

ECQA Certified Terminology Manager - Advanced

Online course, February 2017 – May 2017

Preliminary Programme*

Introduction - ECQA, Certified Terminology Manager – Advanced and online course

Date: 1 February 2017 – from 10.00 to 11.30 a.m.

Webinar: Blanca Nájera, TermNet

- What is ECQA and CTM - Advanced
- Learning concept
- Self assessment
- Learning platform / Moodle
- Exam and certificate

UNIT 1 - PROFESSIONAL TERMINOLOGY MANAGEMENT: THEORY AND PRACTICE

Date: 8 February 2017 – from 10.00 to 11.30 a.m.

Webinar: Márta Fischer TermDok - Terminology Documentation Centre, University of Pécs

CTM-A.U1.E1	Terminology theory (advanced level)
CTM-A.U1.E2	How to implement terminology management
CTM-A.U1.E3	How to define a termbase structure
CTM-A.U1.E4	How to structure a terminological entry
CTM-A.U1.E5	Why and how to assure quality of terminological entries

UNIT 2 - TOOLS AND TECHNOLOGY

Date: 15 February 2017 – from 10.00 to 11.30 a.m.

Webinar: Klaus-Dirk Schmitz, TH Köln

CTM-A.U2.E1	How to select a Terminology Management System
CTM-A.U2.E2	Terminology extraction (methods and tools)
CTM-A.U2.E3	Terminology Management Systems and interfaces

TERMINOLOGY MANAGEMENT TOOLS DEMOS AND PRESENTATIONS: 22 February – 10 March 2017

UNIT 3 - TERMINOLOGY STRATEGIES FOR BUSINESS PROCESSES

Date: 15 March 2017 – from 10.00 to 11.30 a.m.

Webinar: Gabriele Sauberer, TermNet

CTM-A.U3.E1	Terminology planning and policies
CTM-A.U3.E2	How to present the business case for terminology
CTM-A.U3.E3	How to calculate and argue costs & return on investments
CTM-A.U3.E4	How to involve relevant stakeholders
CTM-A.U3.E5	How to collaborate with relevant organisational units
CTM-A.U3.E6	Internationalisation, Globalisation, Localisation

UNIT 4 - TERMINOLOGY PROJECT MANAGEMENT AND TEAM WORK

Date: 22 March 2017 – from 10.00 to 11.30 a.m.

Webinar: Gabriele Sauberer, TermNet

CTM-A.U4.E1	How to manage terminology projects
CTM-A.U4.E2	Team work and communication skills

UNIT 5 - TERMINOLOGY STANDARDS AND LEGAL ISSUES

Date: 29 March 2017 – from 10.00 to 12.00 a.m.

Webinar: Hendrik J. Kockaert, KU Leuven and Christian Galinski, Infoterm

CTM-A.U5.E1	Terminology and Standards
CTM-A.U5.E2	How to deal with copyright issues in terminology management
CTM-A.U5.E3	Terminology and product liability

UNIT 6 – APPLICATION SCENARIOS

Preparation for Unit 6 and topics for the participants' projects:

Date: 5 April 2017 – from 10.00 to 11.00 a.m.

Webinar: Gabriele Sauberer and Blanca Nájera, TermNet

Presentation of the participants projects

Date: 18 – 22 April 2017 (date to be confirmed by participants)

Webinar: Márta Fischer TermDok - Terminology Documentation Centre, University of Pécs,
Georgeta Ciobanu, Politehnica University of Timișoara and Blanca Nájera, TermNet

EXAM: 29 May 2017, from 9.00 a.m. to 15.00 p.m