outline	In this course, students will learn how to create documentation numbering structures for corporate documentation. The storage and securities for controlling corporate documentation in different formats and the continual improvement requirements will also be addressed.
Objectives	Create numbering structures for corporate documentation, explain storage and securities of corporate documents, and recount continual improvement schedules and best practices.



Engineering Sector Specific Category	
EB-DM-001	Introduction to Engineering Documentation Management
Outline	Students will learn the elements of the engineering sector that dictate the documentation management requirements.
Objectives	Understand regulated requirements in relation to document management, recount engineering sector components in documentation management.
EI-DM-001	Overview of Engineering Groups and Authentication Requirements
Outline	The engineering sector has various disciplines and documentation authentication requirements, which are covered in this course. Knowledge of these groups and requirements are paramount in establishing documentation management processes in the engineering environment.
Objectives	Learn the roles and documentation of the various engineering disciplines and how they work together, describe the requirements for authenticating engineering documentation.

Facility Management Specific Category	
FI-DM-001	Construction Documentation and Processing Incoming Facility Files
Outline	This course will delve into the construction documentation that is coming in to the facility during the construction phase. This course reviews the elements of a construction site as well as the process for receiving and distributing documentation at the facility to the various construction personnel.
Objectives	Compile Construction Work Packages from Engineering Work Packages, understand quality checking submissions, and distribution and storage of incoming documentation.

Facility Management Specific Category (cont.)	
FI-DM-002	Processing Facility Generated and Asset Management Documentation
Outline	In this course, processing and managing construction site generated documentation is covered, as well as during commissioning of a facility and asset management.
Objectives	Establish processes for facility generated documentation and redlines, understand quality checking submissions, and distribution and storage of documentation.
FI-DM-003	Managing As Built Redlines and Requests for Information (MOC)
Outline	How to process and manage the markups for as building drawings are covered in this course as well as the workflow for these redlines. In addition, design or construction change requests can become confusing if not properly managed correctly, and this course discusses the various levels of change and how to manage them.
Objectives	Manage facility updates during construction, understand the process for maintenance work updates, and explain storing and distributing changes to documentation.
FI-DM-004	Managing System Turnover Manuals and Data Book Updates
Outline	When systems at a facility have completed construction activities, the documentation goes to the operators. It is vital that this information transition occurs effectively and this course will define the processes for compiling and handing over the systems manuals and information. Facility data books will also be covered in this course.
Objectives	Explain the management of System Turnover manuals, Facility Data Books, Inspection, safety, and quality documentation.



Facility Management Specific Category (cont.)	
FI-DM-005	Facility Infrastructure and IT Integration Relating to DM
Outline	This course will focus on relating the documentation management needs with infrastructure options and capabilities, including remote access, server and file management and auditing, software support, and device management. Also discussed is how facilities are moving toward intelligent communication between assets.
Objectives	Restate and explain infrastructure requirements and best practices for managing IT requirements at a facility, describe manual management options due to poor infrastructure.

Generalized Fundamental Category	
GB-DM-001	Documentation Management History and Introduction
Outline	In this course, students will learn about the history of Document Control, how managing documentation affects an organization, and the basics of the four divisions of Documentation and Data File Management and common documentation management terminology.
Objectives	Explain the history of documentation management, describe how document management is to integral to organizations and various industries, and recount the four different divisions of documentation management.
GB-DM-002	Elements of Creating a Facility
Outline	Students learn the base elements of what the creation of a facility entails, including selection of engineering and architectural, purchasing, and construction philosophies.
Objectives	Associate all elements of creating a facility to documentation management divisions, and explain the interaction with project teams.



Generalized Fundamental Category (cont.)	
GB-DM-003	Elements of Project Management
Outline	This course teaches the base elements of project management functions. This allows students to understand how management of documented deliverables affects the execution of a project.
Objectives	List different documentation required to execute a project, and recount the involvement of support groups.
GB-DM-004	Elements of Facility Construction
Outline	In this course, students will learn about the different groups involved in the construction portion of a facility, providing insight into which groups need to be supported.
Objectives	Describe the Construction and Turnover requirements for documentation, understand operation and asset management, explain the management of change to documentation.
GB-DM-005	Corporate DM Introduction
Outline	This course covers the foundations to understanding the details of managing corporate governance documentation.
Objectives	Understand workflows and base elements to process corporate governance documentation.
GB-DM-006	Creation of Drawings and Introduction to Publishing Documentation
Outline	This course explains the creation of drawings via the drafting group, describes other elements such as line numbers and tag numbers, and discusses the base storage concepts for project and technical documentation.
Objectives	Understand the base elements of drafting drawings, utilize concepts for creating line and tag numbers in creating structures, and describe the base elements of publishing documentation.



Generalized Fundamental Category (cont.)	
GB-DM-007	Introduction to Facility Documentation and Managing Modifiable Files
Outline	Learning the documentation receiving requirements as well as the management of information that is needed by or created at a facility is vital to a documentation management system. This course offers the base concepts for this element as well as the concepts for managing modifiable drawing and document files.
Objectives	Outline the requirements of managing modifiable drawing and document files, restate the elements of managing facility documentation, restate concurrent engineering practices.

Land, Survey, and Well Specific Category	
LI-DM-001	Overview of Land, Survey, and Well Data and Documentation Management
Outline	This course will offer a concise overview of what land, survey, and well data is and how to identify the differences, and why the documentation exists.
Objectives	Explain where and how survey, well, and land information fits in to an organization, describe the central repositories and data bases for this information, and understand the records retention and archiving.
LI-DM-002	Well and Survey Documentation Management
Outline	This course delves into the creation and use requirements of well and survey documentation and data, including how to compile manuals and storage for this documentation.
Objectives	Describe what documentation goes into a land file and the compilation of a land file, describe what documentation goes into a well file, what is required for mine monitoring, and the source of the documentation compilation of a well file, describe what documentation and data is required for surveys.



Land, Survey, and Well Specific Category (cont.)	
LI-DM-003	Application of Land, Well, and Survey Documentation and MOC
Outline	This course delves into the creation and use requirements of land documentation, and how to integrate the documentation into the operation of an organization.
Objectives	Explain the application of land, well, and survey data in various industries, process regulatory applications and permits, understand the legal implications and coverage.

Modifiable File Specific Category	
MI-DM-001	Creating and Modifying Modifiable Drawing Files
Outline	This course teaches the elements for creating and modifying the various types of documentation found within an organization.
Objectives	Understand the creation and processing requirements of project, corporate, modifiable drawing, 3D model, and site document files.
MI-DM-002	Modifiable Documentation File Management and Digital Metadata
Outline	In this course, individuals will learn how to manage the modifiable files including versions and intermediate reviews, setting expectations for uncontrolled documentation, and the inclusion of tagging methods for equipment and other types of embedded digital data.
Objectives	Explain the digital elements embedded in modifiable files and relate it back to metadata.
MI-DM-003	Modifiable File Requirements and 3D Model Numbering
Outline	Chain of custody and standards of modifiable files is paramount to the control the quality of the content. This course will cover the standards by which modifiable drawing, facility document, and 3D models are to be created.
Objectives	Illustrate the requirements pertaining to the various modifiable files, and explain 3D Models and how they are utilized.



Modifiable File Specific Category (cont.)	
MI-DM-004	Storage and Security of Controlled and Working Modifiable Files
Outline	This course will describe the storage mechanisms and rules for controlling the modifiable files. Work in progress modifiable files also have control mechanisms which are slightly different to the controlled master version. 3D model storage is also discussed in this course.
Objectives	Select storage, chain of custody, and permission requirements for modifiable drawing and site document files, and apply methods for managing incoming, externally generated modifiable files.
MI-DM-005	Chain of Custody, Indexing, and Concurrent Modification of Files
Outline	This course discusses the various levels of control of modifiable files and includes the various statuses including sign in, sign out, files for update, and files for reference. The indexing of the modifiable files is a key element to managing modifiable files, and tracking mechanisms are covered. Lastly, this course covers managing modifiable files in concurrent (simultaneous) modification environments.
Objectives	Direct the flow of modifiable files through sign in and out, comprehend the differences between the statuses of modifiable files, demonstrate the different options for managing modifiable documentation and 3D model files in the concurrent environment.

Project Management Specific Category	
PI-PM-001	Construction Through the Ages
Outline	This course teaches about construction throughout the eras, showing progression of standards and management strategies so that individuals may understand why construction projects are managed the way they are today.
Objectives	Demonstrate an understanding of construction history, explain building code evolution, review the evolution of construction project management, and explain the impact technology has on the construction industry.



Project Management Specific Category (cont.)	
PI-PM-002	Construction Management Defined and Project Delivery Methods
Outline	In this course, individuals will learn about the various construction project delivery methods and values, including quality, safety, and scope, design options, and construction contract administration options.
Objectives	Reiterate the definition of construction management, understand the elements of construction projects, describe the roles and responsibilities of services provided by a construction management firm, explain project delivery and construction methods, and understand the differences between Agency CM and CM At-Risk.
PI-PM-003	Design and Construction Project Stages, and Project Team Composition
Outline	This course delves into the design and construction stages, compliance issues, competitive construction bids, preconstruction stages, and construction team development. Project stages include due diligence concerns, value engineering, permitting and engineering up to the final construction stage, including mobilization, and construction operations and project completion.
Objectives	Understand the stages of the design and construction process, distinguish between the various project stages, differentiate between substantial completion and final completion, and explain each of the project team members' roles.
PI-PM-004	Construction Claims, Contracts, and Project Governance
Outline	This course focuses on the documentation needed to mitigate claims and issues during construction.
Objectives	Describe the significant part of a construction claim, understand differences between a baseline schedule and a progress schedule, comprehend three characteristics a claim delay has on a project, and explain project governance.
PI-PM-005	Reviewing Industry Facility Accidents
Outline	In this course, critical events in recent history are reviewed.
Objectives	Discover what function is vital to project compliance, explain incidents that occur due to inadequate project compliance, observe how companies with insufficient compliance practices perform in court, restate events that provide evidence of insufficiencies.



Software Configuration Specific Category	
SB-DM-001	Introduction to Documentation Management Software (DMS) Requirements
Outline	This course discusses the overview of reviewing and selecting documentation management software, the functional requirements are for managing work in progress files, control of modifiable files, and relationships to other systems.
Objectives	Evaluate the base functional requirements for documentation management software and learn the beginnings of asset management and relationships to other systems.
SI-DM-001	Repository, Uploading, and Metadata Type Requirements in DM Software
Outline	In this course, content repositories, uploading requirements, and basic metadata types are discussed along with data mining the modifiable files and the relationships to other objects within the software.
Objectives	Consider the business process requirements for managing files in software, translate those requirements to functional requirements, understand which elements are required and which are preferred.
SI-DM-002	Numbering, Revisioning, and Versioning Requirements of a DMS
Outline	In this course, how to apply the numbering of documentation into a software system is discussed as well as the standard methods for identifying revisions to the files. Versions are shown as different to revisions as it is vital to understand how revisions and versions work within a software platform.
Objectives	Understand and applying the procedural numbering and revisioning requirements to the software, and explain the workings of the versioning system.



Software Configuration Specific Category (cont.)	
SI-DM-003	Searchability, Metadata, Usability, and Workflow Requirements of a DMS
Outline	The ability to search for all the files within a software platform relies heavily on the fields of metadata that are available and thereafter populated. This course will focus on those fields as well as the usability of the platform, which greatly increases the overall use of the software. Lastly, this course will cover notification requirements and workflow capabilities of the software.
Objectives	Describe the application of search mechanisms as it relates to metadata, utilize methods to improve usability, and apply the workflow requirements to the software.
SI-DM-004	Access, Modifiable File Management, and Security Requirements in a DMS
Outline	This course covers access to the software for third parties, how the software can aid in concurrent modification of files, and how to manage complex modifiable files and modifiable file processes. Security, permissions, and access to the files is also discussed in this course.
Objectives	Relay access and security requirements to the functional requirements, and understand the load of managing modifiable files within the system.
SI-DM-005	Reporting, Transmitting, Auditing, and Integration Req of a DM Software
Outline	In this course, individuals will learn how to integrate the reporting requirements into the software configuration as well as the rules and methods for transferring files within the network and to external parties. Auditing the system is vital and will be covered in this course as well as creating and managing transmittals, digital data, and asset management information.
Objectives	Explain and analyze the reporting requirements, the transmitting rules and options, and how to integrate the documentation software into other systems and processes.



Vendor Documentation Specific Category	
VB-DM-001	Introduction to Vendor Submission DM and Email Management
Outline	Students will learn the base concepts surrounding setting the expectations, receiving and tracking goods and services vendors' and suppliers' documentation submissions, as well as the management methods applied to email communication.
Objectives	Understand and recount the importance and process of setting expectations with suppliers of goods and services, establish processes for managing email communication.
VI-DM-001	Setting Submission Expectations for Vendor Documentation
Outline	Students will delve into the details of how to submit documentation requirements to vendors to ensure that clear expectations are set on what documentation is required, when to submit, and how to submit the information.
Objectives	Describe how vendor or third-party documentation submission requirements are established, and establish methods for communicating expectations.
VI-DM-002	Receiving and Numbering Vendor Documentation Submissions
Outline	In this course, the details of how to process incoming vendor documentation submissions, and how to ensure that the documentation is assimilated into the purchaser's system for tracking.
Objectives	Narrate the impacts and risks of lack of expectations in vendor submissions, manage the process for receiving submissions, and demonstrate numbering structures for incoming documentation.
VI-DM-003	Expediting and Reviewing Vendor Documentation Submissions
Outline	This course will outline the details of how to accurately track the vendor documentation submissions from initial submission to final submission, and how to ensure that the movements of the files occur in a timely manner along all steps of the process.
Objectives	Outline the different methods for expediting submissions, describe the various statuses of review applied to submissions, appreciate communication requirements when returning comments.



Vendor Documentation Specific Category (cont.)	
VI-DM-004	Submitting Documentation from the Vendor, Data Books, and Storage
Outline	This course covers the elements of submitting documentation from the fabrication company, as well as the vendor documentation elements of a data book, and the storage requirements for hard copy and electronic copies of vendor documentation.
Objectives	Understand the necessities for creating the required documentation to submit from a vendor organization, create the tracking mechanisms to ensure completion, comprehend Manufacturer Records Books in detail.

ZanEdU strives to continually bring new and exciting courses in the field of documentation, data, and communication management.

Keep up to date with new courses by following us on social media, or quarterly catalogue releases on our website.

Recommended Prerequisites

ZanEdU courses have recommended prerequisites. While students may take individual courses, it is recommended to take all courses within a category to ensure full understanding of the content. Categories are indicated by the first letter of the course code.

Completing your courses and passing grades

All courses are self-directed. Students are given a three-month period in which to complete each course. The final exam must be completed and submitted by the end of the three months. An extension can be requested before the three-month period is up (if required), however three months should be adequate time to complete the approximated ten hours required work for each course.

Completing your career channel

To complete any of the career channels, all the courses need to be completed **in the order** that is outlined in the tables below.

Engineering Sector Head Office Documentation Management Channel		
Course Code	Course Name	Recommended Prerequisites
GB-DM-001	Document Management History and Introduction	
GB-DM-002	Elements of Creating a Facility	GB-DM-001
GB-DM-003	Elements of Project Management	GB-DM-002
GB-DM-004	Elements of Facility Construction	GB-DM-003
GB-DM-005	Corporate DM Introduction	GB-DM-004
GB-DM-006	Creation of Drawings and Introduction to Publishing Documentation	GB-DM-005
GB-DM-007	Introduction to Facility Documentation and Managing Modifiable Files	GB-DM-005
EB-DM-001	Introduction to Engineering Documentation Management	GB-DM-005
VB-DM-001	Introduction to Vendor Submission DM and Email Management	GB-DM-005
SB-DM-001	Introduction to Documentation Management Software (DMS) Requirements	GB-DM-005
CI-DM-001	Corporate Documentation Levels Explained	GB-DM-005

Engineering Sector Head Office Documentation Management Channel (cont.)		
CI-DM-002	Creating, Modifying, and Publishing Corporate Documentation	CI-DM-001
CI-DM-003	Managing Reviews and Corporate Documentation from External Parties	CI-DM-002
CI-DM-004	Corp DM Numbering, Storage and Securities, and Continual Improvement	CI-DM-003
EI-DM-001	Overview of Engineering Groups and Authentication Requirements	
FI-DM-003	Managing As Built Redlines and Requests for Information (MOC)	FI-DM-002
LI-DM-001	Overview of Land, Survey, and Well Data and Documentation Management	
LI-DM-002	Well and Survey Documentation Management	LI-DM-001
LI-DM-003	Application of Land, Well, and Survey Documentation and MOC	LI-DM-002
VI-DM-001	Setting Submission Expectations for Vendor Documentation	VB-DM-001
VI-DM-002	Receiving and Numbering Vendor Documentation Submissions	VI-DM-001
VI-DM-003	Expediting and Reviewing Vendor Documentation Submissions	VI-DM-002
VI-DM-004	Submitting Documentation from the Vendor, Data Books, and Storage	VI-DM-003
SI-DM-001	Repository, Uploading, and Metadata Type Requirements in DM Software	SB-DM-001
SI-DM-002	Numbering and Revisioning Requirements of a DMS	SI-DM-001

Engineering Sector Head Office Documentation Management Channel (cont.)		
SI-DM-003	Searchability, Metadata, Usability, and Workflow Requirements of a DMS	SI-DM-002
SI-DM-004	Access, Modifiable File Management, and Security Requirements in a DMS	SI-DM-003
SI-DM-005	Reporting, Transmitting, Auditing, and Integration Req of DM Software	SI-DM-004

Facility Documentation Management Channel		
Course Code	Course Name	Recommended Prerequisites
GB-DM-001	Document Management History and Introduction	
GB-DM-002	Elements of Creating a Facility	GB-DM-001
GB-DM-003	Elements of Project Management	GB-DM-002
GB-DM-004	Elements of Facility Construction	GB-DM-003
GB-DM-005	Corporate DM Introduction	GB-DM-004
GB-DM-006	Creation of Drawings and Introduction to Publishing Documentation	GB-DM-005
GB-DM-007	Introduction to Facility Documentation and Managing Modifiable Files	GB-DM-005
EB-DM-001	Introduction to Engineering Documentation Management	GB-DM-005

Facility Documentation Management Channel (cont.)		
VB-DM-001	Introduction to Vendor Submission DM and Email Management	GB-DM-005
SB-DM-001	Introduction to Documentation Management Software (DMS) Requirements	GB-DM-005
CI-DM-001	Corporate Documentation Levels Explained	GB-DM-005
CI-DM-002	Creating, Modifying, and Publishing Corporate Documentation	CI-DM-001
CI-DM-003	Managing Reviews and Corporate Documentation from External Parties	CI-DM-002
CI-DM-004	Corp DM Numbering, Storage and Securities, and Continual Improvement	CI-DM-003
EI-DM-001	Overview of Engineering Groups and Authentication Requirements	
FI-DM-001	Construction Documentation and Processing Incoming Facility Files	GB-DM-007
FI-DM-002	Processing Facility Generated and Asset Management Documentation	FI-DM-001
FI-DM-003	Managing As Built Redlines and Requests for Information (MOC)	FI-DM-002
FI-DM-004	Managing System Turnover Manuals and Data Book Updates	FI-DM-003
FI-DM-005	Facility Infrastructure and IT Integration Relating to DM	FI-DM-004
VI-DM-001	Setting Submission Expectations for Vendor Documentation	VB-DM-001
VI-DM-002	Receiving and Numbering Vendor Documentation Submissions	VI-DM-001

Facility Documentation Management Channel (cont.)		
VI-DM-003	Expediting and Reviewing Vendor Documentation Submissions	VI-DM-002
VI-DM-004	Submitting Documentation from the Vendor, Data Books, and Storage	VI-DM-003
SI-DM-001	Repository, Uploading, and Metadata Type Requirements in DM Software	SB-DM-001
SI-DM-002	Numbering and Revisioning Requirements of a DMS	SI-DM-001
SI-DM-003	Searchability, Metadata, Usability, and Workflow Requirements of a DMS	SI-DM-002
SI-DM-004	Access, Modifiable File Management, and Security Requirements in a DMS	SI-DM-003
SI-DM-005	Reporting, Transmitting, Auditing, and Integration Req of DM Software	SI-DM-004
PI-PM-001	Construction Through the Ages	
PI-PM-002	Construction Management Defined and Project Delivery Methods	PI-PM-001
PI-PM-003	Design and Construction Project Stages, and Project Team Composition	PI-PM-002
PI-PM-004	Construction Claims, Contracts, and Project Governance	PI-PM-003
PI-PM-005	Reviewing Industry Facility Accidents	PI-PM-004

Fabrication Documentation Management Channel		
Course Code	Course Name	Recommended Prerequisites
GB-DM-001	Document Management History and Introduction	
GB-DM-002	Elements of Creating a Facility	GB-DM-001
GB-DM-003	Elements of Project Management	GB-DM-002
GB-DM-004	Elements of Facility Construction	GB-DM-003
GB-DM-005	Corporate DM Introduction	GB-DM-004
GB-DM-006	Creation of Drawings and Introduction to Publishing Documentation	GB-DM-005
GB-DM-007	Introduction to Facility Documentation and Managing Modifiable Files	GB-DM-005
EB-DM-001	Introduction to Engineering Documentation Management	GB-DM-005
VB-DM-001	Introduction to Vendor Submission DM and Email Management	GB-DM-005
SB-DM-001	Introduction to Documentation Management Software (DMS) Requirements	GB-DM-005
CI-DM-001	Corporate Documentation Levels Explained	GB-DM-005
CI-DM-002	Creating, Modifying, and Publishing Corporate Documentation	CI-DM-001
CI-DM-003	Managing Reviews and Corporate Documentation from External Parties	CI-DM-002

Fabrication Documentation Management Channel (cont.)		
CI-DM-004	Corp DM Numbering, Storage and Securities, and Continual Improvement	CI-DM-003
EI-DM-001	Overview of Engineering Groups and Authentication Requirements	
VI-DM-001	Setting Submission Expectations for Vendor Documentation	VB-DM-001
VI-DM-002	Receiving and Numbering Vendor Documentation Submissions	VI-DM-001
VI-DM-003	Expediting and Reviewing Vendor Documentation Submissions	VI-DM-002
VI-DM-004	Submitting Documentation from the Vendor, Data Books, and Storage	VI-DM-003
SI-DM-001	Repository, Uploading, and Metadata Type Requirements in DM Software	SB-DM-001
SI-DM-002	Numbering and Revisioning Requirements of a DMS	SI-DM-001
SI-DM-003	Searchability, Metadata, Usability, and Workflow Requirements of a DMS	SI-DM-002
SI-DM-004	Access, Modifiable File Management, and Security Requirements in a DMS	SI-DM-003
SI-DM-005	Reporting, Transmitting, Auditing, and Integration Req of DM Software	SI-DM-004

Modifiable File Management Channel		
Course Code	Course Name	Recommended Prerequisites
GB-DM-001	Document Management History and Introduction	
GB-DM-002	Elements of Creating a Facility	GB-DM-001
GB-DM-003	Elements of Project Management	GB-DM-002
GB-DM-004	Elements of Facility Construction	GB-DM-003
GB-DM-005	Corporate DM Introduction	GB-DM-004
GB-DM-006	Creation of Drawings and Introduction to Publishing Documentation	GB-DM-005
GB-DM-007	Introduction to Facility Documentation and Managing Modifiable Files	GB-DM-005
EB-DM-001	Introduction to Engineering Documentation Management	GB-DM-005
VB-DM-001	Introduction to Vendor Submission DM and Email Management	GB-DM-005
SB-DM-001	Introduction to Documentation Management Software (DMS) Requirements	GB-DM-005
CI-DM-001	Corporate Documentation Levels Explained	GB-DM-005
CI-DM-002	Creating, Modifying, and Publishing Corporate Documentation	CI-DM-001
CI-DM-003	Managing Reviews and Corporate Documentation from External Parties	CI-DM-002

Modifiable File Management Channel (cont.)		
CI-DM-004	Corp DM Numbering, Storage and Securities, and Continual Improvement	CI-DM-003
EI-DM-001	Overview of Engineering Groups and Authentication Requirements	
MI-DM-001	Creating and Modifying Modifiable Drawing Files	
MI-DM-002	Modifiable Documentation File Management and Digital Metadata	MI-DM-001
MI-DM-003	Modifiable File Requirements and 3D Model Numbering	MI-DM-002
MI-DM-004	Storage and Security of Controlled and Working Modifiable Files	MI-DM-003
MI-DM-005	Chain of Custody, Indexing, and Concurrent Modification of Files	MI-DM-004
SI-DM-001	Repository, Uploading, and Metadata Type Requirements in DM Software	SB-DM-001
SI-DM-002	Numbering and Revisioning Requirements of a DMS	SI-DM-001
SI-DM-003	Searchability, Metadata, Usability, and Workflow Requirements of a DMS	SI-DM-002
SI-DM-004	Access, Modifiable File Management, and Security Requirements in a DMS	SI-DM-003
SI-DM-005	Reporting, Transmitting, Auditing, and Integration Req of DM Software	SI-DM-004

Corporate Documentation Management Channel		
Course Code	Course Name	Recommended Prerequisites
GB-DM-001	Document Management History and Introduction	
GB-DM-005	Corporate DM Introduction	GB-DM-004
GB-DM-006	Creation of Drawings and Introduction to Publishing Documentation	GB-DM-005
SB-DM-001	Introduction to Documentation Management Software (DMS) Requirements	GB-DM-005
CI-DM-001	Corporate Documentation Levels Explained	GB-DM-005
CI-DM-002	Creating, Modifying, and Publishing Corporate Documentation	CI-DM-001
CI-DM-003	Managing Reviews and Corporate Documentation from External Parties	CI-DM-002
CI-DM-004	Corp DM Numbering, Storage and Securities, and Continual Improvement	CI-DM-003
SI-DM-001	Repository, Uploading, and Metadata Type Requirements in DM Software	SB-DM-001
SI-DM-002	Numbering and Revisioning Requirements of a DMS	SI-DM-001
SI-DM-003	Searchability, Metadata, Usability, and Workflow Requirements of a DMS	SI-DM-002
SI-DM-004	Access, Modifiable File Management, and Security Requirements in a DMS	SI-DM-003
SI-DM-005	Reporting, Transmitting, Auditing, and Integration Req of DM Software	SI-DM-004



Course fees

All course fees are in Canadian dollars. It is the responsibility of the student to convert Canadian dollars into the student's preferred currency for budgeting purposes. All Canadian provincial specific taxes will be added to the course fees. International students will not be charged Canadian taxes.

Textbooks

No textbooks are required as all material required for the completion of the course is provided in the online learning management system.

English proficiency

All courses are taught in English. Students must be proficient in the English language in order to complete the courses. ZanEdU recommends students who are concerned about their English language skills first complete an English program in their geographic area.

Certificates and Certification

Completion of a course will result in an electronic certificate for that specific course. Students are welcome to print and display each certificate if they choose to. Hard copy certificates can be mailed to the student at an additional fee, depending on their geographic location. Contact ZanEdU to request hard copy certificates or to find out more information.

Individuals who have completed the required courses in a channel can apply for certification as level 1 or level 2 professional documentation managers through the Certified Documentation and Data Management Association (CDMA) at www.cdma-intl.com. There are additional fees and competency testing for certification through CDMA.